



pennsylvania
DEPARTMENT OF EDUCATION

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.

Clarion County Career Center

Secondary CTE & Adult Education CTE

Health and Safety Plan: **August 24, 2020. This is to be considered a working document. This document is subject to change based upon new guidance from PDE and guidelines from DOH and CDC.**

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? **All health and safety plans included in this document relate to secondary CTE programs and adult education CTE programs.*

- ☒ 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 24, 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)
Traci Wildeson	Administration	Both/Pandemic Coordinator
Paula Davis	Parent/Administration	Both
Shane Wolbert	Support Staff	Both
Jeff Smathers	Clarion County Public Safety Director	Both
Chris Richardson	Teacher	Both

Dr. Janice Kenneson	Physician of Record	Both
Randy Shook	Instructor	Health & Safety Plan Development

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: see below

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Clean and disinfect frequently touched surfaces (e.g. door handles, sink handles, bathroom fixtures, light switches, grab bars, water bottle fill stations) daily with night cleaning and between sessions by maintenance.</p> <p>Between sessions, instructional staff will be responsible for disinfecting the frequently touched areas of their classroom (e.g. door handles, keyboards, technology devices, student/instructor desks, gym equipment, and shared tools/equipment).</p> <p>Office staff will disinfect the Hall Pass system, office door handles, counters and high touch areas between sessions. Maintenance will disinfect these areas daily with the night cleaning.</p> <p>Drinking fountains will be converted to water-fill stations.</p> <p>The Career Center does not provide transportation to the school. In regards to the Career Center van, disinfectant wipes will be provided and used by the driver to clean the van upon students leaving.</p> <p>Inside classroom doors will be left open to the discretion of the instructor based on the lesson or needs for the day based on student safety.</p> <p>Windows will be open when possible.</p>	<p>Same as in yellow. Additionally, the Cosmetology will follow PA Department of State guidelines.</p>	<p>Overall supervision will be the Director.</p> <p>Hallway and Classroom oversight will be the Maintenance Department and Custodial Staff.</p> <p>Instructional Staff will be responsible for their individual classroom cleaning, disinfecting, and safety protocol.</p>	<p>Disinfecting chemicals</p> <p>Gloves</p> <p>Cleaning cloths</p> <p>Logs to document cleaning</p> <p>Water-fill Stations</p> <p>Storage locations for disinfectant</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	<p>Maintenance and instructional staff are responsible for ensuring safe and correct use and storage of cleaning and disinfectant products.</p> <p>Chemicals will be stored appropriately in the maintenance closet and in each class/shop. Proper safety protocols will be adhered to during this process and disinfection will not occur near students or by students.</p> <p>Maintenance has checked all classroom ventilation systems to ensure they are operating properly and filters have been changed.</p>	Same as in yellow.	<p>Overall supervision will be the Director.</p> <p>Hallway and Classroom oversight will be the Maintenance Department and Custodial Staff.</p> <p>Instructional Staff will be responsible for their individual classroom cleaning, disinfecting, and safety protocol.</p>	<p>Disinfecting chemicals</p> <p>Gloves</p> <p>Cleaning cloths</p> <p>Logs to mark cleaning</p> <p>Water-fill Stations</p> <p>Storage Units</p>	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: see below

