



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.

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	8
Social Distancing and Other Safety Protocols	9
Monitoring Student and Staff Health	14
Other Considerations for Students and Staff	17
Health and Safety Plan Professional Development	19
Health and Safety Plan Communications	21
Health and Safety Plan Summary	22
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	22
Social Distancing and Other Safety Protocols	22
Monitoring Student and Staff Health	23
Other Considerations for Students and Staff	24
Health and Safety Plan Governing Body Affirmation Statement	25

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: **Lebanon County Career & Technology Center**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). 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 31, 2020

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Glenn Meck, Administrative Director	Administration	Both
Tina Geyer, Business Administrator	Administration	Both
Andra Groller, Assistant Director of Programs	Administration	Both
Rene Gehman, Instructor	Instructor	Health & Safety Plan

Janet Garchinsky, Facilitator	Special Population	Both
Justin Weaber, Assistant Director of Students	Administration	Both
Stephanie Andriozzi, VP Wellspan Hospital	Community Health	Health & safety Plan
Kelly Smith, Patient Care	Community Health	Health & Safety Plan
Carol Zerbe, Administrative Assistant	Support Staff	Both
Dan Gipe, Maintenance	Parent	Both
Joann Kreiser, Health Room Attendant	Health Room Attendant	Both
Erin Yingst, School Counselor	Emotional/Mental Health support	Both
Michelle Achey, LPN Supervisor	Health Provider	Both
Josh Boettner, Instructor	Instructor	Health & Safety Plan

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: **(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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>All classrooms, common areas, bathrooms, and halls will be disinfected using chemicals special designed to eradicate COVID-19 virus.</p> <p>High touch areas such as Doorknobs, shelves, etc. will be Clean between sessions.</p> <p>All classrooms currently have water coolers that will be dispensed into paper disposal cups. All hall water fountains will be turned off.</p>	<p>All classrooms, common areas, bathrooms, and halls will be disinfected using chemicals special designed to eradicate COVID-19 virus.</p> <p>All classrooms currently have water coolers that will be dispensed into paper disposal cups. All hall water fountains will be turned off.</p>	<p>Maintenance individual, head custodian and custodial staff.</p> <p>Maintenance individual, head custodian and custodial staff.</p>	<p>Gloves, disinfectants, Sanitizing wipes, masks, electro-static guns to dispense sanitizing chemicals.</p> <p>Possibly, an increase amount of daily working custodians.</p>	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other cleaning, sanitizing, disinfecting, and ventilation practices	The Lebanon CCTC's ventilation system use regulated fresh air intake which allows proper ventilation.	The Lebanon CCTC's ventilation system use regulated fresh air intake which allows proper ventilation.	Maintenance individual	N/A	Y

