

**Indiana County Technology Center Phased School Reopening**

**Health and Safety Plan**

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity’s Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity’s Health and Safety Plan must be approved by its governing body and posted on the school entity’s publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity’s public website.

Table of Contents

[Health and Safety Plan 3](#_Toc42174215)

[Type of Reopening 4](#_Toc42174216)

[Pandemic Coordinator/Team 5](#_Toc42174217)

[Key Strategies, Policies, and Procedures 6](#_Toc42174218)

[Cleaning, Sanitizing, Disinfecting and Ventilation 8](#_Toc42174219)

[Social Distancing and Other Safety Protocols 10](#_Toc42174220)

[Monitoring Student and Staff Health 19](#_Toc42174221)

[Other Considerations for Students and Staff 21](#_Toc42174222)

[Health and Safety Plan Professional Development 24](#_Toc42174223)

[Health and Safety Plan Communications 25](#_Toc42174224)

[Health and Safety Plan Summary 26](#_Toc42174225)

[Facilities Cleaning, Sanitizing, Disinfecting and Ventilation 26](#_Toc42174226)

[Social Distancing and Other Safety Protocols 26](#_Toc42174227)

[Monitoring Student and Staff Health 28](#_Toc42174228)

[Other Considerations for Students and Staff 28](#_Toc42174229)

[Health and Safety Plan Governing Body Affirmation Statement 30](#_Toc42174230)

*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

# Health and Safety Plan: Indiana County Technology Center

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf’s Process to Reopen Pennsylvania](https://www.governor.pa.gov/process-to-reopen-pennsylvania/). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

* The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
* The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity’s publicly available website.

Based on your county’s current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA’s plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

#### Key Questions

* How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
* How did you engage stakeholders in the type of re-opening your school entity selected?
* How will you communicate your plan to your local community?
* Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county’s current designation and local community needs, which type of reopening has your school entity selected?**

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

Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

☐ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning: July 1, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local 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. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

* **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
* **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
* **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

|  |  |  |
| --- | --- | --- |
| Individual(s) | Stakeholder Group Represented | Pandemic Team Roles and Responsibilities  (Options Above) |
| Mr. Michael McDermott | Pandemic Coordinator | Both |
| Mr. Michael Worthington, Dr. Diana Rupert, Ms. Kayla Fuller | ICTC Administrators at the Secondary and Adult Levels | Both |
| Ms. Melissa Carnahan, Ms. Brandy Davis, Mr. David Roberts | ICTC Support Personnel | Both |
| Mr. David Roberts | Maintenance Supervisor | Both |
|  | Sending School Superintendents | Both |
|  | JOC Members |  |
| Mr. Jon Krecota, Ms. Vicki Leatherwood | Teachers’ and Support Staff Representatives | Both |

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

* **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
* **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
* **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
* **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
* **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

### Cleaning, Sanitizing, Disinfecting, and Ventilation

#### Key Questions

* How will you ensure the building is cleaned and ready to safely welcome staff and students?
* How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)?
* How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
* What protocols will you put in place to clean and disinfect throughout an individual school day?
* Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:**

All program areas, classrooms, locker rooms and restrooms have been cleaned and sanitized. As spaces are used, cleaning and sanitizing takes place after use. Maintenance staff has acquired disinfectant, wipes, and cleaning supplies and dispensers to assure adequate supplies are available for opening and operation of the facility. Cleaning and disinfecting will take place throughout the day as common areas are used. Between AM and PM sessions, classrooms, restrooms and locker rooms will be electrostatically cleaned. Staff and students will be encouraged to disinfect work areas and tools prior to and after use.