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>There will be strict a six-foot social distancing for instructional practices.</p> <p>The only hands-on skills that will not require the six-foot spacing will be practiced and assigned.</p> <p>Instructors must configure classrooms to allow for social distancing (e.g., tape mark of floor, signs, and desks facing in one direction).</p> <p>Desk partitions/Plexiglass may be used as needed when a six-foot distance cannot be maintained.</p> <p>Classes can be held outside when feasible.</p> <p>Students and staff will be educated on social distancing.</p>	<p>Six foot social distancing will be maintained to the maximum extent feasible.</p> <p>All hands-on skills will be practiced.</p> <p>Classrooms will be arranged to promote social distancing and instruction adjusted in each program to decrease students in the same area at one time to the maximum extent possible.</p> <p>Desks facing one direction.</p> <p>Classes can be held outside when feasible.</p> <p>Desk partitions/Plexiglass may be used as needed when a six-foot distance cannot be maintained.</p> <p>Students and staff will be educated on social distancing.</p>	<p>Overall supervision will be the Director.</p> <p>Instructional Staff will be responsible for their individual classroom monitoring of social distancing and safety protocols.</p>	<p>Tape</p> <p>Signs</p> <p>Face coverings</p> <p>Hand sanitizer</p> <p>Desk separators</p> <p>Plexiglass separators</p> <p>Video</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)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>There is not a cafeteria at the school, Friday is a café day when students may go to Culinary for food. One classroom will be dismissed at a time and social distancing of students will be strictly enforced both in the kitchen and hallway.</p> <p>All Instructional Staff and students will wear masks when cooking serving, or ordering. One Culinary student will be assigned to distribute condiments, silverware, and drinks.</p> <p>The kitchen and cooking area will be disinfected after each session.</p> <p>Hand sanitizer will be provided upon entering and leaving the Culinary Arts area for student and staff use. The cashier will hand sanitize between each cash transaction when money is exchanged</p> <p>Students will return to their respective classrooms to eat following social distancing protocols.</p> <p>Students will be reminded to perform hand hygiene after eating.</p> <p>Plexiglass separators will be used to create a barrier between food preparation and ordering areas throughout the café.</p>	<p>Same as yellow.</p>	<p>Overall supervision will be the Director.</p> <p>Instructional Staff will be responsible for their individual classroom monitoring of social distancing and safety protocols</p>	<p>Signs</p> <p>Face coverings</p> <p>Hand sanitizer</p> <p>Plexiglass separators</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>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Upon entering school, leaving school, and any classroom transitions (e.g. nurse, bathroom, office, shop classroom, Student Services, Co-op), hand sanitizing or washing will be encouraged.</p> <p>If communal items (i.e., tools, equipment) must be shared, hand hygiene will occur before and after student uses.</p> <p>Staff & students will be educated on proper hand washing/sanitizing procedures.</p> <p>Staff & students will be educated to perform hand hygiene frequently throughout the day including, but not limited to the following times: before & after using the restroom, after blowing nose/coughing/sneezing, before & after eating, upon entering & leaving school/class/shop areas.</p> <p>Hand sanitizers are located in classrooms, hallways and in offices. Hand hygiene signs are located throughout the building.</p>	<p>Same as in yellow.</p>	<p>Overall supervision will be the Director.</p> <p>Instructional Staff will be responsible for their individual classroom monitoring of social distancing and safety protocols</p>	<p>Hand sanitizer</p> <p>Soap and Water</p> <p>Sink access</p> <p>Paper towels</p> <p>Video</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)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>Signs will be posted at the entrances, in the hallways, bathrooms, classrooms, office area, foyer and any other high traffic area.</p> <p>These signs will include hand hygiene, proper mask wearing, social distancing, coughing and sneezing, signs and symptoms of Covid-19, stay home if sick, & the Symptom Screening Tool</p> <p>Floor decals will be used throughout the halls and taped areas in the classrooms.</p> <p>Information will also be posted on the school's website</p>	<p>Same as yellow</p> <p>Additionally, the Cosmetology salon will follow the PA Department of State guidelines. These guidelines will be posted in the classroom and salon.</p>	<p>Overall supervision will be the Director.</p> <p>Maintenance Department and Custodial Staff for hanging signs.</p> <p>Instructional Staff will be responsible for their individual classroom cleaning, disinfecting, and safety protocol.</p>	<p>Signs</p> <p>Tape</p>	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)
* Identifying and restricting non-essential visitors and volunteers	<p>No visitors unless they have essential business with the Career Center (e.g. PAC, parents, other student support services, adult education instructor, students, and repair).</p> <p>Meetings will be held virtually as appropriate.</p> <p>The decision to provide adult education programs will be based on class size that can follow mitigation practices. A list of adult education students and instructors will be provided to the Career Center Office staff so entry to the school is granted. Cosmetology will not provide clinic service.</p> <p>All essential visitors to the Career Center will be made aware of all mitigation procedures when scheduling for a visit and will participate in a COVID 19 screening upon entry.</p>	<p>Same as yellow.</p> <p>Career Link will be permitted to begin to see clients in their designated office space, following the Career Center's mitigation/reopening plans. A list of appointments will be given to the office staff to allow entry to the school.</p>	<p>Overall supervision will be the Director.</p> <p>Maintenance Department and Custodial Staff for hanging signs.</p> <p>Instructional Staff will be responsible for their individual classroom cleaning, disinfecting, and safety protocol..</p>	<p>Signs for doors</p> <p>Appointment lists</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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	The only program that has a physical education component is Police Science. There will be no PE.	Police Science instructional staff will disinfect physical education equipment between am & pm sessions. Students will perform hand hygiene before and after gym equipment use. There will be no PE activity involving physical contact or shared equipment (i.e., football, basketball, Frisbee).	Overall supervision will be the Director. Police Science Instructor and Aide.	Disinfectant Gloves Cleaning cloths	Y
Limiting the sharing of materials among students	When feasible, tools and equipment will not be shared between students. All attempts will be made to assign equipment to one student per session. Students will be encouraged to perform hand hygiene before and after using a shared item. Shared items will be disinfected by instructional staff or maintenance between sessions and at the end of the school day Students will be encouraged not to share personal items.	Same as yellow.	Overall supervision will be the Director. Instructional Staff will be responsible for their individual equipment cleaning and disinfecting.	Disinfectant Hand sanitizer Towels Disinfectant wipes	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)
Staggering the use of communal spaces and hallways	<p>Instructional staff will stagger student dismissal based on number of students in the hallway and ability to promote social distancing.</p> <p>Friday Cafe days will be scheduled one shop at a time.</p> <p>Signs will be posted to remind students to social distance.</p> <p>Students will be assigned times to use the locker rooms in a manner that will limit the number of students and allow for social distancing.</p>	Same as yellow.	Overall supervision will be the Director.	Café Schedule for classes.	Y
Adjusting transportation schedules and practices to create social distance between students	<p>The Career Center does not provide transportation to and from the school.</p> <p>In the event of an unexpected need to transport a student(s) in the school van, van capacity will be limited to ensure six-foot social distancing. Face coverings will be worn by staff and students in the van, unless a medical condition exists preventing the use of such coverings.</p>	Same as yellow	Overall supervision will be the Director	Van protocol with the vehicle/van book	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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Students are with the same Instructional Staff during the day.</p> <p>All non-essential visitors will not be allowed in the building.</p> <p>When possible, virtual meetings will be conducted with outside speakers and resources.</p> <p>Classroom instruction will be adjusted to cohort groups/program levels to decrease students in the same area at one time to the maximum extent possible. This would limit the number of students in any classroom or shop area at one time.</p> <p>Students will be assigned to an area for completing projects and skills for hands-on work/instruction. Social distancing of six-feet needs to be adhered to during class and skill demonstrations.</p> <p>Instructors must configure classrooms to allow for social distancing (e.g., tape mark of floor, signs, and desks facing in one direction).</p> <p>Programs will not be combined for instruction.</p>	<p>Same as same yellow with the addition of the following:</p> <p>Hands-on skills that less than a six-foot distance will be permitted. Instructors and students must wear a face covering. The only exception for not wearing face covering will be for medical reasons.</p>	<p>Overall supervision will be the Director.</p> <p>Instructional Staff will be responsible for maintaining social distancing and wearing of masks when necessary.</p>	<p>Signs</p> <p>Desk arrangement</p> <p>Seat arrangement</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)
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/A
Other social distancing and safety practices	To seek out possible virtual tours for students. Meetings will be held virtually.	Same as yellow. Meetings where a six-foot distance cannot be maintained will be held virtually.	Overall supervision will be the Director.	N/A	Y

