

# Northern Westmoreland Career & Technology Center

## Phased School Reopening Health and Safety Plan

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NWCTC created a Health and Safety Plan that serves as the local guidelines for the school reopening activities. The emergency plans, Health and Safety Plan developed have been tailored to the unique needs of our school and consulted with local Pandemic team and stakeholders. The dynamic nature of the pandemic, requires flexibility of our plan to adapt to changing conditions.

The Health and Safety Plan, focuses on providing the students and staff with a safe environment, professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. The Health and Safety Plan has been approved and is posted on the school website.

NWCTC will continue to monitor the Health and Safety Plan throughout the year and update as needed.

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*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: **Northern Westmoreland CTC**

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](#). 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? (SELECT ONE BOX BELOW)**

- 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 (i.e., start of blended, scaffolded, or total reopening): August 26, 2020**

## Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
<b>Kurt Kiefer</b>	NWCTC Pandemic Coordinator	BOTH
<b>Jill Awes</b>	NWCTC Administration	BOTH
<b>Shannon Wagner</b>	Burrell School District Superintendent	BOTH

<p><b>Dr. Rachel Linderman</b></p> <p><b>Other member(s)</b></p>	<p>JOC Member</p>	<p><b>BOTH</b></p>
<p><b>Debra Williamson</b></p>	<p>JOC Member</p>	<p>Both</p>
<p><b>Mary Roncher</b></p>	<p>Teacher</p>	<p>Planning</p>

<b>Dave Hockenberry</b>	Teacher	Planning
<b>Diane Bzorek</b>	Special Education Coordinator	Planning
<b>Jan Valasek</b>	Paraprofessional	Planning
<b>Alvie Eshelman</b>	Building Maintenance	Both
<b>Patricia Bitar</b>	OAC member	Planning
<b>Parent</b>	Mr. and Mrs. McDade -Valley School District Burrell Franklin Regional Kiski Area	Planning



<b>Student</b>	Matthew McDade - Valley School District  Burrell Franklin Regional Kiski Area	Planning
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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.

## 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](#)?
- 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:

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)
<b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<p>Increase Social Distancing &amp; Hygiene Practices</p> <p>Clean and disinfect frequently touched surfaces and objects including door handles and shop tools and classroom furniture</p> <p>Installation of hands free drinking fountains, sink faucets, flushing devices</p> <p>Provide safe alternatives for providing water when possible</p> <p>NWCTC is encouraging students to provide their own reusable refillable water bottles. The new fountains will have the hands-free water bottle filling ability.</p>	<p>Increase Social Distancing &amp; Hygiene Practices</p> <p>Clean and disinfect frequently touched surfaces and objects including door handles and shop tools and classroom furniture</p> <p>Installation of hands free drinking fountains, sink faucets, flushing devices</p> <p>Provide safe alternatives for providing water when possible</p> <p>NWCTC is encouraging students to provide their own reusable refillable water bottles. The new fountains will have the hands-free water bottle filling ability</p>	<p>Building Maintenance</p>	<p>PPE</p> <p>COVID 19 Maintenance, Custodial and Cleaning Staff Daily Cleaning procedure.</p> <p>Maintenance Updates</p>	<p>Y</p>

<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Placement of hand sanitizing stations throughout the building</p> <p>In class equipment for disinfecting classroom</p> <p>If the surfaces are dirty, they should be cleaned using detergent or soap and water prior to disinfection</p> <p>For disinfection most common EPA-registered household disinfectants should be effective</p> <p>Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow the manufacturer's instructions for application and proper ventilation</p> <p>Electrostatic Spray used to Disinfect hard surfaces areas</p> <p>Classrooms, shops, labs and common areas will be ventilated with additional circulation of outdoor air when possible, using windows and garage doors. The uses of fresh air system and extractors in shops and labs previously equipped</p>	<p>Placement of hand sanitizing stations throughout the building</p> <p>In class equipment for disinfecting classroom</p> <p>If the surfaces are dirty, they should be cleaned using detergent or soap and water prior to disinfection</p> <p>For disinfection most common EPA-registered household disinfectants should be effective</p> <p>Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow the manufacturer's instructions for application and proper ventilation</p> <p>Electrostatic Spray used to Disinfect hard surfaces areas</p> <p>Classrooms, shops, labs and common areas will be ventilated with additional circulation of outdoor air when possible, using windows and garage doors. The uses of fresh air system and extractors in shops and labs previously equipped</p>	<p>Administrative Director</p>	<p>Purchase and of equipment and disinfectants</p> <p>COVID 19 Maintenance, Custodial and Cleaning Staff Daily Cleaning procedure.</p>	<p>Y-Completed</p>
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## 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:

