WESTERN AREA CAREER & TECHNOLOGY CENTER

School Reopening Health and Safety Plan

2020–2021

While it is not possible to eliminate all risk of furthering the spread of COVID-19, current science suggests there are many steps schools can take to reduce the risks to students, teachers, and their families. Western Area CTC will encourage all students to take necessary precautions and recommendations from the Centers for Disease Control and Prevention and/or the Pennsylvania Department of Education. Knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed as new information becomes available in order to decrease the risk of exposure for our students, staff, and instructors.

Adult students will also follow this Plan but will be responsible to self-monitor their health and report to their instructor. All adult students must wear a face mask or shield on school premises.

This Plan is subject to change based upon any current or future orders issued by any of the following: the Pennsylvania Secretary of Health, the Pennsylvania Secretary of Education, and/or the Centers for Disease Control and Prevention.

TABLE OF CONTENTS

Health and Safety Plan – Western Area Career & Technology Center

1	Type of Reopening
1	Pandemic Coordinator/Team
	Key Strategies, Policies and Procedures
2	Cleaning, Sanitizing, Disinfecting and Ventilation
3	Social Distancing and Other Safety Protocols
7	Monitoring Student and Staff Health
11	Other Considerations for Students and Staff
13	Health and Safety Plan Professional Development
15	Health and Safety Plan Communications

Health and Safety Plan Summary

16	Facilities Cleaning, Sanitizing, Disinfecting and Ventilation
17	Social Distancing and Other Safety Protocols
17	Monitoring Student and Staff Health
19	Other Considerations for Students and Staff
21	Health and Safety Plan Governing Body Affirmation Statement

Health and Safety Plan: WESTERN AREA CAREER & TECHNOLOGY CENTER

Type of Reopening

☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

Considering the ever-changing landscape of COVID-19, the Reopening Plan must afford flexibility. Students will attend in-person instruction if possible Monday through Friday in the "green" and "yellow" phases. Should student(s) be unable to attend in-person instruction, the respective student(s) will be provided with a blended online synchronous and non-synchronous option. Should the school return to "red" phase, students will be moved to distance learning.

Anticipated launch date for in-person learning: AUGUST 24, 2020

Pandemic Coordinator/Team

The Pandemic Coordinator and Team is responsible for facilitating the local planning process, monitoring implementation of the Western Area Career & Technology Center Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Rebecca Cecchini	School Nurse	Plan Coordinator / Response Team
James J. Westfall	Teacher	Response Team
Josh Layton	Paraprofessional / Support Staff	Response Team
Michele L. Eaborn	Teacher	Response Team
Dr. Dennis J. McCarthy	Executive Director	Response Team / Plan Development
Dean LaSalvia	School Police Officer / Safety	Response Team
Tonya Decker	School Counselor	Response Team
Mary DeProspero-Adams	Principal	Response Team
Brad F. Worls	Information Technology Coordinator	Response Team
Kimberly Siegman	Business Manager	Response Team
James Knapp	Joint Operating Committee	Response Team
Dennis A. Dull	Adult Education Coordinator	Response Team
Anthony Venditti	Maintenance Supervisor	Response Team

Key Strategies, Policies and Procedures

Cleaning, Sanitizing, Disinfecting and Ventilation

- A deep cleaning of all facilities has been conducted to ensure buildings are ready to safely welcome staff and learners.
- CDC-approved disinfection products meeting OSHA requirements for the elimination of the COVID-19 virus have been procured to sustain sanitation efforts throughout the 2020-2021 school year.
- Daily cleaning will occur after school hours. During instructional times, communal areas will be cleaned on a regular basis with particular emphasis on high contact areas. Hand sanitizing stations and appropriate amounts of hand sanitizer have been procured to ensure availability for all persons during instructional hours. Ventilation systems will allow the maximum amount of fresh air flow as is appropriate for weather conditions. While the sharing of instructional materials will be limited, sanitation wipes will be provided in all areas to disinfect any items that may be shared. This, combined with the cleaning schedule, will allow the safest possible environment for learners, faculty and staff.
- All maintenance and custodial staff will be trained in the disinfection protocols required to safely open instructional spaces. Further, all faculty and staff will be trained in regard to our School Reopening Health and Safety Plan. These trainings have already begun and will continue throughout the school year. The Executive Director and his administrative team will review, lead, and participate in associated trainings. Preparedness will be based upon observable data gathered by this team.