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: see below

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>Staff, Students & Parents will be provided with education on the signs and symptoms of COVID-19, exposure to probable and positive COVID-19, and staying home when sick. Staff and students will be provided a Symptom Screening Tool to use during self-monitoring prior to coming to school. Education will be provided in each program to the students and to staff including educational flyers and videos.</p> <p>Each staff member and visitors will be asked a list of COVID-19 symptoms, temperature screening and exposure questions each day. Any staff member with shortness of breath, exposure to a probable or positive COVID-19 infected person or loss of taste/smell OR two (2) or more symptoms of COVID-19 will be not be permitted to remain at the school, and will be sent to the nurse in the isolation room immediately.</p> <p>Staff will also be asked to self-monitor for symptoms of COVID-19 and exposure before coming to school.</p> <p>Parents and students will be asked to self-monitor for COVID 19 symptoms and exposure each morning before leaving for school.</p> <p>Students will also be monitored at their sending schools before arriving at the Career Center.</p> <p>Instructional staff at the Career Center will monitor students for signs and symptoms of COVID-19 and instructed to send any student with COVID 19 symptoms or respiratory symptoms to the nurse for evaluation.</p> <p>The Pandemic Coordinator will be notified if a student, staff member or visitor is sent home.</p>	Same as yellow	<p>Overall supervision will be the Director.</p> <p>School Nurse or other designated staff person.</p>	<p>Touchless thermometer</p> <p>Computer login Questionnaire</p> <p>Written questionnaire</p> <p>Educational flyers</p> <p>Videos</p> <p>Symptom Screening Tool</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)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Upon a student, staff member or visitor is showing signs of Covid-19, based on Symptom Screening Tool, or has reported to have been exposed to a probable or positive COVID 19 infected person will be isolated in a private room; standard and transmission-based precautions will be instituted.</p> <p>The student's parent/guardian will be contacted to transport the student home or to a medical facility. The student and parent/guardian will be instructed to contact their healthcare provider.</p> <p>If able, a staff member or visitor will transport themselves to a medical facility or a call will be made to his/her emergency contact.</p> <p>An ambulance will be called, as necessary, for severe respiratory symptoms requiring immediate medical attention.</p> <p>The nurse will remain with the patient for continual monitoring until arrangements are made for the person and they leave the school.</p> <p>The isolation room will be disinfected after each use.</p> <p>If a student, staff member or visitor is confirmed as having COVID 19, DOH will be notified and guidance followed regarding disinfection and possible closure of the affected area or school.</p> <p>DOH will be notified by the nurse or Director if the student, staff member or visitor reports contact with a positive or presumptive positive COVID-19 person.</p>	Same as yellow	<p>Overall supervision will be the Director.</p> <p>School Nurse or other designated staff person.</p>	<p>Isolation Room</p> <p>PPE</p>	Y

