



Phased School Reopening Health and Safety Plan Template

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.

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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: Reading Muhlenberg Career & Technology Center (RMCTC)

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](#). 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.

This plan documents RMCTC's plan to bring back students and staff, how we will communicate the type of reopening with stakeholders in the 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 Health and Safety Plan accounts for changing conditions 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 (i.e., start of blended, scaffolded, or total reopening): **August 26, 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, RMCTC established a pandemic team to support the pandemic coordinator.

- **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)
Eric Kahler	Administrator	Both - Pandemic Coordinator
Teri Baller	Administrator	Both - Pandemic / Safe Schools Coordinator
Holly Lorchak	Administrator	Both - Special Education Policy / Procedure
Kevin Brumbach	Administrator	Both - Maintenance / Custodial / Sanitation
Mary Beth Feeg	School Nurse	Both - School Health Concerns
Holly Keller	Administrator	Both – Budgetary Needs

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 exists a detailed summary describing the key strategies, policies, and procedures RMCTC will employ to satisfy the requirements of the domain.

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?
 - RMCTC will undergo a deep cleaning this summer. All spaces occupied by staff and students will be thoroughly cleaned and disinfected prior to the start of school. Touch points in these areas will be cleaned daily during the school year.
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
 - Supplies were ordered in the spring in order to beat the rush we knew would occur at the start of the 20-21 school year.
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
 - High touch points will be cleaned daily, students work spaces twice per day during AM and PM sessions, outside doors will be open to create better air flow, air filters will be changed on or ahead of schedule.
- What protocols will you put in place to clean and disinfect throughout an individual school day?
 - High touch point areas will be sanitized between sessions and at the end of the day. Students will sanitize their workstations at start of each session. More wall mounted sanitizing stations have been installed and each classroom will be equipped with hand sanitizer, disinfectant spray, and disinfectant wipes.
- 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?
 - All staff, teachers, paras, and subs will be trained during first day in-service. Custodial staff have already been trained.

Summary of Responses to Key Questions: Increased frequency of cleaning routines and sanitization procedures will be implemented. Staff will clean high touch surfaces frequently. School vans will be cleaned after each use and food prep areas will undergo increased cleaning and sanitization routines.

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)	Custodial staff will be instructed to disinfect/sanitize rooms, offices, restrooms, and classrooms. Day time staff will rotate around the building cleaning common touch points Evening staff will clean their assigned areas focusing on disinfecting, sanitizing rooms, restrooms, and touch points. Drinking fountains will be turned off	Custodial staff will be instructed to disinfect/sanitize rooms, offices, restrooms, and classrooms. Day time staff will rotate around the building cleaning common touch points Evening staff will clean their assigned areas focusing on disinfecting, sanitizing rooms, restrooms, and touch points. Drinking fountains will operate as normal	Kevin Brumbach, Building & Grounds Supervisor	General cleaning supplies, additional disinfectant/sanitizer, additional custodian position	N
Other cleaning, sanitizing, disinfecting, and ventilation practices	Filters in classrooms will be changed and cleaned more frequently Hand Sanitizers throughout the Building Encourage ventilation with fresh air by opening windows when feasible	Filters in classrooms will be changed and cleaned more frequently Hand Sanitizers throughout the Building Encourage ventilation with fresh air by opening windows when feasible	Kevin Brumbach, Buildings & Grounds Supervisor	Cleaning products and supplies	N

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
 - Students and staff will maintain 6 ft. distancing at all times. Face coverings will be required at all times, especially when 6 ft. distancing is not possible.

- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
 - Desks will be spaced throughout classroom and lab to accommodate 6 ft. distancing, social studies teachers will push in to classrooms to limit movement in the hallways, all entrances will be open to prevent all students from entering the same doors, breakfast and lunch will be served in the classroom.
- What policies and procedures will govern use of other communal spaces within the school building?
 - Communal spaces will be off limits unless distancing is possible.
- How will you utilize outdoor space to help meet social distancing needs?
 - Teachers may take students outside for class. Outside doors will be left open to encourage air flow.
- What hygiene routines will be implemented throughout the school day?
 - Students will be reminded to wash their hands and use hand sanitizer. They will also be asked to sanitize their desk area and any tools they use throughout the day.
- How will you adjust student transportation to meet social distancing requirements?
 - N/A
- What visitor and volunteer policies will you implement to mitigate spread?
 - No visitors will be permitted to enter the building unless it is an emergency situation.
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
 - No
- 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?
 - All students and staff will be trained. Staff of the first day of school. Students throughout their first week of school. Results will be measured by observation and follow through with paperwork and documentation.