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
*** Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	• Daily cleaning of schools with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Apply to frequently touched surfaces and objects including door handles, sink handles and drinking fountains. • At least daily and throughout the day disinfecting schools and transportation vehicles using EPA-approved disinfectants against COVID-19 external icon to reduce the risk. • Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students using the facility.	• Daily cleaning of schools with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Apply to frequently touched surfaces and objects including door handles, sink handles and drinking fountains. • At Least daily and throughout the day disinfecting schools and transportation vehicles using EPA-approved disinfectants against COVID-19 external icon to reduce the risk. • Video demonstrating hand washing, mask wearing, proper use of hand sanitizer.	Custodian Custodian Other Assigned Staff School Nurse	Cleaning Supplies – Ensure supply chain through multiple vendors Continuously monitor inventory Electrostatic sprayers Dispensers Foggers No-Touch Dispensers, Soap, Automatic Flush Valves	Y Y

Social Distancing and Other Safety Protocols

- Classroom seating is spaced 6 feet apart from other students when the class is small. Larger classes will be moved to larger rooms in the building.
- Student quantity will be limited so not to have contact with other students and instructors.
- New policies will be in place to address social distancing inside and outside the building. Social distancing concerns will be monitored by the School Police Officer, Principal, and School Nurse.
- The School Nurse will address all classes about hand washing, social distancing, using tissues for coughs/sneezes, use of appropriate face covering, and the importance of not touching eyes, nose and mouth. Custodial staff will clean throughout the day to address hygiene issues.
- The School Police Officer, School Nurse and Principal will ensure that students waiting for buses will follow social distancing rules set by the school.
- Visitors entering the building will be required to wear masks and use hand sanitizer outside the door. Signs will instruct visitors on building entry requirements. Rules will be the same for everyone, including salespersons, stakeholders.

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Classroom / learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	• Determine your maximum capacity for each room. • Turn desks in the same direction. • Students sit on one side of tables/desk facing the same direction. • Reduce Class Size --Half of class roster --Maximum classroom capacity • Survey families to gauge which students may want to conduct their schooling virtually for the 2020- 2021 school year. Virtual classes will be through Google Classroom and Zoom. • Use the master schedule to balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable). • Limit physical interaction through partner or group work. • Establish distance between the teacher's desk/board and students' desks.	• Determine your maximum capacity for each room. • Turn desks in the same direction. • Students sit on one side of tables/desk facing the same direction. • Reduce Class Size --Half of class roster --Maximum classroom capacity • Follow sending school surveys to determine which students want to conduct their schooling virtually. • Balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable). • Limit physical interaction through partner or group work. • Establish distance between the teacher's desk/board and students' desks.	Administrators Teachers Custodians Paraprofessionals Adult Education Coordinator	Scheduling Cleaning Supplies – Ensure supply chain through multiple vendors; Continuously monitor inventory PPE including desk cubicles	Y N N

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	• Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing. • Implement standard operating procedures while taking preventative measures such as: ○ Providing hand sanitizer for students and staff ○ Allowing students and staff to wear face masks/coverings ○ Limiting unnecessary congregations of students and staff	• Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing. • Implement standard operating procedures while taking preventative measures such as: ○ Providing hand sanitizer for students and staff ○ Allowing students and staff to wear face masks/coverings ○ Limiting unnecessary congregations of students and staff			
Restricting the use of café and other congregate settings	• Allow student hand washing before and after each activity. • Provide hand sanitizer for students and staff. • Mark spaced lines to enter the café; designate entrances and exit flow paths; stagger use. • Conduct cleaning of café and high-touch surfaces throughout the school day.	• Implement standard operating procedures while taking preventative measures such as: -- Providing hand sanitizers for students and staff. --Allowing students and staff to wear face masks/coverings while in large group gatherings. --Conducting cleaning of café and high-touch surfaces throughout the school day.	Principal School Nurse	Hand Sanitizer Sanitizing Wipes Cleaning Supplies Masks Pre-Packaged Materials	Y
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	• Teach and reinforce good hygiene measures such as handwashing, coverings, coughs, and face coverings. • Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no touch trash cans in all bathrooms, classrooms, and frequently trafficked areas. • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.	• Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings. • Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms and frequently trafficked areas. • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.	Administrators Teacher Paraprofessional School Nurse Students Parents	Signs Health Curriculum	Y