<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p><u>A student, staff member or visitor may return to school after exhibiting COVID-19 symptoms, without a known close contact or exposure to a COVID-19 person in one of the following manners: (DOH guidelines will be followed)</u></p> <p><i>Symptomatic student/not tested</i></p> <ul style="list-style-type: none"> Quarantine for 10 days from symptom onset AND at least 24 hours fever free, without using a fever reducing medication, AND improved respiratory symptoms. <p><i>Symptomatic student/clinically cleared by a healthcare provider</i></p> <ul style="list-style-type: none"> Quarantine until 24 hours fever free, without the use of a fever reducing medication, and symptoms are improving. <p><i>Symptomatic student/negative COVID-19 test</i></p> <ul style="list-style-type: none"> Quarantine until 24 hours fever free, without the use of a fever reducing medication, AND improved respiratory symptoms. <p><u>A student who is exposed to COVID-19 may return to school in one of the following manners:</u></p> <ul style="list-style-type: none"> If a student has been exposed to a person who has tested positive or to a probable positive person, the student/guardian must contact DOH and quarantine for fourteen days or per Department of Health instructions if different directions are given. If the student lives with someone who has tested COVID-19 positive but the student does not become infected, the student must quarantine during that positive COVID-19 individual's quarantine and for 14 days after the last COVID-19 positive person in the home finishes their quarantine; DOH guidelines will be followed. 	<p>Same as yellow</p>	<p>Overall supervision will be the Director.</p> <p>School Nurse or other designated staff person.</p>	<p>Documentation paperwork</p> <p>MD release to return to school</p> <p>Symptom Screening Tool</p> <p>DOH COVID-19 Symptomatic K-12 Student or Staff Process Flow</p>	<p>Y</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)
	<p>A student or staff member who tests positive for COVID-19, will be required to provide a physician's release/return to work. DOH and CDC guidelines are to be followed regarding isolation.</p> <p>Department of Health and CDC guidelines will be followed regarding to returning to school after isolation/quarantine. Updated guidelines will supersede the above plans as changes or specific guidance is given from DOH on case by case basis.</p> <p>The Pandemic Coordinator will be notified of any person returning to school after isolation or quarantine.</p> <p>The Career Center will contact DOH to report a probably exposure to a positive COVID-19 patient and actual exposure to a positive COVID-19 patient.</p>				
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>There will be a one-call notice as well as information being posted on the school webpage, social media site, and a letter to parents, students, and staff.</p> <p>Staff will be notified of changes to the safety protocols and school operations as they occur via staff meetings, Zoom, telephone, or email.</p> <p>COVID-19 Mitigation Flyer distributed to students/parents and staff.</p> <p>A visitor COVID 19 Education flyer is also available as needed.</p>	Same as yellow	Overall supervision will be the Director.	Education flyers	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)
Other monitoring and screening practices	<p>All staff and students need to be aware of signs of Covid-19 and be able to self-monitor and report COVID 19 symptoms, exposure or positive test results. Covid-19 Education flyer and Mitigation, both include warning signs will be provided to parents/guardians, students and staff prior to the start of school and at the start of school</p> <p>A Symptom Screening Tool will be distributed to all students and staff.</p> <p>DOH may be contacted for guidance at the time of individual cases of exposure and symptoms. DOH will be contacted for guidance regarding individuals with positive test results.</p>	Same as yellow	Overall supervision will be the Director.	Covid-19 literature Symptom Screening Tool	N

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: see below

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	<p>The maximum social distance as feasible will be implemented between staff and students, students and students, & staff and staff for high risk individuals.</p> <p>The addition of Plexiglass desk & counter dividers can be utilized in addition to face coverings and social distancing.</p> <p>Clarion County Career Center will follow the guidelines in the FFCRA (Families First Coronavirus Response Act) and FMLA.</p>	Same as yellow.	<p>Overall supervision will be the Director.</p> <p>Instructional Staff will be responsible for their individual classroom.</p>	<p>Face coverings</p> <p>Plexiglass desk and counter dividers</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)
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Per the PA DOH Mandate and CDC guidelines, staff will wear a face covering, unless a medical condition does not permit it, at all times, in the school and when entering and leaving the school.</p> <p>Face coverings will not be worn and social distancing maintained to the maximum extent possible in the following instances:</p> <ul style="list-style-type: none"> • If it poses a safety risk to staff member in the program area when operating equipment or executing a skill/task • Eating or drinking • During a face covering break • Engaged in a strenuous, physical activity <p>Staff will be provided two reusable face masks. Face shields are also available for staff use. Face coverings may include masks (disposable or reusable), face shields, gators, or bandanas as long as the nose and mouth are covered. Face shields are also available for staff use.</p> <p>Signs are posted on the proper use of face coverings.</p> <p>Face masks breaks will be provided as needed throughout the am and pm sessions.</p> <p>*Visitors will follow these action steps.</p> <p>Cosmetology staff will follow PA Department of State guidelines for Cosmetology, DOH and CDC guidelines regarding face coverings and eye protection/goggles.</p>	<p>Same as in yellow</p>	<p>Overall supervision will be the Director.</p> <p>Instructional Staff will be responsible for their individual classroom.</p>	<p>Face Coverings</p> <p>Signs</p>	<p>Y</p>