Maintenance staff will be trained on the proper cleaning techniques. The maintenance supervisor will provide training for maintenance staff and school staff on cleaning, disinfecting, use of materials, personal protection and ventilation procedures.

| 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) | All program areas, classrooms, locker rooms and restrooms have been cleaned and sanitized. As spaces are used, cleaning and sanitizing takes place after use. Staff and students are encouraged to disinfect work areas and tools prior to use and after use. Drinking fountains have been sanitized and turned off.  Cleaning and disinfecting will take place throughout the day as common areas are used. Between AM and PM sessions, classrooms, restrooms and locker rooms will be electrostatically cleaned. | All program areas, classrooms, locker rooms and restrooms have been cleaned and sanitized. As spaces are used, cleaning and sanitizing takes place after use. Staff and students are encouraged to disinfect work areas and tools prior to use and after use. Drinking fountains have been sanitized and turned off.  Cleaning and disinfecting will take place throughout the day as common areas are used. Between AM and PM sessions, classrooms, restrooms and locker rooms will be electrostatically cleaned. | David Roberts, Maintenance Supervisor | Personal Protective Equipment, Hand Sanitizer, disinfecting wipes, Cleaning solution, Floor Scrubbers, Electrostatic Cleaners  Power washer, mops, buckets, rags, washer and dryer, fans and signage. | Yes |
| Other cleaning, sanitizing, disinfecting, and ventilation practices | Cleaning supplies and disinfectant will be located in each program area. Integrated as part of the program area routine, shop areas and classrooms will be cleaned. Program areas with doors leading to a safe and secure area are able to open garage doors and bays to assist with ventilation and reduction of touch points. Several shops having, ventilation systems will be operating to aid in ventilation.  Hand sanitizing stations are located at each entrance, lobby area and hallways.  Signage will be used to encourage social distancing, hallway traffic flow, and hygiene. | Cleaning supplies and disinfectant will be located in each program area. Integrated as part of the program area routine, shop areas and classrooms will be cleaned. Program areas with doors leading to a safe and secure area are able to open garage doors and bays to assist with ventilation. Several shops having, ventilation systems will be operating to aid in ventilation.  Hand sanitizing stations are located at each entrance, lobby area and hallways.  Signage will be used to encourage social distancing, hallway traffic flow, and hygiene | David Roberts, maintenance Supervisor | Personal Protective Equipment, Hand Sanitizer, disinfecting wipes, Cleaning solution, Floor Scrubbers, Electrostatic Cleaners  Power washer, mops, buckets, rags, washer and dryer, fans and signage. | Yes |

### Social Distancing and Other Safety Protocols

#### Key Questions

* How will classrooms/learning spaces be organized to mitigate spread?
* How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
* What policies and procedures will govern use of other communal spaces within the school building?
* How will you utilize outdoor space to help meet social distancing needs?
* What hygiene routines will be implemented throughout the school day?
* How will you adjust student transportation to meet social distancing requirements?
* What visitor and volunteer policies will you implement to mitigate spread?
* Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
* Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:**Classrooms will be organized to facilitate social distancing when possible. Desks and tables will be spaced to maintain 6’ of social distancing, barriers will be installed at some student learning stations, and instructors will incorporate assigned seating to promote social distancing when such is feasible, within their classroom space. Instructors will divide students by program year between the classroom and lab/shop area when appropriate to limit interactions between students and to maintain the maximum of 25 students in a classroom during the yellow phase. Our students do not change instructors or programs throughout the school day while attending the ICTC. This allows each student to remain within their program area with the same instructor.

The ICTC will use the Center for Disease Control (CDC) recommendations and established guidelines from the Pennsylvania Department of Education (PDE) to assist in determining how communal spaces will be utilized. Gatherings will be kept within the confines of CDC recommendations for the current phase we are operating under and students will be encouraged to maintain social distancing when appropriate and stay within their program areas as much as possible. When possible outdoor spaces will be utilized for instruction to assist instructors with social distancing. Students will be encouraged to practice handwashing, limit the sharing of equipment and supplies, use personal protective equipment, and to disinfect work areas after each use. Signage will be hung in high visibility areas to encourage these practices among students and staff, including limiting touch points and reducing and directing hallway traffic.