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc	https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc	Administrator Principal	Laminated Signs or Posters	N
Identifying and restricting non-essential visitors and volunteers	Refrain from scheduling large group activities such as field trips, inter-group events, and extracurricular activities. Restrict nonessential visitors, volunteers, and activities that involve other groups.	Refrain from scheduling large group activities such as field trips, inter-group events, and extracurricular activities. Restrict nonessential visitors, volunteers, and activities that involve other groups.	Administrator Principal	Policies and Procedures	N
Limiting the sharing of materials among students	• Identify necessary learning tools and resources, consider using consumables (when possible). • Assign a locker to each student where s/he can keep hard copy texts and learning tools (e.g. rulers, calculators). • Limit the sharing of technology tools (computers) and provide cleaning materials to be used between uses. • Limit sharing of high-touch materials and tools to extent possible or limit the use of supplies and equipment to one group of students at a time and clean and disinfect these items between uses.	• Identify necessary learning tools and resources, consider using consumables (when possible). • Assign a locker to each student where s/he can keep hard copy texts and learning tools (e.g. rulers, calculators). • Limit the sharing of technology tools (computers) and provide cleaning materials to be used between uses. • Limit sharing of high-touch materials and tools to extent possible or limit the use of supplies and equipment to one group of students at a time and clean and disinfect these items between uses.	Administrator Teachers IT Coordinator Paraprofessionals Adult Education Coordinator	Locker Individual Tech Tools Manipulatives Individual basic school supplies such as tools, ruler, pencils, notebooks Cleaning Supplies: -- Ensure supply chain Through multiple vendors; -- Continuously monitor inventory; tech wipes for all technology PPE	Y
Staggering the use of communal spaces and hallways	• Develop entry procedures and master schedule. • Direct movement with clear traffic patterns; Establish clear traffic patterns with appropriate visual supports (e.g., directional arrows, signage, etc.) to enter the building and designate entrance and exit flow paths. • Establish a protocol for student pickup/drop off; staggered entry and release (by shop, class); marked spacing for pickup. • Close water fountains. • Provide hand sanitizer for students and staff.	• Develop entry procedures and master schedule. • Direct movement with clear traffic patterns; Establish clear traffic patterns with appropriate visual supports (e.g., directional arrows, signage, etc.) to enter the building and designate entrance and exit flow paths. • Establish a protocol for student pickup/drop off; staggered entry and release (by shop, class); marked spacing for pickup. • Limit communal spaces such as hall-ways if possible; otherwise, stagger their use and disinfect them in between uses.	Administrator Teachers Paraprofessionals School Police Officer Adult Education Coordinator	Schedule Signs on Floors and Walls Cleaning Supplies: -- Ensure supply chain through multiple vendors; -- Continuously monitor inventory; tech wipes for all technology Policies and Procedures for Boarding the Bus	Y

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	• Limit unnecessary congregations of students and staff. • Keep same group of students with same staff. • Limit movement throughout the building and restrict mixing between groups to the extent possible. Try to keep the same student and staff groupings together throughout the school day as much as possible. • Implement standard operating procedures while taking preventative measures such as: -- Providing hand sanitizers for students and staff. -- Allowing students and staff to wear face masks/coverings. -- Limiting unnecessary congregations of students and staff.	• Minimize unnecessary congregations of students and staff. • Provide hand sanitizer for students and staff. • Minimize movement throughout the building and restrict mixing between groups to the extent possible. Try to keep the same student and staff groupings together throughout the school day as much as possible. • Consider scheduling student arrival so not all students are in the hallway at the same time. • Implement standard operating procedures while taking preventative measures such as: -- Providing hand sanitizers for students and staff. -- Allowing students and staff to wear face masks/coverings. -- Limiting unnecessary congregations of students and staff.			
Adjusting transportation schedules and practices to create social distance between students	We do not provide transportation but will collaborate with sending districts to stagger student arrival and departure times to extent feasible and monitor arrival and departure of students.	We do not provide transportation but will collaborate with sending districts to stagger student arrival and departure times to extent feasible and monitor arrival and departure of students.			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	• Determine maximum capacity for each room. • Limit movement throughout the building. • Restrict mixing between groups; Keep the same student and staff groupings together throughout the school day as much as possible. • Remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable). • Limit physical interaction through partner or group work.	• Determine maximum capacity for each room. • Minimize movement throughout the building. • Minimize mixing between groups; Keep the same student and staff groupings together throughout the school day as much as possible. • Consider students remaining in the same classroom; Consider teachers switching classrooms instead of students. • Remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable).	Administrators Teachers Paraprofessionals Janitors School Police Officer Adult Education Coordinator	Signs and markings for the floor and walls Policies and Procedures Cleaning Supplies – -- Ensure supply chain through multiple vendors; -- Continuously monitor Inventory PPE	Y

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	• Establish distance between the teacher's desk/board and student desks. • Mark spaced lines for entry, exit, and flow in each room to promote social distancing. • Identify and utilize large spaces (I.e., multipurpose room, computer technology room, any open room not in use). • Provide hand sanitizer for students and staff. • Conduct cleaning of classrooms and high-touch surfaces each day.	• Minimize physical interaction through partner or group work. • Establish distance between the teacher's desk/board and students' desks. • Mark spaced lines for entry, exit, and flow in each room to promote social distancing. • Identify and utilize large spaces (I.e., multipurpose room, computer technology room, any open room not in use). • Provide hand sanitizer for students and staff. • Conduct cleaning of classrooms and high-touch surfaces each day.			