Summary of Responses to Key Questions: Every effort will be made for students to maintain social distancing in the classrooms, including lunch and social studies. Modified schedules will be utilized in order to reduce the number of students in hallways and to maintain a cohort. Discontinued use of large common spaces. Virtual options will be available for students/districts that select this option.

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>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Some desks may need to be moved into the lab to accomplish 6 ft. of separation.</p> <p>Desks will be forward facing.</p> <p>Since 6 ft. of separation will be impossible in our small social studies classrooms, social studies teachers will push in to CTE classrooms to teach.</p> <p>Any class that cannot possibly follow social distancing requirements because of the size limitations of their theory room will be offered a separate space in which to teach theory. (i.e. cafeteria, multi-purpose room, computer lab)</p> <p>During small group instruction, each instructor (teacher/paraprofessional) will be required to wear a face mask.</p> <p>Students will be limited to one student out of the classroom at a time whenever possible.</p> <p>Substitute teachers will be provided a face mask upon check-in if needed.</p>	<p>Some desks may need to be moved into the lab to accomplish 6 ft. of separation.</p> <p>Desks will be forward facing.</p> <p>Since 6 ft. of separation will be impossible in our small social studies classrooms, social studies teachers will push in to CTE classrooms to teach.</p> <p>Any class that cannot possibly follow social distancing requirements because of the size limitations of their theory room will be offered a separate space in which to teach theory. (i.e. cafeteria, multi-purpose room, computer lab)</p> <p>During small group instruction, each instructor (teacher/paraprofessional) will be required to wear a face mask.</p> <p>Students will be limited to one student out of the classroom at a time whenever possible.</p> <p>Substitute teachers will be provided a face mask upon check-in if needed.</p>	<p>Kevin Brumbach-Supervisor of Building & Grounds</p> <p>Classroom Teacher</p> <p>Paraprofessional</p> <p>Administrative Team</p>	<p>May need desks moved from social studies classrooms into CTE labs.</p> <p>Face masks</p>	<p>Y</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Both breakfast and lunch will be delivered to classrooms. This will greatly reduce the number of students in the hallways.</p>	<p>Students will be dismissed to lunches in 5 minute intervals in order to reduce the number of students in line at one time. Seats will be removed from tables to increase distancing.</p>	<p>Kevin Brumbach-Supervisor of Building & Grounds Food service</p>	<p>Will need 32 large trash cans. One for each program area. Will need to be emptied after breakfast and after lunch. PPE for all staff handling food.</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Students and staff will wash hands for 30 seconds using hot water and soap after coming into contact with any item they feel may be contaminated, before and after eating breakfast and lunch, and any time they use the rest room. Extra hand sanitizing stations have been installed throughout the building for use as needed. Classroom wipe down throughout the day. Teaching students how to disinfect their personal space and equipment.</p>	<p>Students and staff will wash hands for 30 seconds using hot water and soap after coming into contact with any item they feel may be contaminated, before and after eating breakfast and lunch, and any time they use the rest room. Extra hand sanitizing stations have been installed throughout the building for use as needed. Classroom wipe down throughout the day. Teaching students how to disinfect their personal space and equipment.</p>	<p>Mary Beth Feeg-School Nurse Teachers Paraprofessionals Custodial Staff</p>	<p>Hand sanitizer, soap, Disinfectant wipes</p>	<p>Y</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs and infographics will be posted in every classroom, rest room, school entrance, nurses office, cafeteria, main office, hallway, and student services.</p>	<p>Signs and infographics will be posted in every classroom, rest room, school entrance, nurses office, cafeteria, main office, hallway, and student services.</p>	<p>Kevin Brumbach – Supervisor of Building & Grounds</p>	<p>Signs</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>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Signs at main entrance explaining that non-essential visitors will not be permitted to enter the building.</p> <p>All visitors must ring the bell and speak with the main office before being admitted to the building.</p> <p>Whenever possible, visitors will be able to complete their business in the vestibule and not need to enter the school. (ie. Dropping something off for their child, bringing an excuse note, picking up an order from one of our programs)</p> <p>Any visitors entering the building must wear masks and follow COVID-19 procedures.</p> <p>Virtual guest speakers only.</p> <p>Tours, Open House, and Program Visits of any kind will be prohibited.</p> <p>Follow PADOH guidelines</p>	<p>Signs at main entrance explaining that non-essential visitors will not be permitted to enter the building.</p> <p>All visitors must ring the bell and speak with the main office before being admitted to the building.</p> <p>Whenever possible, visitors will be able to complete their business in the vestibule and not need to enter the school. (ie. Dropping something off for their child, bringing an excuse note, picking up an order from one of our programs)</p> <p>Any visitors entering the building must wear masks and COVID-19 procedures.</p> <p>Guest speakers allowed following PADOH guidelines</p>	<p>Pandemic Coordinator</p> <p>Office staff</p>	<p>Signs</p>	<p>Y</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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>N/A</p>				