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: (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>* 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>Classroom will be rearranged to meet the 6ft requirement. Classrooms, where the 6 ft recommendation cannot be met other large areas in the school will be utilized.</p> <p>Instructors will do all lectures at a minimum distance of 6ft.</p> <p>When doing hands-on components in the shop areas, all students and faculty will be required to wear facing coverings and rubber gloves.</p> <p>Every classroom will have hand sanitizer available for students, staff, and visitors.</p> <p>Tools will be sanitized daily using ultra-violet containers.</p>	<p>Classroom will be rearranged to meet the 6ft requirement. Classrooms, where the 6 ft recommendation cannot be met other large areas in the school will be utilized.</p> <p>Instructors will do all lectures at a minimum distance of 6ft.</p> <p>When doing hands-on components in the shop areas, all students and faculty will be required to wear facing coverings and rubber gloves.</p> <p>Every classroom will have hand sanitizer available for students, staff, and visitors.</p> <p>Tools will be sanitized daily using ultra-violet containers</p>	<p>Instructors</p>	<p>Gloves, face coverings, sanitizing wipes.</p> <p>Hand sanitizer</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>The LCCTC cafeteria will serve approximately 125 students per day for the 2020-2021 school year.</p> <p>The Lebanon CCTC will be utilizing 3 lunch periods per day and serving approximately 40 students at each lunch period. There will be a 15 minute down time between each lunch period for sanitization. Floors will be marked with signs ensuring social distance within the lunch lines.</p> <p>Since our cafeteria holds 250 students at one time, 6ft social distancing will be adhered too. Tables will be removed and socially distanced to prevent students gathering in one area.</p> <p>All lunches will be either pre-packaged or will be served directly by our cafeteria staff. Disposable plates and packaged plastic spoons, knives and forks will be used and be disposed of in sealed containers. Face coverings and gloves will be worn during the serving of lunches.</p>	<p>The LCCTC cafeteria will serve approximately 125 students per day for the 2020-2021 school year.</p> <p>The Lebanon CCTC will be utilizing 3 lunch periods per day and serving approximately 40 students at each lunch period. There will be a 15 minute down time between each lunch period for sanitization. Floors will be marked with signs ensuring social distance within the lunch lines.</p> <p>Since our cafeteria holds 250 students at one time, 6ft social distancing will be adhered too. Tables will be removed and socially distanced to prevent students gathering in one area.</p> <p>All lunches will be either pre-packaged or will be served directly by our cafeteria staff. Disposable plates and packaged plastic spoons, knives and forks will be used and be disposed of in sealed containers. Face coverings and gloves will be worn during the serving of lunches.</p>	<p>Cafeteria staff, custodians and staff assigned to cafeteria duty.</p>	<p>Disposable plates and eating utensils. Sanitizing chemicals, gloves, masks, and wipes, buckets, and disposable rags.</p> <p>Individually wrap utensils and disposable plates.</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)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<p>Hand sanitizers will strategically located throughout the building for faculty and students use.</p> <p>Training on proper handwashing will be conducted by staff members. Staff members will be trained by medical personnel on proper hand techniques during in-service prior to the start of the school year.</p> <p>Posters will be used throughout the building encouraging frequent handwashing throughout the day to students and staff.</p>	<p>Hand sanitizers will strategically located throughout the building for faculty and students use.</p> <p>Training on proper handwashing will be conducted by staff members. Staff members will be trained by medical personnel on proper hand techniques during in-service prior to the start of the school year.</p> <p>Posters will be used throughout the building encouraging frequent handwashing throughout the day to students and staff.</p>	Custodians, medical personal, instructors, administration	Training videos, hand-washing supplies, posters	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Posters will be strategically placed throughout the building promoting CDC and PA Department of Health recommendations for the mitigation of COVID-19	Posters will be strategically placed throughout the school promoting CDC and PA Department of Health recommendations for the mitigation of COVID-19	Custodial staff, Health Room Attendant.	Posters	Y
* Identifying and restricting non-essential visitors and volunteers	All visitors will be vetted upon entering the building. Access to the building will be limited to essential persons, after completing an COVID-19 questionnaire and possible temperature check.	All visitors will be vetted upon entering the building. Access to the building will be limited to essential persons. After completing an COVID-19 questionnaire and possible temperature check.	Support personnel,	Thermometers, plexi-glass for support personnel safety.	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	N/A	N/A	N/A	N/A	Y
Limiting the sharing of materials among students	During shop time, student will be required to wear masks and rubber gloves to prevent the transmission of COVID-19. Tools will be sanitized daily.	During shop time, student will be required to wear masks and rubber gloves to prevent the transmission of COVID-19. Tools will be sanitized daily.	Instructors	Sanitizing supplies and equipment. Ultra -violet sanitizing cupboards.	N
Staggering the use of communal spaces and hallways	Students will have limited access to hall areas throughout the day. Since we do not change classes being a vocational/technical school we will limit student activity in halls to essential needs only. Full day programs that require English will be done in their classroom. The English teacher will be mobile for instruction.	Students will have limited access to hall areas throughout the day. Since we do not change classes being a vocational/technical school we will limit student activity in halls to essential needs only. Full day programs that require English will be done in their classroom. The English teacher be mobile for instruction.	Instructors and Administration	N/A	N
Adjusting transportation schedules and practices to create social distance between students	Location of student being dropped off and departing students will logistically change. Students being brought to the CTC will continue to enter the building at the main entrance. Departing students will be picked up at the south entrance of the building.	Location of student being dropped off and departing students will logistically change. Students being brought to the CTC will continue to enter the building at the main entrance. Departing students will be picked up at the south entrance of the building.	Assistant Director of Students, School Police Officer	N/A	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Each classroom will be set up to adhere to CDC and PA Department of Health recommendation of socially distancing of 6ft. Classrooms that are not conducive for 6ft social distancing will use other available space such as: Career center, flex ed areas, available large classrooms.</p> <p>Due to the nature of our school the program capacity is 20 students Which allows us flexibility in social distancing.</p>	<p>Each classroom will be set up to adhere to CDC and PA Department of Health recommendation of socially distancing of 6ft. Classrooms that are not conducive for 6ft social distancing will use other available space such as: Career center, flex ed areas, available large classrooms.</p> <p>Due to the nature of our school the program capacity is 20 students Which allows us flexibility in social Distancing.</p>	Program instructors, School police officer, Assistant director of Programs and Assistant Director of Students		N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	N/A	N/A	N/A	N/A	N
Other social distancing and safety practices	Vending areas will not be in operation, allowing students to move about during class breaks, communal water fountains will not be operational. (all programs have water coolers with individualized paper cups).	Vending areas will not be in operation, allowing students to move about during class breaks, communal water fountains will not be operational. (all programs have water coolers with individualized paper cups).	School Police officer, Administration	N/A	N