Monitoring Student and Staff Health

PROTOCOL FOR STUDENTS, FACULTY AND STAFF THAT ARE SUSPECTED TO BE ILL

- Parents should take their child's temperature prior to leaving for school. If the child has a temperature of 100.4 or higher, they should remain home.
- Faculty, staff and third party contractors should take their temperatures before leaving for work. If the employee has a temperature of 100.4 or higher, s/he should remain home.
- On a daily basis, the School Nurse and School Police Officer will take temperatures of all staff and students as they enter the building.
- To prevent potential exposure and spread of infection, WACTC will utilize a "sick" area for staff or students who experience symptoms associated with COVID-19. This protocol should be followed by both staff and students. Any student who becomes ill or has a temperature at Western Area will be quarantined in the Sick Area until such time as the parent/guardian arrives to take the student home.
    - Sick Area – Please call the office immediately to notify them that a student or staff member appears to be sick. Potentially infectious persons will need to be immediately assessed, and isolated if necessary. The office will provide direction on how to proceed and will instruct the staff member to send the student to the Sick Area or to report there themselves if they are experiencing symptoms. Reasons to call the office for a "sick" child include suspected fever, shortness of breath, severe coughing, apparent respiratory distress, decreased level of consciousness, confusion, etc.
- The School Nurse will monitor students during the day to ensure that no student is showing signs of illness.
- In case of illness, the School Nurse will make the decision to send students and/or staff home.
- Adult students, if ill, are asked not to come to class.
- Teacher will send home any adult education student that is ill.

RETURN TO WORK/SCHOOL FOR EMPLOYEES AND STUDENTS PROTOCOL PER THE CDC

This guidance is based on current available information about COVID-19 and is subject to change as additional information becomes available.

The decision to discontinue isolation should be made in conjunction with an individual's physician and under the context of local circumstances (i.e. testing availability, community spread, underlying personal health issues, etc.). Physician clearances will need to be submitted to Western Area CTC administration before returning to work/school.

Per CDC Guidelines:

Persons with laboratory-confirmed COVID-19 who <u>HAVE</u> symptoms and are directed to care for themselves at home may discontinue isolation under the following conditions:

- Symptom-Based Strategy. Exclude from work/school until:
  - At least 10 days have passed *since symptoms first appeared*.
    - ✓ At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
  - Written clearance from the individual's medical provider.
- Test-Based Strategy. Exclude from work until:
  - Resolution of fever without the use of fever-reducing medications and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
  - Written clearance from the Individual's medical provider.

Persons with laboratory-confirmed COVID-19 who <u>HAVE NOT</u> had <u>ANY</u> symptoms:

- Time-Based Strategy. Exclude from work/school until:
  - 10 days have passed since the date of their first COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
  - An individual develops symptoms, then the symptom-based or test-based strategy should be used. Note: Because symptoms cannot be used to gauge where individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after the first positive test.
- Test-Based Strategy. Exclude from work/school until:
  - Resolution of fever without the use of fever-reducing medications and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
  - Written clearance from the individual's medical provider.
  - For 3 days following discontinuation of isolation, these persons should continue to limit contact by social distancing (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

All changes in the current situation will be communicated to the entire community by the Executive Director, in collaboration with the superintendents of each sending district. All stakeholders will be trained in the safety expectations by CTC administrators and staff. These trainings will signify preparedness for the schools to reopen as safely as is possible considering the current circumstances.

Student/Staff Travel – If a student or staff member has traveled, or plans to travel, to a "*Hot Spot*" state, CDC and PA Department of Health guidelines "highly" recommended that you quarantine for 14 days upon return to Pennsylvania. Western Area is highly suggesting that you quarantine for 14 days as well, during which time students will receive remote learning.