Although, the ICTC is not directly responsible for providing student transportation to and from our campus. We can work with sending school districts to schedule staggered arrival and dismissal times for students if necessary. This practice will limit student interactions in the halls and communal areas of the building. Any transportation provided by ICTC for industry visits or clinical work will be limited to number of students and staff per vehicle, depending on mode of transportation. The ICTC will also prescreen all visitors before granting them access to the building. As part of this protocol all visitors will be required to wear a mask prior to entry. To assist with compliance, all staff and students will be trained and informed of the safety protocols being practiced at the ICTC.

| 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 | Classrooms will be organized to facilitate social distancing when possible. To the greatest extent feasible, desks and tables will be spaced, in an attempt to provide 6’ of social distancing. When 6” distancing is unable to be achieved, barriers or patricians will be installed in program area work station. Instructors will incorporate assigned seating to promote social distancing in the classroom space. Instructors will divide students by program year between the classroom and lab/shop area when appropriate to limit occupancy to 25 and limit interactions between students | Classroom will be organized to facilitate social distancing when possible. Desks and tables will be spaced, in an attempt to provide, 6’ of social distancing with partitions or barriers installed in some program area work stations. Instructors will incorporate assigned seating to promote social distancing in the classroom space where needed. Instructors may divide students by program year between the classroom and lab/shop area when appropriate to limit interactions between students. | Classroom Instructors and Instructional Aides | Additional Desks, Tables, and chairs as needed based on enrollment numbers for each class. | Yes |
| \* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | Not applicable the ICTC does serve student lunches. However, our culinary program will wear masks and gloves while working in the kitchen area of the program. Lunches will be provided in a “carry out “container for individuals wishing to purchase lunch. Seating will be reduced to accommodate social distancing. | Not applicable the ICTC does serve student lunches. However, our culinary program will wear masks and gloves while working in the kitchen area of the program.  Lunches will be provided in a “carry out “container for individuals wishing to purchase lunch. Seating will be reduced to accommodate social distancing. | Jon, Nagy, Culinary Instructor | Signage/posters | No |
| \* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices | Students and staff will be encouraged to follow CDC recommended handwashing guidelines. Instructors will promote the disinfecting of tools and other implements used in the classroom before and after use. They will also encourage students to disinfect their desk and work space before and after use. Maintenance staff will sanitize restrooms and common areas between student arrival and dismissal. | Students and staff will be encouraged to follow CDC recommended handwashing guidelines. Instructors will promote the disinfecting of tools and other implements used in the classroom before and after use. They will also encourage students to disinfect their desk and work space before and after use. Maintenance staff will sanitize restrooms and common areas between student arrival and dismissal. | Dave Roberts, Maintenance Supervisor will work with instructors and his staff to ensure they have proper supplies needed and are trained to complete required tasks effectively. | Disinfect wipes, cleaning supplies, and equipment needed to clean restrooms and common areas | Yes |
| \* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs | Signs will be posted encouraging handwashing, preventing the spread of germs, wearing personal protective equipment, and social distancing throughout the building and hallways. These signs will be posted in classrooms, shops/labs, hallways, restrooms, and communal spaces. | Signs will be posted encouraging handwashing, preventing the spread of germs, wearing personal protective equipment, and social distancing throughout the building and hallways. These signs will be posted in classrooms, shops/labs, hallways, restrooms, and communal spaces. | Mr. Worthington, Principal and the instructors from our Digital Communication Technology Program and Graphic Electronic Media Program. | Paper, ink and poster material | NO |
| \* Identifying and restricting non-essential visitors and volunteers | All visitors will need to pass a prescreening protocol and wear a mask prior to gaining permission to enter the building. These protocols will also be posted on the ICTC website and Facebook pages. | All visitors will need to pass a prescreening protocol and wear a mask prior to gaining permission to enter the building. These protocols will also be posted on the ICTC website and Facebook pages. | ICTC Front Office Staff | Post prescreening protocols at all entrances. | YES |
| \* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports | Not applicable the ICTC does not offer any of these activities. | Not applicable the ICTC does not offer any of these activities. | NA | NA | No |