<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Per the PA DOH Mandate and CDC guidelines, students will wear a face covering, unless a medical condition does not permit it, at all times, in the school and when entering and leaving the school.</p> <p>Face coverings will not be worn and social distancing maintained to the maximum extent possible in the following instances:</p> <ul style="list-style-type: none"> • If it poses a safety risk to staff member in the program area when operating equipment or executing a skill/task • Eating or drinking • During a face covering break • Engaged in a strenuous, physical activity <p>Students will be asked to bring a personal face covering to school. If one is not available, it will be provided for the student (reusable or disposable mask, face shields). A list of students who cannot wear a face covering will be created and provided to instructional staff.</p> <p>Face coverings may include masks (disposable or reusable), face shields, gators, or bandanas as long as the nose and mouth are covered.</p> <p>Signs are posted on the proper use of face coverings.</p> <p>Face masks breaks will be provided as needed throughout the am and pm sessions.</p> <p>*Visitors will follow these action steps</p> <p>Cosmetology staff will follow PA Department of State guidelines for Cosmetology, DOH and CDC guidelines regarding face coverings and eye protection/goggles.</p>	<p>Same as in yellow</p>	<p>Overall supervision will be the Director.</p> <p>Instructional Staff will be responsible for their individual classroom.</p>	<p>Face Coverings</p> <p>Signs</p> <p>Lists of students</p>	<p>Y</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)
Unique safety protocols for students with complex needs or other vulnerable individuals	Students with complex/vulnerable needs will be evaluated on an individual basis and specific plans instituted to ensure they have equal access to educational opportunities. Education plans will be reviewed and updated as needed at the sending school with involvement by the appropriate Career Center staff.	Same as yellow.	Director Student Services Instructors Student and Parent	N/A	Y
Strategic deployment of staff	List of substitutes available.	Same as yellow	Overall supervision will be the Director. Business Manager	Sub List	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
Cleaning & disinfecting learning spaces & high traffic/high touch areas including safe storage of chemicals	All staff	Director	In-service Presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Cleaning & disinfecting learning spaces & high traffic/high touch areas including safe storage of chemicals	Students	Instructors	Presentation	COVID 19 Education literature/reopening plans	8/26/20	Ongoing
Social distancing in the classroom/learning space	Instructional staff	Director	In-service Presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Social distancing in the classroom/learning space	Students	Instructors	Presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Social distancing in the classroom/learning space	Visitors	Receptionist, and contact person at CCCC	Verbal	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Safety Protocol for Café	All staff	Director	In-service Presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Safety Protocol for Café	Students	Instructor	Presentation	COVID 19 Education literature/reopening plans	8/26/20	Ongoing
Hand hygiene – proper hygiene and frequency	All staff	Director	In-service Presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Hand hygiene – proper hygiene and frequency	Students	Instructor	Presentation	COVID 19 Education literature/reopening plans	8/26/20	Ongoing
Hand hygiene & frequency	Visitors	Receptionist, and contact person at CCCC	Verbal	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Restricting non-essential visitors	All staff	Director	In-service Presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Restricting non-essential visitors	Students	Instructor	Presentation	COVID 19 Education literature/reopening plans	8/26/20	Ongoing
Cleaning and disinfecting gym equipment	All staff	Director	In-service presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Cleaning and disinfecting gym equipment	Police Science students	Police Science instructor	Presentation	COVID 19 Education literature/reopening plans	8/26/20	Ongoing
Shared equipment (limiting use, disinfection and daily assignments)	Instructional staff	Director	In-service presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Shared equipment (limiting use, disinfection and daily assignments)	Students	Instructors	Presentation	COVID 19 Education literature/reopening plans	8/26/20	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Dismissal of students	Instructional staff, office staff	Director	In-service presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Dismissal of students	Students	Instructors	Presentation	COVID 19 Education literature/reopening plans	8/26/20	Ongoing
Limiting the number of individuals in the classroom/learning environment	Instructional staff	Director	In-service presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Monitoring of staff and students for symptoms and exposure history	All staff	Director	In-service presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Monitoring of staff for symptoms and exposure history	Students	Instructor	Presentation	COVID 19 Education literature/reopening plans	8/26/20	Ongoing
Isolation for staff or visitors if they become sick with respiratory symptoms or have recent a exposure history	All staff	Director	In-service presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Isolation for staff or visitors if they become sick with respiratory symptoms or have recent a exposure history	Students	Instructor	Presentation	COVID 19 Education literature/reopening plans	8/26/20	Ongoing
Returning to school after isolation/quarantine	All staff	Director	In-service presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Protecting students and staff at higher risk of severe illness	All staff	Director	In-service presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Use of face coverings/masks	All staff	Director	In-service presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Use of face coverings/masks	Students	Instructor	Presentation	COVID 19 Education literature/reopening plan summary	8/26/20	Ongoing
Use of face coverings/masks	Visitors	Receptionist, and contact person at CCCC	Verbal	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Safety protocols for students with complex needs and vulnerable individuals	Instructional staff	Director	In-service presentation	COVID 19 Education literature/reopening plans	8/24/20	Ongoing
Van transportation	All staff	Director	In-service presentation	COVID 19 Educational literature/reopening plan	8/24/20	Ongoing
All topics listed above for students	Parents/guardians	Director	Paper packet sent home with student, link on school website	COVID 19 Educational literature/reopening plan summary	8/26/20	Ongoing
PA Department of State guidelines for the Cosmetology salon	Cosmetology students	Cosmetology Instructional Staff	Handout, presentation	PA Department of State Salon Guideline Summary	8/26/20	Ongoing
PA Department of State guidelines for the Cosmetology salon	Cosmetology clients	Cosmetology instructional staff and students	Verbally when making appointment and signage at check in and throughout the salon	PA Department of State Salon Guideline Summary	Throughout the year	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
Reopening Plan	JOC Board	Director	Presentation and copy of plan	6/22/20	Ongoing
Reopening Plan	Community	IT	Link on school's website	6/29/20	Ongoing
Reopening Plan	Sending school superintendents	Director	Presentation	6/22/20	Ongoing
COVID 19 educational literature & reopening plan	All staff	Director	Presentation and paper copy of literature/plan	8/24/20	Ongoing
COVID 19 educational literature & reopening plan summary	Students, Parents/Guardians	Director/Instructors	Paper copy sent home with student, link on school's website, presentation	8/26/20	Ongoing
Reopening Plan Updates	JOC Board, all staff, students, parents/guardians	Director/Instructors	Paper copy of updates sent home with student, link on school's website, presentation	As updates occur	As updates occur
Mitigation and planning changes and questions	Clarion County Public Safety Director	Director	Telephone, email	As updates occur	As updates occur
Reopening Plan changes & school closures between sending schools and Clarion County Career Center	Keystone HS, Clarion Area HS, Clarion-Limestone HS, North Clarion HS, Redbank HS, Allegheny-Clarion HS, Union HS	Director/Superintendents/Principals	Telephone, email	As updates occur	As updates occur