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)
* <b>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<p>Work projects will be limited to individual students – no group projects</p> <p>Restrict interactions between groups of students</p> <p>Limit gatherings, such as lunch, events and extracurricular activities</p> <p>Staggered schedule to limit the number of individuals in a classroom or shop/lab</p>	<p>Work projects will be limited to individual students – no group projects</p> <p>Restrict interactions between groups of students</p> <p>Limit gatherings, such as lunch, events and extracurricular activities</p> <p>Staggered schedule to limit the number of individuals in a classroom or shop/lab</p>	Administrative Director	A B scheduling	Y- Completed 7-13-20
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<p>Students that eat lunch at our facility will eat in their classroom/shop/lab following social distancing guidelines</p> <p>Students will not be permitted to serve themselves their lunch selection. Staff will serve all meal components</p> <p>Classrooms, shops and lab areas will be thoroughly cleaned between lunch periods</p>	<p>Students that eat lunch at our facility will eat in their classroom/shop/lab following social distancing guidelines</p> <p>Students will not be permitted to serve themselves their lunch selection. Staff will serve all meal components</p> <p>Classrooms, shops and lab areas will be thoroughly cleaned between lunch periods</p>	<p>Administrative Director</p> <p>Kiski Area School Food Services</p>	N/A	Y Completed 7-13-20

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)
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	All staff and students will be trained following Common Sense for Common Policies Guidelines	All staff and students will be trained following Common Sense for Common Policies Guidelines	Administrative Director	Common Sense for Common Policies Guidelines  Materials are hand soap and hand sanitizers	Y Completed 7-13-20
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Post CDC signage in all classrooms, shops and hallways	Post CDC signage in all classrooms, shops and hallways	Administrative Director  Building Maintenance	CDC signage from web site. <a href="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</a>	Y Completed 7-13-20
* <b>Identifying and restricting non-essential visitors and volunteers</b>	Restrict all visitors, volunteers to essential personnel only	Restrict all visitors, volunteers to essential personnel only	Administrative Director	Student Handbook	Y Completed 7-13-20



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)
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	N/A	N/A	Administrative Director	N/A	
<b>Limiting the sharing of materials among students</b>	Clean and disinfect shared items between users, minimize sharing of high-touch materials to one group of students at a time and disinfect in between use. Students will wear disposable protective gloves when touching common tools	Clean and disinfect shared items between users, minimize sharing of high-touch materials to one group of students at a time and disinfect in between use. Students will wear disposable protective gloves when touching common tools	Administrative Director  Teachers/ Paraprofessionals	Cleaning materials, Disposable gloves	Y- Completed 7-13-20
<b>Staggering the use of communal spaces and hallways</b>	Directional hallway and limited access for students	Directional hallway and limited access for students	Administrative Director  Teachers/ Paraprofessionals	Identification markings in hallways	Y- Completed 7-13-20

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)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	Separate arrival and departure times for sending school districts	Separate arrival and departure times for sending school districts	Administrative Director  Teachers/ Paraprofessionals	NA	Y- Completed 7-13-20
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>Students will be socially distanced at 6 feet apart pursuant to CDC guidelines. Classroom, shops and labs will maintain this distance when possible, when this is not achievable students should be spaced to the maximum extent possible</p> <p>Ensure that the student and staff groupings are as static as possible by having the same group of students stay with the same staff</p> <p>Restrict interactions between groups of students</p>	<p>Students will be socially distanced at 6 feet apart pursuant to CDC guidelines. Classroom, shops and labs will maintain this distance when possible, when this is not achievable students should be spaced to the maximum extent possible</p> <p>Ensure that the student and staff groupings are as static as possible by having the same group of students stay with the same staff</p> <p>Restrict interactions between groups of students</p>	Administrative Director	NA	Y- Completed 7-13-20

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)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	NA	NA	NA	NA	NA
<b>Other social distancing and safety practices</b>	Visitors will be given limited access to the building and office area. Installed access windows in main offices to limit public contact.	Visitors will be given limited access to the building and office area. Installed access windows in main offices to limit public contact.	Administrative Director  Building Maintenance	NA	Y- Completed 7-13-20