| Limiting the sharing of materials among students | Students will be encouraged not to share tools and materials. If students need to use tools or materials from the program area they will be encouraged to disinfect prior to and after each use. In program areas containing tool rooms, tools will be disinfected prior to distribution and upon collection. Students will wear gloves when appropriate. | Students will be encouraged not to share tools and materials. If students need to use tools or materials from the program area, students will be encouraged to disinfect each tool before and after use. In program areas containing tool rooms, tools will be disinfected prior to distribution and upon collection. | ICTC Instructors | Disinfectant wipes, Cleaning solution, rags, and gloves | Yes |
| Staggering the use of communal spaces and hallways | The ICTC will follow a staggered arrival and dismissal schedule to limit the amount of contact between large groups of students from different sending schools. Students will be encouraged to use the program area restroom when available and avoid being out of the program area. These areas will be cleaned and disinfected daily after arrival and dismissal. No vending will be available. Hallways will be separated to control and limit traffic flow. | Students will be sent to their program area immediately upon arrival. Students will be encouraged to use the program area restroom when available and avoid being out of the program area. These areas will be cleaned and disinfected daily after arrival and dismissal. Vending will be limited to one individual at a time per machine  Hallways will be separated to control and limit traffic flow. | Michael Worthington, Principal | Bus Schedules, Class Schedules, Signage, posters | Yes |
| Adjusting transportation schedules and practices to create social distance between students | The ICTC does not provide student transportation, but implement a staggered arrival and dismissal of students to limit the amount of contact between large groups of student from different sending schools.  Any transportation provided by ICTC for industry visits or clinical work will be limited to number of students and staff per vehicle, depending on mode of transportation. | ICTC does not provide student transportation, but will send students immediately upon arrival to their designated program area. Students will be dismissed by sending school at the end of the day to limit contact between large groups of students.  Any transportation provided by ICTC for industry visits or clinical work will be limited to number of students and staff per vehicle, depending on mode of transportation. | Michael Worthington, Principal | Bus schedules/approved fieldtrip lists | No |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | Classroom will be organized to facilitate social distancing when possible. Desks and tables will be spaced to maintain 6’ of social distancing and instructors will incorporate assigned seating to promote social distancing in the classroom space. Instructors will divide students by program year between the classroom and lab/shop area when appropriate to limit interactions between students and maintain the recommended class size of 25 or less. Students will remain in their program areas as much as possible and have the same instructor throughout the day. | Classroom will be organized to facilitate social distancing when possible. Desks and tables will be spaced to maintain 6’ of social distancing and instructors will incorporate assigned seating to promote social distancing in the classroom space. Instructors will divide students by program year between the classroom and lab/shop area when appropriate to limit interactions between students. Students will remain in their program areas as much as possible and have the same instructor throughout the day. | Program Area Instructors | Signs, posters, barriers, particians | Yes |
| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | The ICTC already operates on a split schedule for our students. We currently run an AM session and PM session for all of our program areas. This schedule by its very nature splits our total enrollment during the instructional day. The ICTC will coordinate with individual sending schools when schedules change. The ICTC also is not responsible for student transportation to and from our campus, but will work with the sending districts to provide staggered arrival and dismissal times if necessary. | The ICTC already operates on a split schedule for our students. We currently run an AM session and PM session for all of our program areas. This schedule by its very nature splits our total enrollment during the instructional day. The ICTC also is not responsible for student transportation to and from our campus, but will work with the sending districts to provide staggered arrival and dismissal times if necessary. | Michael Worthington, Principal | Bus schedules, sending school schedules | no |
| Other social distancing and safety practices | All students will follow established safety protocols during career learning activities outside of the building. Examples of these activities would be cooperative education experiences and clinical experiences for our health related programs. These learning activities may be restricted in the yellow phase based on CDC recommendations and guidelines given by PDE. | All students will follow established safety protocols during career learning activities outside of the building. Examples of these activities would be cooperative education experiences and clinical experiences for our health related programs. | ICTC Administrative Staff | PDE, CDC, and state mandated guidelines. | Yes |