Health and Safety Plan Summary: Clarion County Career Center

Anticipated Launch Date: August 24, 2020. This is to be considered a working document. This document is subject to change based upon new guidance from PDE and guidelines from DOH and CDC.

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)	<p>Clean and disinfect frequently touched surfaces (e.g. door handles, sink handles, bathroom fixtures, light switches, grab bars, water bottle fill stations) daily with night cleaning and between sessions by maintenance.</p> <p>Between sessions, instructional staff will be responsible for disinfecting the frequently touched areas of their classroom (e.g. door handles, keyboards, technology devices, student/instructor desks, gym equipment, and shared tools/equipment).</p> <p>Office staff will disinfect the Hall Pass system, office door handles, counters and high touch areas between sessions. Maintenance will disinfect these areas daily with the night cleaning.</p> <p>Drinking fountains will be converted to water-fill stations.</p> <p>The Career Center does not provide transportation to the school. In regards to the Career Center van, disinfectant wipes will be provided and used by the driver to clean the van upon students leaving.</p> <p>Inside classroom doors will be left open to the discretion of the instructor based on the lesson or needs for the day based on student safety.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Windows will be open when possible.</p> <p>Maintenance and instructional staff are responsible for ensuring safe and correct use and storage of cleaning and disinfectant products.</p> <p>Chemicals will be stored appropriately in the maintenance closet and in each class/shop. Proper safety protocols will be adhered to during this process and disinfection will not occur near students or by students.</p> <p>Maintenance has checked all classroom ventilation systems to ensure they are operating properly and filters have been changed.</p> <p>Green is the same as in yellow. Additionally, the Cosmetology will follow PA Department of State guidelines.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<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>There will be strict a six-foot social distancing for instructional practices.</p> <p>The only hands-on skills that will not require the six-foot spacing will be practiced and assigned.</p> <p>Instructors must configure classrooms to allow for social distancing (e.g., tape mark of floor, signs, and desks facing in one direction).</p> <p>Desk partitions/Plexiglass may be used as needed when a six-foot distance cannot be maintained.</p> <p>Classes can be held outside when feasible.</p> <p>Students and staff will be educated on social distancing.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>In Green: Six foot social distancing will be maintained to the maximum extent feasible.</p> <p>All hands-on skills will be practiced.</p> <p>Classrooms will be arranged to promote social distancing and instruction adjusted in each program to decrease students in the same area at one time to the maximum extent possible.</p> <p>Desks facing one direction.</p> <p>Classes can be held outside when feasible.</p> <p>Desk partitions/Plexiglass may be used as needed when a six-foot distance cannot be maintained.</p> <p>Students and staff will be educated on social distancing.</p> <p>There is not a cafeteria at the school, Friday is a café day when students may go to Culinary for food. One classroom will be dismissed at a time and social distancing of students will be strictly enforced both in the kitchen and hallway.</p> <p>All Instructional Staff and students will wear masks when cooking serving, or ordering. One Culinary student will be assigned to distribute condiments, silverware, and drinks.</p> <p>The kitchen and cooking area will be disinfected after each session.</p> <p>Hand sanitizer will be provided upon entering and leaving the Culinary Arts area for student and staff use. The cashier will hand sanitize between each cash transaction when money is exchanged</p> <p>Students will return to their respective classrooms to eat following social distancing protocols.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Students will be reminded to perform hand hygiene after eating.</p> <p>Plexiglass separators will be used to create a barrier between food</p> <p>Green is same as yellow</p> <p>Upon entering school, leaving school, and any classroom transitions (e.g. nurse, bathroom, office, shop classroom, Student Services, Co-op), hand sanitizing or washing will be encouraged.</p> <p>If communal items (i.e., tools, equipment) must be shared, hand hygiene will occur before and after student uses.</p> <p>Staff & students will be educated on proper hand washing/sanitizing procedures.</p> <p>Staff & students will be educated to perform hand hygiene frequently throughout the day including, but not limited to the following times: before & after using the restroom, after blowing nose/coughing/sneezing, before & after eating, upon entering & leaving school/class/shop areas.</p> <p>Hand sanitizers are located in classrooms, hallways and in offices.</p> <p>Hand hygiene signs are located throughout the building.</p> <p>Green is same as yellow</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be posted at the entrances, in the hallways, bathrooms, classrooms, office area, foyer and any other high traffic area.</p> <p>These signs will include hand hygiene, proper mask wearing, social distancing, coughing and sneezing, signs and symptoms of Covid-19, stay home if sick, & Symptom Screening Tool</p> <p>Floor decals will be used throughout the halls and taped areas in the classrooms.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Friday Cafe days will be scheduled one shop at a time.</p> <p>Signs will be posted to remind students to social distance.</p> <p>Students will be assigned times to use the locker rooms in a manner that will limit the number of students and allow for social distancing.</p> <p>Green is same as yellow</p> <p>The Career Center does not provide transportation to and from the school.</p> <p>In the event of an unexpected need to transport a student(s) in the school van, van capacity will be limited to ensure six-foot social distancing. Face coverings will be worn by staff and students in the van, unless a medical condition exists preventing the use of such coverings.</p> <p>Green is same as yellow</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Students are with the same Instructional Staff during the day.</p> <p>All non-essential visitors will not be allowed in the building.</p> <p>When possible, virtual meetings will be conducted with outside speakers and resources.</p> <p>Classroom instruction will be adjusted to cohort groups/program levels to decrease students in the same area at one time to the maximum extent possible. This would limit the number of students in any classroom or shop area at one time.</p> <p>Students will be assigned to an area for completing projects and skills for hands-on work/instruction. Social distancing of six-feet needs to be adhered to during class and skill demonstrations.</p>