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	• Check for signs and symptoms of students and employees daily upon arrival. • Conduct routine, daily health checks (e.g., temperature and symptom screening) which include checks for history of exposure. • Consider a process to address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases. • Develop a system for home/self-screening and reporting procedures. • Encourage staff to stay home if they are sick and encourage parents to keep sick students home. • Adopt flexible attendance policies for students and staff.	• Check for signs and symptoms of students and employees daily upon arrival. • Conduct routine, daily health checks (e.g., temperature and symptom screening) which include checks for history of exposure. • Consider a process to address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases. • Develop a system for home/self-screening and reporting procedures. • Encourage staff to stay home if they are sick and encourage parents to keep sick students home. • Adopt flexible attendance policies for students and staff.	Administration School Nurse	Temperature Scanner When and how will trainings be provided	Y
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	• Work with school administrators, School Nurse, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. • School Nurse and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. • Establish procedures for safely transporting anyone who is sick home or to a healthcare facility. • Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.	• Work with school administrators, School Nurse, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. • School Nurse and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. • Establish procedures for safely transporting anyone who is sick home or to a healthcare facility. • Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.	Administrator School Nurse	Isolation Room Proper PPE Equipment for Health Professionals	Y

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	• Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from students. • Advise sick staff members and students not to return until they have met state DOH criteria to discontinue home isolation. • Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine.	• Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from students. • Advise sick staff members and students not to return until they have met state DOH criteria to discontinue home isolation. • Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine. • Symptoms of Coronavirus • What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection • Standard Precautions Transmission-based Precautions			
Returning isolated or quarantined staff, students, or visitors to school	• Develop policies and procedures based on CDC guidelines. • https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html	• Develop policies and procedures based on CDC guidelines. • https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html	Administrators Department of Health School Nurse	Policies and Procedures	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	• Post on the public Website • All Call Systems • Local Television / Radio	• Post on the public Website • All Call Systems • Local Television / Radio	Administrators	Communication System	N
Other monitoring and screening practices	• Wellness Checks • Temperature Scans	• Wellness Checks • Temperature Scans	School Nurse	Temperature Scanners	Y

Other Considerations for Students and Staff

- Teachers will wear face coverage all of the time. Students can wear shields, respirators, masks.
- Staff and student temperatures will be monitored. Determination will be made by School Nurse if necessary to send teachers/students home. Students will be isolated until picked up by parent/guardian.
- Western Area CTC is currently advertising for substitutes to ensure adequate coverage.
- Google and Zoom classrooms will be available to all students during school closures to ensure all students have access to quality learning as well as social, emotional and wellness support at school and home.

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html • Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. • Survey families with vulnerable students to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. • Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials. • Consult with local board attorneys and district human resources officials to offer special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations. • Adhere to FERPA and HIPPA requirements. • Adhere to state and federal employment law and extended leave allowances. • Offer an Employee Assistance Program to all staff members.	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html • Provide PPE to vulnerable students and staff as appropriate. • Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable). • Establish a process for regular check-ins with vulnerable students and staff. • Allow an early transition for vulnerable students to go to classes. • Limit large group gatherings and/or Interactions for vulnerable students and staff. • Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials. • Consult with local board attorneys and district human resources officials to offer special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations. • Adhere to FERPA and HIPPA requirements. • Adhere to state and federal employment law and extended leave allowances. • Offer an Employee Assistance Program to all staff members.	Administrator School Nurse Teacher Paraprofessional Adult Education Coordinator	Policies and Procedures	N

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Use of face coverings (masks or face shields) by all staff and by older students (as appropriate)	• All staff, faculty and third party contractors will be required to wear face coverings during the school year. • All students will be required to wear face coverings during the school year. The age of the student will also determine the appropriateness of this protocol. • Information should be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings. • Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable. > CDC Guidance	• All staff, faculty and third party contractors will be required to wear face coverings during the school year. • All students will be required to wear face coverings during the school year. The age of the student will also determine the appropriateness of this protocol, as well as students with complex needs or other health considerations. • Information should be provided on proper use, removal, and washing of cloth face coverings. • Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable. > CDC Guidance	Executive Director Principal School Nurse Teachers Adult Education Coordinator	Face coverings, signage for proper use	N
Unique safety protocols for students with complex needs or other vulnerable individuals	• Survey families with vulnerable students to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. • Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials. • Reconvene IEP Meetings to adjust for Special needs.	• Survey families with vulnerable students to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. • Protocols for these students will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning.	Principal School Nurse	Accommodations as needed	Y
Strategic deployment of staff	Instructional and non-instructional staff will be deployed to meet student needs. Based upon the analysis of the plans by administration and faculty, human resources will be deployed appropriately. These supports will be made available to students in both the brick and mortar and virtual environments.		Administration Teachers	Accommodations as needed	Y