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: (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)
* Monitoring students and staff for symptoms and history of exposure	<p>Student screening for symptoms will be completed by all parents/guardians at home each morning prior to the start of school.</p> <p>All staff members will self-screen for symptoms prior to reporting to work each day</p> <p>Students, staff, or visitors that exhibit COVID-19 symptoms will be sent a designated quarantine room for further evaluation.</p> <p>Closely monitor daily attendance of students and staff</p>	<p>Student screening for symptoms will be completed by all parents/guardians at home each morning prior to the start of school.</p> <p>All staff members will self-screen for symptoms prior to reporting to work each day</p> <p>Students, staff, or visitors that exhibit COVID-19 symptoms will be sent a designated quarantine room for further evaluation.</p> <p>Closely monitor daily attendance of students and staff</p>	Health Room Attendant	PPE such as: gowns masks, gloves, no contact thermometers, disposable bed covering, sanitizing chemicals and equipment	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	All staff, students or visitors who exhibit symptoms related to the COVID-19 virus will be quarantined in a designated area specifically set up for potential COVID-19 patients.	All staff, students or visitors who exhibit symptoms related to the COVID-19 virus will be quarantined in a designated area specifically set up for potential COVID-19 Patients.	Health Room Attendant	PPE such as: gowns masks, gloves, no contact thermometers, disposable bed covering, sanitizing chemicals and equipment	Y
* Returning isolated or quarantined staff, students, or visitors to school	Documentation indicating a negative COVID-19 test. Students and staff may also be readmitted after they are cleared by their physician with a medical note.	Documentation indicating a negative COVID-19 test. Students and staff may also be readmitted after they are cleared by their physician with a medical note	Health Room Attendant	PPE equipment	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The Lebanon County Career & Technology Center will use Blackboard for robo-calls to all families with students who attend the CTC, Website and other social medias that are deemed appropriate.	The Lebanon County Career & Technology Center will use Blackboard for robo-calls to all families with students who attend the CTC, Website and other social medias that are deemed appropriate.	Assistant Director of Programs, Administrative Director, or another designee	N/A	N
Other monitoring and screening practices	Training staff to identify COVID-19 symptoms.	Training staff to identify COVID-19 symptoms.	Health Room Attendant		NO

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions: (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)
* Protecting students and staff at higher risk for severe illness	Offer N-95 masks for high risk students and staff. Adhering to CDC and PA Department of Health recommendations for high risk individuals.	Offer N-95 masks for high risk students and staff. Adhering to CDC and PA Department of Health recommendations for high risk individuals	Health Room Attendant, Assistant Director of Students	Masks,	Y
* Use of face coverings (masks or face shields) by all staff	Mandated by PDE and the PA Department of Health face coverings will be required for students and staff.	Mandated by PDE and the PA Department of Health face coverings will be required for students and staff.	Administration, instructors, School police officer	Masks, and other PPE equipment.	Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	Mandated by PDE and the PA Department of Health face coverings will be required for students and staff.	Mandated by PDE and the PA Department of Health face coverings will be required for students and staff.	Administration, instructors, School police officer	Masks, and other PPE equipment.	Y
Unique safety protocols for students with complex needs or other vulnerable individuals	Unique safety protocols for students with complex or other vulnerable individuals will be determined on a case to case basis depending on the specifics of an individual situation.	Unique safety protocols for students with complex or other vulnerable individuals will be determined on a case to case basis depending on the specifics of an individual situation.	Special Population staff, health Room Attendant		N
Strategic deployment of staff	Staff will continue to be assigned throughout the building in alignment with established Lebanon CTC procedures to best meet the needs of all students.	Staff will continue to be assigned throughout the building in alignment with established Lebanon CTC procedures to best meet the needs of all students	Administration, faculty, School Police Officer.		N