### Monitoring Student and Staff Health

#### Key Questions

* How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
* Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
* What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
* Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
* What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
* How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
* When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
* Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:   
While under Covid-19 restrictions (Green or Yellow status), ICTC administration and staff will meet weekly to monitor program area status, student performance, and overall building health status.

While under Covid-19 restrictions (Green or Yellow status),ICTC students will enter the building in a staggered fashion, one sending school group at a time, one bus at a time. During the Yellow Phase, staff and students will receive a temperature check upon entering the building.

Staff or students reporting, exhibiting, or discovered to have symptoms will be referred to the Health Assistant to be quarantined in the Health Assistant office for further evaluation.

Upon determination of the Health Assistant that an individual has signs of illness of Covid-19, quarantining will continue until arrangements are made to have the individual exit the building and arrange an appointment with a healthcare professional. Individuals, after being referred to a health care professional, will return upon providing a healthcare’s recommendation in writing.

| 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 | Students and Staff will be screened with a temperature check and questionnaire during admission. Any student or staff with a temperature higher than 100 and/or communicating or exhibiting signs of illness will be referred to the school’s Nurse Assistant. | Students and Staff will be asked to self-monitor levels of illness and temperature. Any student or staff with health concerns are to report to the school’s Nurse Assistant for screening. | Brandy Davis, Nurse Assistant | Thermometers, Checklist Questionnaire, | Yes |
| \* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | A student or staff member exhibiting or communicating symptoms will be isolated in the Nurses’ suite until arrangements can be made to self-isolate and visit a physician. | A student or staff member exhibiting or communicating symptoms will be isolated in the Nurses’ suite until arrangements can be made to self-isolate and visit a physician. | Brandy Davis, Nurse Assistant | Masks, face Shields, gowns | Yes |
| \* Returning isolated or quarantined staff, students, or visitors to school | Returning isolated students and staff will be required to report to the Nurse Assistant prior to the start of each day/session to receive a health care screening and a temperature check. | Returning isolated students and staff will be required to report to the Nurse Assistant prior to the start of each day/session to receive a health care screening and a temperature check | Brandy Davis, Nurse Assistant | Thermometers, Checklist Questionnaire, | Yes |
| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | Communication with JOC, PAC, and sending school principals will take place with emails and phone calls.  ICTC web site, Facebook page automated messaging system and mail will be utilized to communicate. | Communication with JOC, PAC, and sending school principals will take place with emails and phone calls.  ICTC web site, Facebook page automated messaging system and mail will be utilized to communicate. | Michael McDermott, Administrative Director | Written notice, Web page postings, automated calling systems | No |
| Other monitoring and screening practices | Communication with students and parents. Cooperation and communication with sending schools on students’ status. References to family physicians. | Communication with students and parents. Cooperation and communication with sending schools on students’ status. References to family physicians. | Brandy, Davis, Health Assistant | Written notice, Web page postings, automated calling systems | No |

### Other Considerations for Students and Staff

#### Key Questions

* What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
* What special protocols will you implement to protect students and staff at higher risk for severe illness?
* How will you ensure enough substitute teachers are prepared in the event of staff illness?
* How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

**Summary of Responses to Key Questions:**

Masks are required by all students, staff and visitors to the building. Masks are to be worn in common areas and classrooms social distancing is unable to be maintained. Masks, gloves, and shields will be worn for individuals providing direct services to others. Masks and gloves will be worn by all students and staff involved in food preparation or food distribution. Individuals may wear, or be required to be worn, gloves, face coverings or shields depending upon setting, program area need or social distancing circumstances. Barriers or partitions will be used to separate work spaces and direct contact with individuals.

Staff will be encouraged to remain home and bee seen by a health care professional when not feeling well. Temperature checks and screening will be made available by the Health Care Assistant. ICTC will utilize Student Services staff as well as Instructional Aides, if needed, to ensure continuation of the educational process and support of emotional wellness.