<p>Limiting the sharing of materials among students</p>	<p>Whenever possible, students will be assigned their own materials which they will keep in their locker/toolbox/or other identified area.</p> <p>Whenever tools need to be shared, students will wear gloves and sanitize tools before and after use.</p> <p>Where there is a tool room, student in charge of tool room will wear gloves and sanitize tools before and after use.</p>	<p>Whenever possible, students will be assigned their own materials which they will keep in their locker/toolbox/or other identified area.</p> <p>Whenever tools need to be shared, students will wear gloves and sanitize tools before and after use.</p> <p>Where there is a tool room, student in charge of tool room will wear gloves and sanitize tools before and after use.</p>	<p>Instructors</p>	<p>Clorox wipes, hand sanitizer, gloves, extra equipment/supplies as needed per individual program area.</p>	<p>Y</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>Staggering the use of communal spaces and hallways</p>	<p>Serving breakfast and lunch in the classroom and allowing social studies teachers to push in to classrooms to teach will eliminate almost all hallway traffic.</p> <p>Upon arrival, students will enter the school through the door closest to their classroom instead of entering through the main entrance.</p> <p>At dismissal time, students will use the door closest to their classroom and will be dismissed intermittently to limit the number of students exiting the building at the same time.</p> <p>Eliminate students traveling to school store and fundraisers that require classroom to classroom visitations.</p>		<p>Administrative team, Instructors</p>		<p>Y</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>This is managed by sending districts.</p> <p>Adjust drop off and pick-up procedures to avoid large group gatherings.</p>	<p>Adjust drop off and pick-up procedures to avoid large group gatherings.</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>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>No small group instruction in close quarters if feasible-maintain required social distance in classroom and labs.</p> <p>Assigned seating in classrooms.</p> <p>Face coverings required at all times.</p> <p>Students will spend their entire session in their CTC classroom, social studies will push in, breakfast and lunch eaten in classroom.</p> <p>Students may be scheduled to attend on alternating days</p>	<p>No small group instruction in close quarters if feasible-maintain required social distance in classroom and labs.</p> <p>Assigned seating in classrooms.</p> <p>Face coverings required at all times.</p>	Administrative Team, Instructors	Guidelines from sending districts	Y
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>Designate a specific pick-up and drop off location for child care services before and after school.</p> <p>Students dismissed directly to the loading area in order to avoid large group gatherings</p>	<p>Designate a specific pick-up and drop off location for child care services before and after school.</p> <p>Students dismissed directly to the loading area in order to avoid large group gatherings</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)
Other social distancing and safety practices	<p>In an effort to hinder groups meeting for lunch, teacher's lounges will be closed and teachers will be asked to eat lunch in their classrooms.</p> <p>Provide frequent reminders of social distancing guidelines over announcements</p> <p>Provide Plexiglas barriers in office areas that host interactions between staff and the general public</p>	<p>Teacher's lounges will be open, but social distancing will still be in practice.</p> <p>Provide frequent reminders of social distancing guidelines over announcements</p> <p>Provide Plexiglas barriers in office areas that host interactions between staff and the general public</p>			

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?
 - Staff will self-monitor temperature and symptoms at the start of each school day and record findings on shared spreadsheet. Teachers will take student temperatures during the classroom each day. Any staff of student with a temperature or symptoms during the school day will be sent to the nurse for evaluation.
 - 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)?
 - Staff will self-monitor temperature and symptoms at the start of each school day and record findings on shared spreadsheet. Teachers will take student temperatures before they enter the classroom each day. Any staff of student with a temperature or symptoms during the school day will be sent to the nurse for evaluation.
- 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?