## 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:**

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)
<b>* Monitoring students and staff for symptoms and history of exposure</b>	Staff: Self-monitoring health checks before arriving at NWCTC  Students: are evaluated at their home schools before arriving at NWCTC  Staff and Student will consistently be made aware of the signs and symptoms of COVID-19	Staff: Self-monitoring health checks before arriving at NWCTC  Students: are evaluated at their home schools before arriving at NWCTC.  Staff and Student will consistently be made aware of the signs and symptoms of COVID-19	Administrative Director	Common Sense for Common Policies Guidelines	Y-Completed 7-13-20

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)
<b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Any staff member or student with a fever shortness of breath or exposure will be isolated and sent home	Any staff member or student with a fever shortness of breath or exposure will be isolated and sent home	Administrative Director	Isolation Area Room: Main Office C-1H Conference room is the designated area.	Y-Completed 7-13-20

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)
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions: 10 days from the onset of symptoms</p> <p>Resolution of fever without the use of fever-reducing medications for the previous 72 hours. Improvement in respiratory symptoms (e.g., cough, shortness of breath) OR Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected <math>\geq 24</math> hours apart (total of two negative specimens)</p>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions: 10 days from the onset of symptoms</p> <p>Resolution of fever without the use of fever-reducing medications for the previous 72 hours. Improvement in respiratory symptoms (e.g., cough, shortness of breath) OR Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected <math>\geq 24</math> hours apart (total of two negative specimens)</p>	<p>Administrative Director</p>	<p>Isolation Area Room: Main Office C-1H Conference room is the designated area.</p> <p>School Reach call to all families</p>	<p>Y-Completed 7-13-20</p>

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)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>Post Health and Safety Plan on NWCTC Website</p> <p>Provide regular update information on NWCTC website and in parent letters</p> <p>Prepare parents and families for remote learning if school is temporarily dismissed</p>	<p>Post Health and Safety Plan on NWCTC Website</p> <p>Provide regular update information on NWCTC website and in parent letters</p> <p>Prepare parents and families for remote learning if school is temporarily dismissed</p>	Administrative Director	<p>Make information available to update website</p> <p>School Reach to all families updated with current information</p>	Y-Completed 7-13-20
<b>Other monitoring and screening practices</b>	Temperature screening will be used if warranted by symptoms	Temperature screening will be used if warranted by symptoms	Administrative Director	Temporal scanner	Y-Completed 7-13-20

### 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: (INSERT TEXT)**

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)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>Cancel all non-essential travel</p> <p>The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</p> <p>Eliminate the use of perfect attendance awards and incentives</p>	<p>Cancel all non-essential travel</p> <p>The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</p> <p>Eliminate the use of perfect attendance awards and incentives</p>	<p>Administrative Director</p>	<p><a href="http://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave">www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave</a></p>	<p>Y – Completed 7-16-2020</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Face mask are required when mandated by the Governor or PDE</p> <p>Face masks are encouraged for use during times when groups of individuals pass or are in close proximity such as hallway transitions</p>	<p>Face mask are required when mandated by the Governor or PDE</p> <p>Face masks are encouraged for use during times when groups of individuals pass or are in close proximity such as hallway transitions</p>	<p>Administrative Director</p>	<p><a href="https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx#:~:text=Everyone%20must%20wear%20a%20face,of%20at%20least%206%20feet.">https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx#:~:text=Everyone%20must%20wear%20a%20face,of%20at%20least%206%20feet.</a></p>	<p>Y – Completed 7-16-2020</p>



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)
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Face mask are required when mandated by the Governor Wolf or PDE</p> <p>Face masks are encouraged for use during times when groups of individuals pass or are in close proximity such as hallway transitions and during bus transport</p>	<p>Face mask are required when mandated by the Governor Wolf or PDE</p> <p>Face masks are encouraged for use during times when groups of individuals pass or are in close proximity such as hallway transitions and during bus transport</p>	<p>Administrative Director</p>	<p>PPE</p> <p><a href="https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx#:~:text=Everyone%20must%20wear%20a%20face,of%20at%20least%206%20feet.">https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx#:~:text=Everyone%20must%20wear%20a%20face,of%20at%20least%206%20feet.</a></p>	<p>Y – Completed 7-16-2020</p>