| 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 | Individuals may where gloves, face coverings or shields. Barriers will be used to separate work spaces and direct contact with individuals. | Individuals may where gloves, face coverings or shields. Barriers will be used to separate work spaces and direct contact with individuals. | Michael McDermott, Administrative Director | Masks, Shields, gowns, gloves | Yes |
| \* Use of face coverings (masks or face shields) by all staff | Use of masks will be required by all visitors entering the building. Masks are to be worn by visitors in all common areas and group settings. Masks may to be worn in classrooms where social distancing is unable to be followed. Masks, gloves and shields will be worn by individuals providing direct services to others. Masks and gloves will be worn by all students and staff involved in food preparation or distribution. | Masks are required by all visitors to the building. Masks may be worn in common areas and areas where social distancing is unable to be followed.  Masks, gloves, and shields will be worn for individuals providing direct services to others.  Masks and gloves will be worn by all students and staff involved in food preparation or distribution. | Michael McDermott, Administrative Director | Masks, Shields, gowns, gloves | Yes |
| \* Use of face coverings (masks or face shields) by older students (as appropriate) | Individuals may wear gloves, face coverings, or shields | Individuals may wear gloves, face coverings, or shields | Michael McDermott, Administrative Director | Masks, Shields, gowns, gloves | Yes |
| Unique safety protocols for students with complex needs or other vulnerable individuals | Gowns may be worn. The use of barriers will be used to separate work spaces ad direct contact with individuals.  Classroom locations can vary from indoors to outdoors to large space areas. | Gowns may be worn. The use of barriers will be used to separate work spaces ad direct contact with individuals.  Classroom locations can vary from indoors to outdoors or large space areas. | Michael McDermott, Administrative Director | Masks, shields, gloves, gowns, disinfectant. | Yes |
| Strategic deployment of staff | All staff will be utilized as a resource. Instructional Aides will be assigned to monitor students in classroom settings or redesigned areas to accommodate social distancing spacing. | All staff will be utilized as a resource. Instructional Aides will be assigned to monitor students in classroom settings or redesigned areas to accommodate social distancing spacing. | Michael McDermott, Administrative Director |  | Yes |

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

* **Topic:** List the content on which the professional development will focus.
* **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
* **Lead Person and Position:** List the person or organization that will provide the professional learning.
* **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
* **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
* **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
* **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

| Topic | Audience | Lead Person and Position | Session Format | Materials, Resources, and or Supports Needed | Start Date | Completion Date |
| --- | --- | --- | --- | --- | --- | --- |
| Sanitizing and Cleaning Techniques | Maintenance Staff, All staff | Dave Roberts, Maintenance Supervisor | Small Group Instruction | Cleaning supplies, Examples of porous, non-porous surfaces, Various sanitizing equipment. | July 1, 2020 | On-going |
| Sanitizing and Cleaning Techniques | All Students | Program Area Supervisors | Program area demonstrations | Cleaning supplies, Program specific tools, machines and materials. | August 26, 2020 | On-going |
| Health Safety Screening and Reporting | Front Office personnel, Safety and Security Guard | Brandy Davis, Health Assistant | Small Group/Individual | Screening script, thermometers, Barriers or Quarantine and communication Guidelines. Barriers or particians. | July, 1, 2020 | August 26, 2020 |
| Social Distancing Protocols | All Staff | Michael McDermott, Administrative Director | Small Group | Signage, Reference sheets, posters | July 1. 2020 | August 25, 2020 |
| Food Service Sanitation | Culinary Instructors, handlers and Students | Jon Nagy, Culinary Instructor | Classroom , program area demonstration | Safe Serve guidelines, masks, face shields, barriers or patricians, gloves, food containers. | August 26, 2020 | September 3, 2020 |
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## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

| Topic | Audience | Lead Person and Position | Mode of Communications | Start Date | Completion Date |
| --- | --- | --- | --- | --- | --- |
| Health Safety Plan | All stakeholders | Michael McDermott, Administrative Director | Superintendent review, JOC approval, Written Notice, Web page posting, Automated phone messaging | June 23, 2020 | August 26, 2020 |
| Health Safety Plan Revisions/Updates | All stakeholders | Michael McDermott, Administrative Director | Superintendent review, JOC approval, Written Notice, Web page posting, Automated phone messaging | July 1, 2020 | On-going |
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# Health and Safety Plan Summary: Indiana County Technology Center

**Anticipated Launch Date: July 1, 2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

| Requirement(s) | 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, and transportation) | All program areas, classrooms, locker rooms and restrooms have been cleaned and sanitized. As spaces are used, cleaning and sanitizing takes place after use. Maintenance staff has acquired disinfectant, wipes, and cleaning supplies and dispensers to assure adequate supplies are available for opening and operation of the facility. Cleaning and disinfecting will take place throughout the day as common areas are used. Between AM and PM sessions, classrooms, restrooms and locker rooms will be electrostatically cleaned. Staff and students will be encouraged to disinfect work areas and tools prior to and after use.  Maintenance staff will be trained on the proper cleaning techniques. The maintenance supervisor will provide training for maintenance staff and school staff on cleaning, disinfecting, use of materials, personal protection and ventilation procedures. |