- The school nurse will be set up in a room with an isolation area for any staff or students who present symptoms during the school day. They will be checked by the nurse and sent home if deemed necessary.
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
 - School nurse and administration
- 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?
 - Must quarantine for 10 days and be fever free for 24 hours without medication.
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
 - Phone calls to parents to determine if/when student will return. Virtual option for students who won't 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?
 - Same day Robocalls and letters.
- 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?
 - All teachers will be trained on knowing the symptoms of COVID-19 and how to use the touchless thermometers on the first day of school.

Summary of Responses to Key Questions: Any student or staff presenting with COVID-19 like symptoms will be sent immediately to the COVID triage room to be seen by the nurse who will determine if the symptoms are serious enough to isolate and ultimately send home and will only be allowed to return after a negative test or 10 day isolation and 24 hours fever free without medication.

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>All staff will self-check at home each day and be required to utilize shared google doc with supervisor.</p> <p>Students will be checked at classroom door for symptoms and fever by trained teacher, if symptoms are exhibited; student sent to school nurse for evaluation.</p> <p>Daily records will be kept by teachers, administration and CSN as assigned.</p>	<p>All staff will self-check at home each day and be required to utilize shared google doc with supervisor.</p> <p>Students will be checked at classroom door for symptoms and fever by trained teacher, if symptoms are exhibited; student sent to school nurse for evaluation.</p> <p>Daily records will be kept by teachers, administration and CSN as assigned.</p>	<p>Mary Beth Feeq, RN, CSN</p>	<p>Thermometers purchased for all classrooms.</p> <p>Self Check google document already developed for all staff to utilize at home prior to arrival at school each day. This will be monitored by supervisor.</p> <p>Staff are to notify attendance secretary and CSN of absences that involve Covid-19 concerns and exposure.</p>	<p>Y – staff will be taught to utilize infrared thermometers and utilize Covid-19 parameters set by PA Department of Health</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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Isolation Room has been set up in a vacant classroom with separate entrance and exit doors to limit exposure to those suspected of Covid-19.</p> <p>There is a bathroom and a sink in this room which allows suspected Covid-19 cases to remain in the classroom until the time of parent pick-up.</p> <p>Students who are symptomatic will be sent to Isolation Room staffed by RN to assess, monitor, document and facilitate care.</p> <p>CTC Director will be notified daily of all suspected cases treated.</p> <p>Quarantine guidelines for those exposed will be determined by PADOH release expected July 2020.</p> <p>DOH will be notified of suspected cases maintaining confidentiality as required by the state.</p> <p>Purchasing and placement of signage noting social distance practicing and Isolation Room Entrance with permission only.</p>	<p>Isolation Room has been set up in a vacant classroom with separate entrance and exit doors to limit exposure to those suspected of Covid-19.</p> <p>There is a bathroom and a sink in this room which allows suspected Covid-19 cases to remain in the classroom until the time of parent pick-up.</p> <p>Students who are symptomatic will be sent to Isolation Room staffed by RN to assess, monitor, document and facilitate care.</p> <p>CTC Director will be notified daily of all suspected cases treated.</p> <p>Quarantine guidelines for those exposed will be determined by PADOH release expected July 2020.</p> <p>DOH will be notified of suspected cases maintaining confidentiality as required by the state.</p> <p>Purchasing and placement of signage noting social distance practicing and Isolation Room Entrance with permission only.</p>	<p>Mary Beth Feeg, RN, CSN</p>	<p>2 recovery cots</p> <p>PPE including gowns, gloves, masks, sanitizer and handwash facility</p> <p>separate bathroom is in place</p> <p>Phone and Computer access</p> <p>10 desks and chairs</p> <p>Will require daily deep cleaning by custodial staff and disinfection between patients as possible</p> <p>All other supplies within room are to be removed to permit limited contact surfaces that require cleaning</p> <p>Signage purchasing and placement</p>	<p>Y – staff will be educated on protocol to send suspected Covid-19 cases to Isolation Room.</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>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>RMCTC will follow PADOH guidelines regarding returning from quarantine period as stated on following pdf document provided by the DOH: https://www.health.pa.gov/topic/s/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf</p>	<p>RMCTC will follow PADOH guidelines regarding returning from quarantine period as stated on following pdf document provided by the DOH: https://www.health.pa.gov/topic/s/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf</p>	<p>Mary Beth Feeg, RN, CSN</p>	<p>N/A</p>	<p>N</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>As per PDE guidelines released June 2020: Post Health and Safety Plan on public school/district website. We will utilize automated phone call system already in place with messages advising parents to check the rmctc.org webpage for changes as well as call the school for a printed copy if not able to access webpage due to limited wifi capability at home. Provide regular update information on school website and in parent flyers/letters. Encourage caregivers and families to practice and reinforce good prevention habits at home and within their families. Remind parents to keep child at home if sick with any illness.</p>	<p>As per PDE guidelines released June 2020: Post Health and Safety Plan on public school/district website. We will utilize automated phone call system already in place with messages advising parents to check the rmctc.org webpage for changes as well as call the school for a printed copy if not able to access webpage due to limited wifi capability at home. Provide regular update information on school website and in parent flyers/letters. Encourage caregivers and families to practice and reinforce good prevention habits at home and within their families. Remind parents to keep child at home if sick with any illness.</p>	<p>Eric Kahler / Teri Baller Pandemic Coordinators</p>	<p>School Webpage Secretarial staff to field phone calls Use of telephone notification system as needed for parental notification of changes to policy and procedure of existing plan</p>	<p>N</p>

