



# ARP ESSER Health and Safety Plan Guidance & Template

---

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning.
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of masks;
- b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);
- c. Handwashing and respiratory etiquette;
- d. Cleaning and maintaining healthy facilities, including improving ventilation;
- e. Contact tracing in combination with isolation and quarantine, in collaboration with State and local health departments;
- f. Diagnostic and screening testing;
- g. Efforts to provide COVID-19 vaccinations to school communities;
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2022. The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

\* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

## **Additional Resources**

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Thorough an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

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

Initial Effective Date: **July,1, 2021**

Date of Last Review: **August 16, 2022**

Date of Last Revision: **N/A**

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

**As a Secondary and Post-Secondary educational institution LCCTC will adapt as necessary to provide updated information specific to the most up-to-date guidance from CDC, PA Department of Health and PA Department of Education for the reopening and operation.**

**Due to the emphasis on hands-on instruction, the Lebanon CCTC is planning on in-person instruction for 2022-2023 school year and beyond. Although it is important to realize that the work of a CTC makes it impossible to provide an environment that would eliminate the risk of COVID-19; however, the Lebanon CCTC will strive to reduce the spread of COVID-19. The Lebanon CCTC is committed to safety practices and will take all stakeholders (students, parents, adult students, staff, and parents) to follow basic guidelines and procedures and to self-report when exposed to COVID-19 or symptomatic of infection. While we will not be requiring masks, we will welcome those who choose to wear them while in school.**

**Any individual associated with the school (student or staff) who is diagnosed by a medical provider with COVID-19 will need to meet the Lebanon CCTC protocol for return-to-school. Students or staff that report symptoms related to COVID-19 will be directed to the Health Room Attendant for diagnosis and if need be, quarantined until the individual can be sent home.**

**Cleaning and sanitization will be done daily throughout the building to ensure that all areas are clean. Bathrooms and cafeteria will be sanitized throughout the day to maintain clean and sanitized areas.**

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food service.

**Students will have access to devices either supplied by their home school or the**

CTC which will allow them to access our LMS system (Schoology) which will allow the student to access assignments related to their program. All instructors have been trained in the use of our LMS system and will also use Zoom when needed to offer asynchronous or synchronous instruction if necessary. English Learners or identified students will have the opportunity to meet in-person or virtually, if necessary, with our support services professionals or paraprofessionals who will assist students complete and understand assignments related to their technical program.

Our School Counselors are available daily for in-person meetings with any student who needs assistance with social or emotional issues. Our Counselors have regular hours for students to meet with them virtually, if needed. Daily helpful hints are posted on our “Counselor Corner” to assist students in dealing with social or emotional needs.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <u>masks</u> ;	The Lebanon CCTC will follow the latest mandates from PDE, and PA Department of Health regarding the use of face coverings for students, staff, and visitors.
b. Modifying facilities to allow for <u>physical distancing</u> (e.g., use of cohorts/podding);	The Lebanon CCTC will follow all mandates issued for social distancing. The Lebanon CCTC will implement to the best of our ability to adjust social distancing without impeding the educational process in each career and technical program. Schedules will be adjusted to minimize student movement throughout the building; this includes possible adjustments to cafeteria usage when feasible.
c. <u>Handwashing and respiratory etiquette</u> ;	Procedure for hygiene practices will be presented to each instructor during in-service training in accordance with guidelines from CDC, PA Department of Health. Signs demonstrating handwashing and respiratory etiquette signs will continue to be posted

ARP ESSER Requirement	Strategies, Policies, and Procedures
	throughout the building. Students will be encouraged to wash hands when necessary
d. <u>Cleaning</u> and maintaining healthy facilities, including improving <u>ventilation</u> ;	<p>The Lebanon CCTC will continue cleaning and sanitizing throughout the 22-23 school year and beyond. The Lebanon CCTC building will be disinfected each night and high traffic areas will be disinfected during the day such as: handrails, common areas and bathrooms.</p> <p>Ventilation procedures will continue to be implemented to recycle incoming and outgoing air.</p>
e. <u>Contact tracing</u> in combination with <u>isolation</u> and <u>quarantine</u> , in collaboration with the State and local health departments;	<p>In collaboration with our sending districts, Health Room Attendant and administrators will be responsible for making decisions regarding quarantine. Isolation and program adjustments will be implemented based on current CDC, PA Department of Health and PA Department of Education recommendations.</p>
f. <u>Diagnostic</u> and screening testing;	<p>Students, parents/guardians, and staff will be encouraged to self-report symptoms or exposure to COVID-19 to school administration.</p> <p>Any individual on school property who develops COVID-19 symptoms, tests positive or may be a probable COVID-19 patient will be directed to quarantine until they are released by their primary care physician, or the symptoms have subsided in accordance with the latest PA Department of Health, CDC or PDE guidance.</p>
g. Efforts to provide <u>vaccinations to school communities</u> ;	<p>The Lebanon CCTC will continue to partner with the Lebanon-Lancaster I.U. 13, local medical facilities to provide information on vaccination opportunities to our staff and students.</p>
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	<p>Appropriate accommodations for student with disabilities will be determined on a case-by-case basis depending on the specifics of an individual. Accommodations will be determined with input by student's</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p><b>primary care physician, parents, LCCTC Health Room Attendant and other key personnel.</b></p>
<p>i. Coordination with state and local health officials.</p>	<p><b>The Lebanon CCTC will continue to collaborate with local medical facilities, CDC, PA Department of Health and PA Department of Education to ensure the health and safety of our students, staff, and community members.</b></p> <p><b>The Lebanon CCTC may amend the safety plan as new guidance is received by CDC, PA Department of Health and PA Department of Education</b></p>

## Health and Safety Plan Governing Body Affirmation Statement

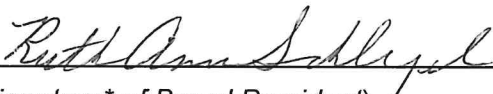
The Board of Directors/Trustees for **Lebanon County Career & Technology Center** reviewed and approved the Health and Safety Plan on **September 19, 2023**

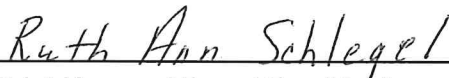
The plan was approved by a vote of:

6 Yes  
0 No

Affirmed on: **September 19, 2023**

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.