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
Signs/symptoms of COVID-19	Staff	Health Room Attendant & Health Care providers		TBD	Summer, 2020	
Instructional strategies	Instructional staff	Instructional Coach		TBD	August, 2020	
Addressing academic challenges as the result of a potential school closure	Instructional staff	Administrative Director, Assistant Director of Programs, Instructional Coach		TBD	Ongoing	Ongoing
Social/emotional needs for students associated with COVID-19 pandemic	Instructional Staff	Special Population Coordinator, local mental health agency		TBD	Ongoing	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, 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
Communication of approved Health & Safety Plan	All families/staff	Administrative Director	Blackboard all-call system, website, and other appropriate social media	August 1, 2020	August 1, 2020
Communication of final CTC building procedures for the safety of students and staff.	All families/staff	Administrative Director	Blackboard all-call system, website, and other appropriate social media	August 4, 2020	August 4, 2020
Communication of all updates provided by PA Department of Education, Center for Disease control and PA Department of Health concerning COVID-19 pandemic	All families/staff	Administrative Director	Blackboard all-call system, website, and other appropriate social media	Ongoing	Ongoing

Health and Safety Plan Summary: **Lebanon County Career & Technology Center**

Anticipated Launch Date: **August 31, 2020**

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Mandated by PDE and the PA Department of Health that face coverings will be required for students and staff.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Each classroom will be set up to adhere to CDC and PA Department of Health recommendation of socially distancing of 6ft. Classrooms that are not conducive for 6ft social distancing will use other available space that will accommodate social distancing
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	3 lunch periods will be implemented with approximately 94 students at each lunch period, (maximum cafeteria capacity 250) There will be a 15 minute down time between each lunch period for sanitization. Tables will be removed and socially distanced to prevent students gathering in one area.
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Strategically placed hand sanitizing stations throughout the building as well as, proper hand washing, and frequency training will be conducted by medical personnel to staff and students.
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Posters will be strategically placed throughout the building promoting CDC and PA Department of Health recommendations for the mitigation of COVID-19 N/A

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>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</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>Other social distancing and safety practices</p>	<p>Tools will be sanitized every day. Students during shop time will be required to wear masks and rubber gloves to prevent contact transmission.</p> <p>Limited access to hallways by students and staff throughout the day for essential reasons only.</p> <p>Location of student drop off and departure will logistically change. Drop off and departing students will occur in different areas of the building.</p> <p>Classrooms where feasible will be socially distanced according to CDC recommendations of 6 ft. The shops that that cannot social distance will use alternative areas for instruction.</p> <p>N/A</p> <p>Vending areas will not be in operation, allowing students to move about during class breaks, communal water fountains will not be operational. (all programs have water coolers with individualized paper cups).</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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Students and staff will complete a weekly COVID-19 survey to determine the possibility of exposure to the virus.</p> <p>All staff, students or visitors who exhibit symptoms related to the COVID-19 virus will be quarantined in a designated area specifically set up for potential COVID-19 patients.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Documentation of a negative COVID-19 test or documentation of 14-day quarantine.</p>
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>The Lebanon County Career & Technology Center will use Blackboard for robo-calls to all families with students who attend the CTC, Website and other social medias that are deemed appropriate.</p>

Other Considerations for Students and Staff

Requirement(s)	
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Offering high risk individuals N-95 mask. Following CDC and PA department of Health guidelines for high risk individuals.</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Mandated by PDE and the PA Department of Health face coverings will be required for students and staff.</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Mandated by PDE and the PA Department of Health face coverings will be required for students and staff.</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Staff will continue to be assigned throughout the building in alignment with CTC procedures to best meet the needs of all students.</p>
<p>Strategic deployment of staff</p>	<p>Staff will continue to be assigned throughout the building in alignment with CTC procedures to best meet the needs of all students.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Lebanon County Career & Technology Center** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

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.