<p>Other monitoring and screening practices</p>	<p>Students who report with symptoms or fever will be sent immediately to the Isolation Room where they will then be screened by the Certified School Nurse who will work with the guardian to determine an appropriate course of action.</p> <p>Students will be mandated to seek testing from their PCP or Urgent Care facilities prior to return to school.</p> <p>As above, quarantine guidelines from the PA DOH will be followed.</p> <p>Continuous monitoring of trends within the State, County and Sending Districts.</p> <p>Fluid contact and communication between RMCTC and the sending districts to monitor their practices and outbreaks</p> <p>Communication between local DOH and RMCTC.</p> <p>Continual monitoring of guideline changes within the state from PDE as well as PA DOH.</p> <p>All tracking will be completed by CSN with assistance of PA DOH contact tracers per guidelines.</p> <p>Maintain a daily list of students and adults on site for contact tracing if needed.</p>	<p>Students who report with symptoms or fever will be sent immediately to the Isolation Room where they will then be screened by the Certified School Nurse who will work with the guardian to determine an appropriate course of action.</p> <p>Students will be mandated to seek testing from their PCP or Urgent Care facilities prior to return to school.</p> <p>As above, quarantine guidelines from the PA DOH will be followed.</p> <p>Continuous monitoring of trends within the State, County and Sending Districts.</p> <p>Fluid contact and communication between RMCTC and the sending districts to monitor their practices and outbreaks.</p> <p>Communication between local DOH and RMCTC.</p> <p>Continual monitoring of guideline changes within the state from PDE as well as PA DOH.</p> <p>All tracking will be completed by CSN with assistance of PA DOH contact tracers per guidelines.</p> <p>Maintain a daily list of students and adults on site for contact tracing if needed.</p>	<p>Mary Beth Feeg, RN, CSN</p>	<p>Computer access and phone access for RN to manage patient care from Isolation Room.</p> <p>Plan in place to transport students from Isolation Room to PCP via parental pick-up. Students will exit Isolation Room from separate door to front of building for Contactless Parent Pick-up.</p> <p>Documentation will be completed by CSN.</p>	<p>Y – staff will be included in these plans and details at beginning of the year in-service to better facilitate the protocols that need to be followed to allow maximum safety of all staff, students and visitors.</p>
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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)
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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?
 - All staff and students must wear face coverings at all times unless eating breakfast or lunch.
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
 - A student/staff specific plan will be developed for students at higher risk.
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
 - A phone call was made to all subs asking if they are willing to work. Response was favorable. Also, recruiting more subs.
- 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?
 - Through the use of CANVAS, our LMS system, ClassMate, our Student Management System, and Zoom. We will also collaborate with resources at the sending districts, such as counselors, case managers, school psychologist, etc.

Summary of Responses to Key Questions: All staff and students will be expected to follow current CDC and PA DOH guidelines for masks, social distancing, and proper hygiene practices.