Requirement(s)	Strategies, Policies and Procedures
<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>Instructors must configure classrooms to allow for social distancing (e.g., tape mark of floor, signs, and desks facing in one direction).</p> <p>Programs will not be combined for instruction.</p> <p>Green phase is the same as in yellow with the addition of the following: In the green phase, hands-on skills that less than a six-foot distance will be permitted. Instructors and students must wear a face covering. The only exception for not wearing face covering will be for medical reasons.</p> <p>N/A</p> <p>To seek out possible virtual tours for students.</p> <p>Meetings will be held virtually.</p> <p>Green same as yellow and additionally</p> <p>Meetings where a six-foot distance cannot be maintained will be held virtually.</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>Staff, Students & Parents will be provided with education on the signs and symptoms of COVID-19, exposure to probable and positive COVID-19, and staying home when sick. Staff and students will be provided a Symptom Screening Tool to use during self-monitoring prior to coming to school.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Education will be provided in each program to the students and to staff including educational flyers and videos.</p> <p>Each staff member and visitors will be asked a list of COVID-19 symptoms, temperature screening and exposure questions each day. Any staff member with shortness of breath, exposure to a probable or positive COVID-19 infected person or loss of taste/smell OR two (2) or more symptoms of COVID-19 will be not be permitted to remain at the school, and will be sent to the nurse in the isolation room immediately.</p> <p>Staff will also be asked to self-monitor for symptoms of COVID-19 and exposure before coming to school.</p> <p>Parents and students will be asked to self-monitor for COVID 19 symptoms and exposure each morning before leaving for school.</p> <p>Students will also be monitored at their sending schools before arriving at the Career Center.</p> <p>Instructional staff at the Career Center will monitor students for signs and symptoms of COVID-19 and instructed to send any student with COVID 19 symptoms or respiratory symptoms to the nurse for evaluation.</p> <p>The Pandemic Coordinator will be notified if a student, staff member or visitor is sent home.</p> <p>All staff and students need to be aware of signs of Covid-19 and be able to self-monitor and report COVID 19 symptoms, exposure or positive test results. Covid-19 Education flyer and Mitigation, both include warning signs will be provided to parents/guardians, students and staff prior to the start of school and at the start of school</p> <p>A Symptom Screening Tool will be distributed to all students and staff.</p> <p>DOH may be contacted for guidance at the time of individual cases of exposure and symptoms. DOH will be contacted for guidance regarding individuals with positive test results.</p> <p>Green is same as yellow</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Upon a student, staff member or visitor is showing signs of Covid-19, based on Symptom Screening Tool, or has reported to have been exposed to a probable or positive COVID 19 infected person will be isolated in a private room; standard and transmission-based precautions will be instituted.</p> <p>The student's parent/guardian will be contacted to transport the student home or to a medical facility. The student and parent/guardian will be instructed to contact their healthcare provider.</p> <p>If able, a staff member or visitor will transport themselves to a medical facility or a call will be made to his/her emergency contact.</p> <p>An ambulance will be called, as necessary, for severe respiratory symptoms requiring immediate medical attention.</p> <p>The nurse will remain with the patient for continual monitoring until arrangements are made for the person and they leave the school.</p> <p>The isolation room will be disinfected after each use.</p> <p>If a student, staff member or visitor is confirmed as having COVID 19, DOH will be notified and guidance followed regarding disinfection and possible closure of the affected area or school.</p> <p>DOH will be notified by the nurse or Director if the student, staff member or visitor reports contact with a positive or presumptive positive COVID-19 person.</p> <p>Green same as yellow.</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p><u>A student, staff member or visitor may return to school after exhibiting COVID-19 symptoms, without a known close contact or exposure to a COVID-19 person in one of the following manners: (DOH guidelines will be followed)</u></p>