Health and Safety Plan Professional Development

Professional Development will be conducted concerning mental health for staff and students.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources and/or Supports Needed	Start Date	Completion Date
Hygiene Basics	Staff and Students	Pandemic Coordinator	Face-to-Face / Virtual	CDC Resources	August 2020	June 2021
Daily Cleaning/ Deep Cleaning	Maintenance/Custodial Staff, Faculty, Support Staff	Pandemic Coordinator	Face-to-Face / Virtual	CDC Resources Cleaning Supplies	August 2020	June 2021
Temperature Scans/Isolation and Quarantine of Students and Staff	Administration, Principal, School Nurse	Pandemic Coordinator Principal	Face-to-Face / Virtual	Policies / Procedures	August 2020	June 2021
Use of Face Coverings/PPE	Administration, Staff, Students, Visitors	Pandemic Coordinator	Face-to-Face / Virtual	Policies / Procedures	August 2020	June 2021
Unique Safety Protocols for Students with Complex Needs or Vulnerable Individuals	Administration, Staff	Pandemic Coordinator Special Education Director	Face-to-Face / Virtual	Policies / Procedures	August 2020	June 2021
Staggering Use of Communal Spaces and Hallways	Administration, Staff, Students	Pandemic Coordinator Safety Officer Administration	Face-to-Face / Virtual	Signs and Markings for Walls and Floors Policies / Procedures Master Schedule	August 2020	June 2021
Limiting the Number of Individuals in Classrooms and Other Learning Spaces, and Interactions Between Groups of Students	Administration, Staff, Students	Pandemic Coordinator Administration	Face-to-Face / Virtual	Signs and Markings for Walls and Floors Policies / Procedures Master Schedule	August 2020	June 2021
Classroom/ Learning Space Occupancy that Allows for 6 Feet of Separation Among Students and Staff Through-out the Day, to the Maximum Extent Feasible	Administration, Staff, Students	Pandemic Coordinator Administration	Face-to-Face / Virtual	Signs and Markings for Walls and Floors Policies / Procedures Master Schedule	August 2020	June 2021
Restricting use of cafe and other congregate settings	Administration, Staff, Students	Pandemic Coordinator Administration	Face-to-Face / Virtual	Cleaning Supplies Master Schedule	August 2020	June 2021

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources and/or Supports Needed	Start Date	Completion Date
Cleaning, Sanitizing, Disinfecting and Ventilating Learning Spaces, Surfaces, and any Other Areas Used by Students (i.e., Restrooms, Drinking Fountains, Hallways)	Custodians Paraprofessionals Café Staff	Maintenance/Custodial	Virtual	Janitorial Supplies	August 2020	June 2021
Hygiene Practices for Students and Staff Including the Manner and Frequency of Hand Washing and Other Best Practices	Students Staff	School Nurse Administration	Virtual - Classroom Health Assistant Class	Curriculum, Video Materials, Web Site, Posters	August 2020	June 2021
Isolating or Quarantining Students, Staff, or Visitors if They Become Sick or Demonstrate a History of Exposure	All Building Staff	School Nurse Administration Department of Health	Virtual School Nurse Presentation	CDC Guidance Department of Health Assistance Isolation Room School Web Page	August 2020	June 2021
Returning Isolated or Quarantined Staff, Students or Visitors to School	Parents All Staff	School Nurse	Virtual Communication with Families of Students	Videos Letters School Web Site	August 2020	June 2021
Other Monitoring and Screening Practices	Students Staff	School Nurse Staff Administration	Virtual	Thermal Scanners	August 2020	June 2021
Unique Safety Protocols for Students with Complex Needs or Other Vulnerable Individuals	Parents Staff	School Nurse Special Needs Staff	Virtual In-Person (if possible)	Special Devices Special Care Materials	August 2020	June 2021

Health and Safety Plan Communications

Western Area Career & Technology staff and administration realize that timely and effective family and caregiver communication concerning health and safety protocols and schedules are critical. Additionally, Western Area will has established and will maintain ongoing communication with local and state authorities in an effort to determine current mitigation levels throughout the communities serviced by administration and staff.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
School Reopening Plan	Staff, Faculty, Community, Parents/Guardians, Students	Administration	Communicator, Web Site, Emails, Mailings, Board Meetings	July 2020	August 2020
Sanitation Procedures	Teachers Maintenance/Custodial	Vendors	E-Mail	June 2020	Ongoing
General School Updates During the Pandemic	Community, Staff, Faculty, Parents/Guardians	Administration	Communicator, Web Site, Emails, Mailings, Board Meetings	July 2020	Ongoing
School Opening Safety Requirements Notification of Classes	Parents Local and State Agencies	Administration	Communicator, Web Site, Emails, Mailings, Board Meetings, Personal Telephone Calls	July 2020	August 2020