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)
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<p>Protecting students and staff at higher risk for severe illness</p>	<p>FOR THOSE DEEMED HIGH RISK we will follow CDC guidelines including:</p> <ul style="list-style-type: none"> • Stay home if possible. • School will provide adequate online learning opportunities to those noted as high risk through IEP and 504 plans. • Wash your hands often. • Take everyday precautions to keep space between yourself and others (stay 6 feet away, which is about two arm lengths). • Keep away from people who are sick. • Call your healthcare professional if you have concerns about COVID-19 and your underlying condition or if you are sick. • RMCTC will establish and maintain communication with local and state authorities to determine current mitigation levels in your community. • Adopt flexible attendance policies for students and staff as necessary. • Protect employees at higher risk for severe illness by supporting and encouraging options to telework. 	<p>FOR THOSE DEEMED HIGH RISK we will follow CDC guidelines including:</p> <ul style="list-style-type: none"> • Stay home if possible. • School will provide adequate online learning opportunities to those noted as high risk through IEP and 504 plans. • Wash your hands often. • Take everyday precautions to keep space between yourself and others (stay 6 feet away, which is about two arm lengths). • Keep away from people who are sick. • Call your healthcare professional if you have concerns about COVID-19 and your underlying condition or if you are sick. • RMCTC will establish and maintain communication with local and state authorities to determine current mitigation levels in your community. • Adopt flexible attendance policies for students and staff as necessary. • Protect employees at higher risk for severe illness by supporting and encouraging options to telework. 	<p>Holly Lorchak, Director of Special Education</p>	<p>Chromebook and possible wifi capabilities to those that need assistance and need to maintain at home learning</p>	<p>Y – administration will educate staff on attendance policies and sick time as well as work with those who require alternate assignments once the PADOH and PDE release their complete guidelines. Also students will need education on proper procedure and protocol to insure success at the home based learning continues.</p>
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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)
	<ul style="list-style-type: none"> • RMCTC will explore offering duties that minimize higher risk individuals' contact with others. • Limit or cancel all non-essential travel as necessary. • Address equity and truancy risks relating to vulnerable populations such as homeless students, migrant students, English Learners and those served by the juvenile justice system. • Individualize additional considerations and supports needed for students with disabilities with complex medical needs to ensure the safety of these students and the individuals providing services to these students. • RMCTC will evaluate potential need for additional staff to meet needs of those unable to attend in person learning. 	<ul style="list-style-type: none"> • RMCTC will explore offering duties that minimize higher risk individuals' contact with others. • Limit or cancel all non-essential travel as necessary. • Address equity and truancy risks relating to vulnerable populations such as homeless students, migrant students, English Learners and those served by the juvenile justice system. • Individualize additional considerations and supports needed for students with disabilities with complex medical needs to ensure the safety of these students and the individuals providing services to these students. • RMCTC will evaluate potential need for additional staff to meet needs of those unable to attend in person learning. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Staff will provide their own face mask or may utilize such PPE as provided by the district as they so choose.</p> <p>Facemasks will be provided for visitors who do not have their own face covering.</p> <p>Teachers and Visitors will be required to wear face coverings during the school day.</p>	<p>Staff will provide their own face mask or may utilize such PPE as provided by the district as they so choose.</p> <p>Facemasks will be provided for visitors who do not have their own face covering.</p> <p>Teachers and Visitors will be required to wear face coverings during the school day.</p>	<p>Mary Beth Feeg, RN, CSN</p>	<p>Purchase adequate supplies and monitor inventory to be done by RMCTC Service Occupations Program along with guidance by Maintenance Supervisor.</p>	<p>Y – staff will be instructed of all mandator y guidelines once released by PDE and the PADOH</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Students who are able to wear face coverings will be required to do so as per the PDE guidelines set forth at this time.</p> <p>Those who have special medical needs and cannot wear a face covering will be asked to provide medical documentation stating as such.</p> <p>In the Career and Technical Education Realm, there are certain duties that would possible be a safety hazard to wear said coverings limited to, but not inclusive of welding when students will be wearing a full welding helmet.</p>	<p>Students who are able to wear face coverings will be required to do so as per the PDE guidelines set forth at this time.</p> <p>Those who have special medical needs and cannot wear a face covering will be asked to provide medical documentation stating as such.</p> <p>In the Career and Technical Education Realm, there are certain duties that would possible be a safety hazard to wear said coverings limited to, but not inclusive of welding when students will be wearing a full welding helmet.</p>	<p>Mary Beth Feeg, RN, CSN</p>	<p>RMCTC will request students provide their own face mask at this time since it is currently required to wear one on the bus to school each day. Surplus will be available for those who forget face covering at home or need a replacement during the day.</p>	<p>Y – staff and students will be made aware of PDE guidelines once establishe d.</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)
Unique safety protocols for students with complex needs or other vulnerable individuals	Each case will be evaluated on an individual basis utilizing a team approach including CSN, School Counselors and Special Education Director in collaboration with IEPs or 504 Service Plans.	Each case will be evaluated on an individual basis utilizing a team approach including CSN, School Counselors and Special Education Director in collaboration with IEPs or 504 Service Plans.	Mary Beth Feeq, RN, CSN Director of Special Education	All supplies required for student success will be provided for by RMCTC.	Y – on an individual basis
Strategic deployment of staff	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff	Administrative Team		