## Social Distancing and Other Safety Protocols

| Requirement(s) | 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  \* Handling sporting activities consistent with the [CDC Considerations for Youth Sports](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html) for recess and physical education classes  Limiting the sharing of materials among students  Staggering the use of communal spaces and hallways  Adjusting transportation schedules and practices to create social distance between students  Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students  Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars  Other social distancing and safety practices | Classrooms will be organized to facilitate social distancing when possible. Desks and tables will be spaced to maintain 6’ of social distancing, barriers will be installed at some student learning stations, and instructors will incorporate assigned seating to promote social distancing within their classroom space. Instructors will divide students by program year between the classroom and lab/shop area when appropriate to limit interactions between students and to maintain the maximum of 25 students in a classroom during the yellow phase. Our students do not change instructors or programs throughout the school day while attending the ICTC. This allows each student to remain within their program area with the same instructor.  The ICTC will use the Center for Disease Control (CDC) recommendations and established guidelines from the Pennsylvania Department of Education (PDE) to assist in determining how communal spaces will be utilized. Gatherings will be kept within the confines of CDC recommendations for the current phase we are operating under and students will be encouraged to maintain social distancing when appropriate and stay within their program areas as much as possible. When possible outdoor spaces will be utilized for instruction to assist instructors with social distancing. Students will be encouraged to practice handwashing, limit the sharing of equipment and supplies, use personal protective equipment, and to disinfect work areas after each use. Signage will be hung in high visibility areas to encourage these practices among students and staff, including limiting touch points and reducing and directing hallway traffic.  Although, the ICTC is not directly responsible for providing student transportation to and from our campus. We can work with sending school districts to schedule staggered arrival and dismissal times for students if necessary. This practice will limit student interactions in the halls and communal areas of the building. Any transportation provided by ICTC for industry visits or clinical work will be limited to number of students and staff per vehicle, depending on mode of transportation. The ICTC will also prescreen all visitors before granting them access to the building. As part of this protocol all visitors will be required to wear a mask prior to entry. To assist with compliance, all staff and students will be trained and informed of the safety protocols being practiced at the ICTC. |

## Monitoring Student and Staff Health

| Requirement(s) | 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  \* Returning isolated or quarantined staff, students, or visitors to school  Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols | While under Covid-19 restrictions (Green or Yellow status), ICTC administration and staff will meet weekly to monitor program area status, student performance, and overall building health status.  While under Covid-19 restrictions (Green or Yellow status),ICTC students will enter the building in a staggered fashion, one sending school group at a time, one bus at a time. During the Yellow Phase, staff and students will receive a temperature check upon entering the building.  Staff or students reporting, exhibiting, or discovered to have symptoms will be referred to the Health Assistant to be quarantined in the Health Assistant office for further evaluation.  Upon determination of the Health Assistant that an individual has signs of illness of Covid-19, quarantining will continue until arrangements are made to have the individual exit the building and arrange an appointment with a healthcare professional. Individuals, after being referred to a health care professional, will return upon providing a healthcare’s recommendation in writing. |

## Other Considerations for Students and Staff

| Requirement(s) | 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  Strategic deployment of staff | Masks are required by all students, staff and visitors to the building. Masks are to be worn in common areas and classrooms social distancing is unable to be maintained. Masks, gloves, and shields will be worn for individuals providing direct services to others. Masks and gloves will be worn by all students and staff involved in food preparation or food distribution. Individuals may wear, or be required to be worn, gloves, face coverings or shields depending upon setting, program area need or social distancing circumstances. Barriers or partitions will be used to separate work spaces and direct contact with individuals.  Staff will be encouraged to remain home and bee seen by a health care professional when not feeling well. Temperature checks and screening will be made available by the Health Care Assistant. ICTC will utilize Student Services staff as well as Instructional Aides, if needed, to ensure continuation of the educational process and support of emotional wellness. |

# Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Indiana County Technology Center** reviewed and approved the Phased School Reopening Health and Safety Plan on **Tuesday,** **June 23, 2020**

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on: **Tuesday,** **June 23, 2020**

By:

(*Signature\* of Board President*)

(*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.