Health and Safety Plan Summary: WESTERN AREA CAREER & TECHNOLOGY CENTER

Anticipated Launch Date: **August 24, 2020**

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirements	Strategies, Policies and Procedures
• **Cleaning, Sanitizing, Disinfecting, and Ventilating Learning Spaces, Surfaces, and Any Other Areas Used by Students (i.e., Restrooms, Drinking Fountains, Hallways)**	• A deep cleaning of all facilities has been conducted to ensure buildings are ready to safely welcome staff and learners. Continued daily cleaning of school and frequently touched objects, including door handles, sink handles and drinking fountains with soap and water will decrease the virus on surfaces. • CDC-approved disinfection products meeting OSHA requirements for the elimination of the COVID-19 virus have been procured to sustain sanitation efforts throughout the 2020-2021 school year. • Daily cleaning will occur after school hours. During instructional times, communal areas will be cleaned on a regular basis with particular emphasis on high contact areas. • Hand sanitizing stations and appropriate amounts of hand sanitizer have been procured to ensure availability for all persons during instructional hours. • While the sharing of instructional materials will be limited, sanitation wipes will be provided in all areas to disinfect any items that may be shared. This, combined with the cleaning schedule, will allow the safest possible environment for learners, faculty and staff. • All maintenance and custodial staff will be trained in the disinfection protocols required to safely open instructional spaces. Further, all faculty and staff will be trained in regard to our School Reopening Health and Safety Plan. These trainings have already begun and will continue throughout the school year. The Executive Director and his administrative team will review, lead, and participate in associated trainings. Preparedness will be based upon observable data gathered by this team. • At Least daily and throughout the day disinfecting schools and transportation vehicles using EPA-approved disinfectants against COVID-19 to reduce the risk. • Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening doors. Windows and doors will not be opened if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students using the facility.

Social Distancing and Other Safety Protocols

Requirements	Strategies, Policies and Procedures
• **Classroom/Learning Space Occupancy that Allows for 6 feet of Separation Among Students and Staff Throughout the Day, to the Maximum Extent Feasible** • **Restricting the Use of Cafeterias and Other Congregate Settings, and Serving Meals in Alternate Settings Such as Classrooms** • **Hygiene Practices for Students and Staff Including the Manner and Frequency of Hand Washing and Other Best Practices** • **Posting Signs in Highly-Visible Locations that Promote Everyday Protective Measures and How to Stop the Spread of Germs** • **Limiting the Sharing of Materials Among Students** • **Staggering the Use of Communal Spaces and Hallways** • **Limiting the Number of Individuals in Classrooms and Other Learning Spaces and Interactions Between Groups of Students** • **Other Social Distancing and Safety Practices**	• Spaced seating (utilize outdoor space as practicable and appropriate • Mark spaced lines to enter the café; designate entrances and exit flow paths; stagger use. • Conduct cleaning of café and high-touch surfaces throughout the school day. • Allow student hand washing before and after each activity. • Provide hand sanitizer for students and staff. https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc • Provide face masks for all teachers; allow students to wear face masks / coverings. • Screen students and teachers for symptoms of illness and utilize spaced seating (to the extent practicable). • Eliminate field trips. • Clean and disinfect frequently-touched surfaces at least daily. • Establish protocols for releasing students to buses to minimize congregation of students.

Monitoring Student and Staff Health

Requirements	Strategies, Policies and Procedures
• **Monitoring Students and Staff for Symptoms and History of Exposure** • **Isolating or Quarantining Students, Staff, or Visitors if They Become Sick or demonstrate a History of Exposure**	• Parents should take their child's temperature prior to leaving for school. If the child has a temperature of 100.00 or higher, they should remain home. • Faculty, staff and third party contractors should take their temperatures before leaving for work. If the employee has a temperature of 100.4 or higher, s/he should remain home. • On a daily basis, the School Nurse and Police Officer will take temperatures of all staff and students as they enter the building. • To prevent potential exposure and spread of infection, WACTC will utilize a "sick" area for staff or students who experience symptoms associated with COVID-19. This protocol should be followed by both staff and students.