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
Current CDC and PADOH guidelines	All Staff	Administrative Team/School Nurse	Large Group Instruction	Hand outs	Aug. 26, 2020	Aug. 27, 2020
Review of Health & Safety Plan	All Staff	Administrative Team/School Nurse	Large Group Instruction	Hand outs	Aug. 26, 2020	Aug. 27, 2020
Health & Hygiene Practices	All Staff	Administrative Team/School Nurse	Large Group Instruction	Hand outs/video/demonstration	Aug. 26, 2020	Aug. 27, 2020
COVID-19 Specific Cleaning and Sanitization practice	Custodial Staff	Supervisor of Buildings and Grounds	Staff Training	Supplies and materials	June 2020	Ongoing

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, RMCTC 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 Guidelines / CDC and PADOH guidelines	Parents/Students	Executive Director	Robo Call, Letter, Email, Social Media, Web Site	Aug. 1, 2020	Aug. 17, 2020

Health and Safety Plan Summary: Reading Muhlenberg Career & Technology Center

Anticipated Launch Date: **August 26, 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)

- * Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Strategies, Policies and Procedures

Social Distancing and Other Safety Protocols

Requirement(s)

- * 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

Strategies, Policies and Procedures

- Staggered student attendance, student seating with 6 ft. distancing.
- Breakfast and lunch served in classrooms. Limited staff and student movement in hallways. Social studies teachers push in to program areas.
- Frequent handwashing, use of hand sanitizing stations, gloves, sanitize shared materials and equipment.
- Signs and infographics will be posted in every classroom, rest room, school entrance, nurses office, cafeteria, main office, and student services.

Requirement(s)	Strategies, Policies and Procedures
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>N/A</p>
<p>Limiting the sharing of materials among students</p>	<p>Extra materials/equipment to be provided.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Staggered student attendance, limit hallway traffic, meals and social studies occur in program area.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Handled by sponsoring districts</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Staggered attendance, follow 6 ft. distancing protocol.</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>N/A</p>
<p>Other social distancing and safety practices</p>	<p>Limit visitors, tours, program visits, Open House, field trips, and other events.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Daily records will be maintained of all students, staff and visitors who are in attendance for contract tracing purposes as well as a separate report for those being treated for suspected Covid19. This report will be submitted daily to RMCTC Director and submitted to PA DOH if required. Contract Tracing will be utilized per the state Department of Health.</p>

Requirement(s)

* 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

Strategies, Policies and Procedures

Isolation Room is developed and in place for those exhibiting symptoms of Covid19. Staff and students will be educated regarding protocols and procedures to follow regarding all health room visits and Isolation Room advisory.

Up to date CDC and PA DOH guidelines will be followed as per protocols set forth: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf>

Procedures are in place to notify staff, families and the public of school closures and changes to safety protocols through school webpage, local news school closings reports and the use of our robocall system, School Messenger.

Other Considerations for Students and Staff

Requirement(s)

* 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

Strategies, Policies and Procedures

Those deemed at high risk for severe illness will have provisions made for distance learning and distance based work practices on a case by case basis.

Face coverings will be required for all staff and visitors as required by current PDE guidelines and PA DOH.

Face coverings will be required by our high school students as per the current PDE guidelines and the PA DOH.

At home learning may be necessary for those with complex needs or vulnerable population. This will be determined once all guidelines have been released by PDE.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Reading Muhlenberg Career & Technology Center** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 10, 2020**.

The plan was approved by a vote of:

5 Yes

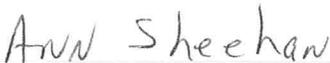
1 No

Affirmed on: **August 10, 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.