Requirement(s)	Strategies, Policies and Procedures
	<p data-bbox="1035 232 1444 256"><i>Symptomatic student/not tested</i></p> <ul data-bbox="1087 272 1879 394" style="list-style-type: none"> • Quarantine for 10 days from symptom onset AND at least 24 hours fever free, without using a fever reducing medication, AND improved respiratory symptoms. <p data-bbox="1035 410 1843 435"><i>Symptomatic student/clinically cleared by a healthcare provider</i></p> <ul data-bbox="1087 451 1879 532" style="list-style-type: none"> • Quarantine until 24 hours fever free, without the use of a fever reducing medication, and symptoms are improving. <p data-bbox="1035 548 1612 573"><i>Symptomatic student/negative COVID-19 test</i></p> <ul data-bbox="1087 589 1879 678" style="list-style-type: none"> • Quarantine until 24 hours fever free, without the use of a fever reducing medication, AND improved respiratory symptoms. <p data-bbox="1035 695 1864 760"><u>A student who is exposed to COVID-19 may return to school in one of the following manners:</u></p> <ul data-bbox="1087 808 1879 1255" style="list-style-type: none"> • If a student has been exposed to a person who has tested positive or to a probable positive person, the student/guardian must contact DOH and quarantine for fourteen days or per Department of Health instructions if different directions are given. • If the student lives with someone who has tested COVID-19 positive but the student does not become infected, the student must quarantine during that positive COVID-19 individual's quarantine and for 14 days after the last COVID-19 positive person in the home finishes their quarantine; DOH guidelines will be followed. <p data-bbox="1035 1271 1879 1360"><u>A student or staff member who tests positive for COVID-19, will be required to provide a physician's release/return to work. DOH and CDC guidelines are to be followed regarding isolation.</u></p>

Requirement(s)	Strategies, Policies and Procedures
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Department of Health and CDC guidelines will be followed regarding to returning to school after isolation/quarantine. Updated guidelines will supersede the above plans as changes or specific guidance is given from DOH on case by case basis.</p> <p>The Pandemic Coordinator will be notified of any person returning to school after isolation or quarantine.</p> <p>The Career Center will contact DOH to report a probably exposure to a positive COVID-19 patient and actual exposure to a positive COVID-19 patient.</p> <p>Green is same as yellow</p> <p>There will be a one-call notice as well as information being posted on the school webpage, social media site, and a letter to parents, students, and staff.</p> <p>Staff will be notified of changes to the safety protocols and school operations as they occur via staff meetings, Zoom, telephone, or email.</p> <p>COVID-19 Mitigation Flyer distributed to students/parents and staff.</p> <p>A visitor COVID 19 Education flyer is also available as needed.</p> <p>Green is same as yellow</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>The maximum social distance as feasible will be implemented between staff and students, students and students, & staff and staff for high risk individuals.</p> <p>The addition of Plexiglass desk & counter dividers can be utilized in addition to face coverings and social distancing.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Clarion County Career Center will follow the guidelines in the FFCRA (Families First Coronavirus Response Act) and FMLA.</p> <p>Green is same as yellow</p> <p>Per the PA DOH Mandate and CDC guidelines, staff will wear a face covering, unless a medical condition does not permit it, at all times, in the school and when entering and leaving the school.</p> <p>Face coverings will not be worn and social distancing maintained to the maximum extent possible in the following instances:</p> <ul style="list-style-type: none"> • If it poses a safety risk to staff member in the program area when operating equipment or executing a skill/task • Eating or drinking • During a face covering break • Engaged in a strenuous, physical activity <p>Staff will be provided two reusable face masks. Face shields are also available for staff use. Face coverings may include masks (disposable or reusable), face shields, gators, or bandanas as long as the nose and mouth are covered. Face shields are also available for staff use.</p> <p>Signs are posted on the proper use of face coverings.</p> <p>Face masks breaks will be provided as needed throughout the am and pm sessions.</p> <p>*Visitors will follow these action steps.</p> <p>Cosmetology staff will follow PA Department of State guidelines for Cosmetology, DOH and CDC guidelines regarding face coverings and eye protection/goggles.</p> <p>Green is same as yellow</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Strategic deployment of staff</p>	<p>equal access to educational opportunities. Education plans will be reviewed and updated as needed at the sending school with involvement by the appropriate Career Center staff.</p> <p>Green is same as yellow</p> <p>List of substitutes available.</p> <p>Green is same as yellow</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Clarion County Career Center** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 24, 2020**.

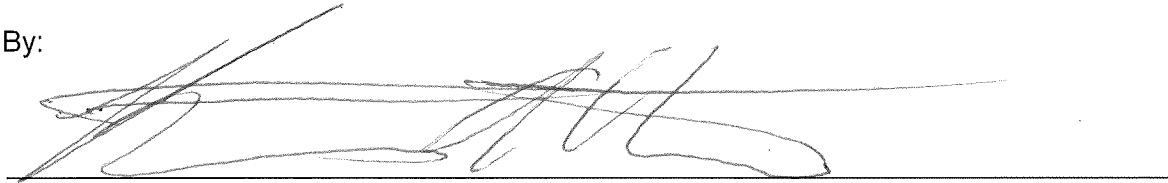
The plan was approved by a vote of:

11 Yes

0 No

Affirmed on: **August 24, 2020**

By:



(Signature* of Board President)

Braxton A White

(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.