Requirements	Strategies, Policies and Procedures
• **Returning Isolated or Quarantined Staff, Students, or Visitors to School**	Any student who becomes ill or has a temperature at Western Ara will be quarantined in the Sick Area until such time as the parent/guardian arrives to take the student home. ○ Sick Area – Please call the office immediately to notify them that a student or staff member appears to be sick. Potentially infectious persons will need to be immediately assessed, and isolated if necessary. The office will provide direction on how to proceed and will instruct the staff member to send the student to the Sick Area or to report there themselves if they are experiencing symptoms. Reasons to call the office for a "sick" child include suspected fever, shortness of breath, severe coughing, apparent respiratory distress, decreased level of consciousness, confusion, etc. • The School Nurse will monitor students during the day to ensure that no student is showing signs of illness. • In case of illness, the School Nurse will make the decision to send students and/or staff home. • Adult students, if ill, are asked not to come to class. Teacher will send home any adult education student that is ill. This guidance is based on current available information about COVID-19 and is subject to change as additional information becomes available. The decision to discontinue isolation should be made in conjunction with an individual's physician and under the context of local circumstances (i.e. testing availability, community spread, underlying personal health issues, etc.). Physician clearance will need to be submitted to Western Area CTC administration before returning to work/school. Per CDC Guidelines: Persons with laboratory-confirmed COVID-19 who <u>have</u> symptoms and are directed to care for themselves at home may discontinue isolation under the following conditions: • Symptom-Based Strategy. Exclude from work/school until: ○ At least 10 days have passed *since symptoms first appeared*. ✓ At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and ○ Improvement in respiratory symptoms (e.g., cough, shortness of breath); and ○ Written clearance from the individual's medical provider. • Test-Based Strategy. Exclude from work/school until: ○ Resolution of fever without the use of fever-reducing medications and ○ Improvement in respiratory symptoms (e.g., cough, shortness of breath), and ○ Written clearance from the Individual's medical provider.

Requirements	Strategies, Policies and Procedures
	○ For 3 days following discontinuation of isolation, these persons should continue to limit contact by social distancing (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator. • Faculty and staff, high school students, and Adult Education/Practical Nursing/ Health-Related program students who have had close contact with a person diagnosed with COVID-19 must stay home for 14 days and may return after being symptom-free for 3 days without the use of fever-reducing medication and a negative test.
• Notifying Staff, Families and Public of School Closures and Within-School-Year Changes in Safety Protocols	• All changes in the current situation will be communicated to the entire community by the Executive Director, in collaboration with the superintendents of each sending district. • Communicator, Web Site, Emails, Mailings, Board Meetings, Personal Telephone Calls

Other Considerations for Students and Staff

Requirements	Strategies, Policies and Procedures
• Protecting Students and Staff at Higher Risk for Severe Illness • Use of Face Coverings (Masks or Face Shields) by All Staff • Use of Face Coverings (Masks or Face Shields) by Older Students (as appropriate) • Unique Safety Protocols for Students With Complex Needs or Other Vulnerable Individuals	• All staff, faculty, and third party contractors will be required to wear face coverings in both the 'yellow' and 'green' phases. Students will be required to wear face coverings during 'yellow'. • Face coverings will be provided to students based on their age or any special circumstances they may have. Students and staff will be provided alternative options for learning and employment during the 2020-2021 school year. ○ High-risk students will be provided the option of a full virtual learning experience throughout the entire school year. This environment will include all necessary accommodations and related services to meet their individual needs.

Requirements	Strategies, Policies and Procedures
• Strategic Deployment of Staff	○ High-risk teachers will be offered the opportunity to work remotely for the duration of the 2020-2021 school year. This may necessitate the reallocation of human resources to support this initiative. ○ Other staff will be provided alternatives provided through current governmental legislation. • Instructional and non-instructional staff will be deployed to meet student needs. An individual learning plan will be created for each student. Based upon the analysis of the plans by administration and faculty, human resources will be deployed appropriately. These supports will be made available to students in both the brick and mortar and virtual environments.

Health and Safety Plan Governing Body Affirmation Statement

The Joint Operating Committee of the **WESTERN AREA CAREER & TECHNOLOGY CENTER** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 4, 2020**.

The plan was approved by a vote of:

7 Yes

0 No

2 Absent

Affirmed on: August 4, 2020

By:

(*Signature* of Board President*)

Edward A. Szygenda

(*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.

CORONAVIRUS

signs and symptoms

Fever

Cough

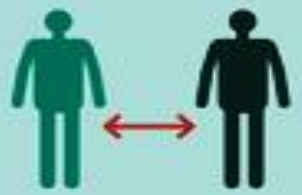
Shortness of breath

Diarrhea and vomiting

Precautions

Wash hands

Use mask



Social distancing

Call a doctor