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)
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Student with existing medical conditions should follow all precautions necessary and make the school notify of any specials needs</p> <p>Servicing students in low incidence programs can be problematic due to, but not limited to, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support.</p> <p>Avoid the use of communal items for student reinforcement. If such items are used with multiple students, each item should be disinfected immediately before and after student use.</p>	<p>Student with existing medical conditions should follow all precautions necessary and make the school notify of any specials needs</p> <p>Servicing students in low incidence programs can be problematic due to, but not limited to, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>Avoid the use of communal items for student reinforcement. If such items are used with multiple students, each items should be disinfected immediately before and after student use.</p>	<p>Administrative Director</p> <p>Special Education Coordinator</p>	<p><a href="https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx#:~:text=Everyone%20must%20wear%20a%20face,of%20at%20least%206%20feet.">https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx#:~:text=Everyone%20must%20wear%20a%20face,of%20at%20least%206%20feet.</a></p>	

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)
<b>Strategic deployment of staff</b>	Identify critical job functions and positions, and plan for alternate coverage by cross-training staff	Identify critical job functions and positions, and plan for alternate coverage by cross-training staff	Administrative Director	Creating cohorts and lateral support.	

## 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
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and other areas used by students	All Staff		Staff Meeting	Speaker Hand-outs	8-24-20	8-24-20
Common Sense for Common Areas Guidelines						
Electrostatic Spray Disinfectant Training	All Staff		One-on-one Training		8-24-20	8-24-20
Healthy Hygiene Practices	All Staff		Staff Meeting	Speaker Hand-outs	8-24-20	8-24-20

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Implementing the CDSD Health and Safety Plan</b>	All Staff		Staff Meeting	Speaker Hand-outs	8-25-20	8-25-20
<b>COVID-19 Health and Safety Plan Discussion</b>	All Staff		Staff Meeting	Speaker Hand-outs	8-25-20	8-25-20

## 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
<b>Staff Updates</b>	Staff	Varying personnel		7/22/2020	On going
<b>Parents/Student Orientation</b>	Parents/Students	Mr. Kiefer Mrs. Awes Instructors		8/17/2020	8/25/2020
<b>School Opening Letter</b>	Families			7/20/2020	7/21/2020
<b>NWCTC Website parent/student updates</b>	Parents/Stakeholders	Administration		7/20/2020	On going
<b>Dept. of Health Communication</b>	All Stakeholders	Mr. Kiefer		7/20/2020	On going
<b>Return to School Survey</b>	Families	Administration		7/20/2020	8/26/2020

## Health and Safety Plan Summary: Northern Westmoreland CTC

Anticipated Launch Date: **7/16/2020**

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
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Increase Social Distancing &amp; Hygiene Practices</p> <p>Clean and disinfect frequently touched surfaces and objects including door handles and shop tools and classroom furniture</p> <p>Installation of hands free drinking fountains, sink faucets, flushing devices provide safe alternatives for providing water when possible</p> <p><a href="#">CDC requirements for COVID-19</a></p> <p>NWCTC will follow the CDC's guidance for cleaning and disinfecting schools</p> <p>Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities.</p> <p>Increase ventilation to 24/7 operation.</p> <p>Weekly use of Electrostatic Spray Disinfectant</p> <p>Instructors and students will sanitize and disinfect common areas and commonly used items after use following CDC guidelines</p>





Requirement(s)	Strategies, Policies and Procedures
<p><b>*Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>CDC - handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices</p> <p>Post CDC Posters in all Classrooms, Shops/Labs, Restrooms and other high traffic areas</p>
<p><b>*Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>CDC - Do it for Yourself and Your Friend</p> <p>CDC - Wear a Cloth Face Covering to Protect You and Your Friends</p> <p>CDC- Stop The Spread of Germs</p> <p>CDC - What you Can do if You are at Higher Risk of severe Illness from COVID-19</p> <p>CDC - What your Test Results Mean</p> <p>N/A</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use.</p> <ul style="list-style-type: none"> <li>● Textbooks that are shared</li> <li>● Technology</li> <li>● Tools and Equipment</li> </ul> <p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p> <p>Create one-way traffic patterns in hallways. Separate students within common areas.</p> <ul style="list-style-type: none"> <li>● Arrival</li> <li>● Dismissal Lines</li> <li>● Lunch</li> </ul> <p>Follow A/B scheduling and adjusted arrival and departure times for sending schools.</p> <p>Restrict nonessential visitors, volunteers, and activities that involve other groups</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Ensure all large group activities follow social distancing guidelines.</p> <p>Keep each student's belongings separated from others' and in individually, lockers or other areas.</p> <p>Pursue small shop/lab groups gatherings, or meetings, if possible, and promote social distancing of at least six feet between people if events are held.</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.</p> <p>Identify small groups and keep them together (cohorting).</p> <p>Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff. Limit the mixing of sending school groups if possible.</p> <p>N/A</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>CONT.</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>         <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>         <p><b>Other social distancing and safety practices</b></p>	<p>Main Offices and P.O.S. Areas will have protective barriers when deemed necessary.</p>

**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
<p>*</p> <p><b>Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Symptom screening will be done by all parents/guardians at home each morning before the school day</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p>*</p>	<p>No students with symptoms will be sent on a bus or brought to school</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>All district staff will perform a self-symptom evaluation on themselves prior to leaving for work, and will stay home if ill</p> <p>Students and staff will go to the Isolation Area immediately if feeling symptomatic. Students or staff will follow the procedures in C-13 for informing administration that they are feeling symptomatic.</p> <p>The sending schools and NWCTC will share resources with the school community to help families understand when to keep children home.</p> <p>What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection  Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting  Notify staff and families confirmed case while maintaining confidentiality.</p> <p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:  10 days from the onset of symptoms. Resolution of fever (100.4F Degree or greater) without the use of fever-reducing medications for the previous 72 hours  USE CDC INFO  <a href="#">CDC requirements for COVID-19?</a></p> <p>Notify staff and families of confirmed cases while maintaining confidentiality. FERPA and ADA</p>

Requirement(s)	Strategies, Policies and Procedures
<p data-bbox="212 329 898 391"><b>Returning isolated or quarantined staff, students, or visitors to school</b></p> <p data-bbox="201 597 915 695"><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p data-bbox="951 264 1875 362">Follow CDC, state and county guidance for admittance of quarantined students and staff after 10 days of mandated quarantine from the onset of symptoms</p> <p data-bbox="951 399 1570 427">Post health and safety plan on NWCTC website</p> <p data-bbox="951 464 1444 492">Notify families with School Reach Call</p> <p data-bbox="951 529 1850 594">Provide regular updated information NWCTC website, School Reach messaging and family home mailings.</p> <p data-bbox="951 631 1875 696">Prepare students and families for remote learning if schools temporarily suspend in person instruction</p>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p data-bbox="201 945 869 1005"><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p data-bbox="993 945 1482 972">Limit or cancel all non-essential travel</p> <p data-bbox="993 1010 1843 1075">The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</p> <p data-bbox="993 1112 1829 1144"><a href="http://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave">www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave</a></p> <p data-bbox="993 1182 1829 1214">Discourage the use of perfect attendance awards and incentives</p> <p data-bbox="993 1252 1881 1416">Face coverings are required. Face masks will be used during times when groups of individuals pass or are in close proximity such as hallway transitions, classrooms not meeting social distancing requirements. Shop and lab instruction, demonstrations, assignment and competencies will require mask when safety rules allow and face</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>shields when safety rules require do not permit face masks. NWCTC will follow PDE, state and county current laws and policy regarding face mask and shields.</p> <p>Face coverings are required. Face masks will be used during times when groups of individuals pass or are in close proximity such as hallway transitions, classrooms not meeting social distancing requirements. Shop and lab instruction, demonstrations, assignment and competencies will require mask when safety rules allow and face shields when safety rules require do not permit face masks. NWCTC will follow PDE, state and county current laws and policy regarding face mask and shields.</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Extra precautions in low incidence programs (AS, MDS, SFLS, LSS). Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a mask or students unable to maintain proper social distance. For these reasons, extra precautions will be implemented. These precautions include: If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student. Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Personal student iPads/AAC devices should be disinfected each time a student enters or exits the classroom. The district's lunch/cafeteria protocol should be followed when feeding students. Staff should wear gloves when feeding students. Bathrooms and changing tables</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Strategic deployment of staff</b></p>	<p>should be disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand-washing. Students should be encouraged to wear masks while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways.</p> <p>Plan for and identify critical job functions and positions that can be completed from home if required.</p> <p>Plan for alternative coverage by using technology to support instruction.</p> <p>Create instructional cohorts by cross training instructional staff in common POS competency tasks.</p>



## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Northern Westmoreland CTC reviewed and approved the Phased School Reopening Health and Safety Plan on **Thursday August 20, 2020**

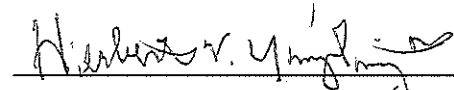
The plan was approved by a vote of: **7 vote yes    0 vote no    1 absent**

**Yes**

**No**

Affirmed on: **Thursday, August 20, 2020**

By:



*(Signature\* of Board President)*

**Herbert Yingling**

*(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.