

## Health and Safety Plan Summary: Clarion County Career Center

**Anticipated Launch Date:** July 1, 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
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Clean and disinfect frequently touched surfaces (e.g. door handles, sink handles, bathroom fixtures, light switches, grab bars) daily with night cleaning and between sessions by maintenance. In between sessions, instructional staff will be responsible for cleaning the high frequency touch areas of their classroom (e.g. keyboards, technology devices, student/instructor desks). Drinking fountains will be converted to water-fill stations. Office staff will disinfect the Hall Pass system after all staff has arrived and the counters between sessions. Maintenance will disinfect these areas daily with the night cleaning. 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. Maintenance will be responsible for checking all classroom ventilation systems to ensure they are operating properly prior to the beginning of school. 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. In the green phase, the Cosmetology salon will follow PA Department of State guidelines as follows: disinfect door handles every 30 minutes, removal of magazines in waiting area, disinfect service chairs, headrest, shampoo bowls, handles on tools and mirrors between each client use.</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>If blended instruction occurs during the yellow phase, there will be strict six-foot social distancing for instructional practices. The only hands-on skills that will not require the six-foot spacing will be practiced and assigned. Instructors must configure classrooms to allow for social distancing (e.g., tape mark of floor, signs, and desks facing in one direction). In the green phase, all procedures from yellow will continue, but hands-on skills that require less than a six-foot distance are now permitted. Masks are required for instructional staff and students for these skills. The only exception for not wearing mask will be for medical reasons.</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>While there is no cafeteria at the school, Friday is used as a café day when students may go to Culinary for food items. One classroom will be dismissed at a time and social distancing of students will be strictly enforced both in the kitchen and hallway. 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. The kitchen and cooking area will be disinfected after each session. 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. An evaluation will be taken to find the best area for the check-out register. Students will return to their respective classrooms to eat following social distancing protocols.</p>
<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, Coop), hand sanitizing or washing will occur. If communal items (i.e., tools, equipment) must be shared, handwashing and sanitizing will occur between</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>student use. Students will be educated to practice the twenty-second rule for proper hand washing/sanitizing procedure. Hand washing will occur after coughing and sneezing, in addition to proper coughing technique of coughing into the crook of the arm.</p> <p>Signs will be posted at the entrances, in the hallways, bathrooms, classrooms, office area, foyer and any other high traffic area. These signs will include hand washing, hand sanitizing, proper mask wearing, social distancing, coughing and sneezing, signs and symptoms of Covid-19, disinfection and Café protocols. In the green phase, the Cosmetology salon will follow the PA Department of State guidelines. These guidelines will be posted at the check in counter and throughout the salon</p>
<p><b>* Handling sporting activities consistent with the <u>CDC Considerations for Youth Sports</u> for recess and physical education classes</b></p>	<p>The only program that has a physical education component is Police Science. There will be no PE in the yellow phase. In the green phase, Police Science students and staff will disinfect physical education equipment between each student use. There will be no PE activity involving physical contact or shared equipment (i.e., football, basketball, frisbee).</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>As possible, tools and equipment will not be shared between students. All attempts will be made to assign equipment to one student per day with the responsibility of the student for cleaning and disinfecting upon return. Any shared equipment that is not assigned must be cleaned and disinfected between student use.</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Dismissal will be done by shop from opposing areas of the school versus by school. Friday Cafe days in Culinary will be scheduled one shop at a time.</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>The Career Center does not provide transportation to and from the school. In the event of an unexpected need to transport a student(s) in the school van, social distancing and</p>

**Requirement(s)**

**Strategies, Policies and Procedures**

**Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**

half van capacity will occur. Masks will be worn by staff and students in the van.

In the yellow phase, students will remain with the same Instructional Staff at all times during the day. All non-essential visitors will not be allowed in the building. When possible, virtual meetings will be conducted with outside speakers and resources. Classroom instruction in all learning spaces is to be based on student level's/total student numbers at a level to maintain proper social distancing. This would limit the number of students in any classroom or shop area at one time.

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. Instructors will arrange classrooms and shops in a manner that meets the social distancing rules. Shops will not be combined for instruction.

In the green phase, students will remain with the same Instructional Staff at all times during the day. All non-essential visitors will not be allowed in the building. When possible, virtual meetings will be conducted with outside speakers and resources. Classroom instruction in all learning spaces is to be based on student level's/total student numbers at a level to maintain proper social distancing. This would limit the number of students in any classroom or shop area at one time. The Cosmetology Salon will not be open in the yellow phase.

Hands-on skills that less than a six-foot distance will be permitted. Instructors and students must wear a mask unless there is a medical reason for not wearing one.

Instructors will arrange classrooms and shops in a manner that meets the social distancing rules.

Cosmetology will follow guidelines set by PA Department of

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>State which includes salon capacity of 50% (students, instructional staff and clients) and only permitting the client to be in the salon or waiting area.</p> <p>NA</p> <p>To seek out possible virtual tours for students.</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 – Each staff member will be asked a list of COVID-19 symptoms and exposure questions each day which will be documented by the staff member. Any staff member with a fever, shortness of breath, or exposure to a probable or positive COVID-19 infected person will be not be permitted to remain at the school. Staff will also be asked to self-monitor for symptoms of COVID-19 and exposure before coming to school.</p> <p>Students – Parents and students will be provided with documents to educate on the signs and symptoms of COVID-19, exposure to probable and positive COVID-19, and staying home when sick. Parents and students will be asked to self-monitor for COVID 19 symptoms and exposure each morning before leaving for school. Students will also be monitored at their sending schools before arriving at the Career Center. Instructional staff at the Career Center will monitor students for signs and symptoms of COVID-19 and instructed to send any student with respiratory symptoms to the nurse for evaluation.</p> <p>Additionally, in the green phase, clients of the Cosmetology salon will be asked a list of COVID-19 symptoms and exposure</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>questions each day which will be documented by the client and reviewed by the office staff for permission to enter the salon. Any client with a fever, shortness of breath, or exposure to a probable or positive COVID-19 infected person will be not be permitted to remain at the school. The Cosmetology clients will be asked to self-monitor for symptoms of COVID-19 and exposure before coming to the salon and asked to stay home if sick. Cosmetology instructional staff will monitor clients for symptoms of COVID 19 and instructed to ask any client with respiratory symptoms to leave the school and reschedule the appointment.</p> <p>Upon a student, staff member or visitor is showing signs of Covid-19 or has been exposed to a probable or positive COVID 19 infected person, the person will be isolated in a private room. The student's parent/guardian will be contacted to transport him/her to a medical facility. 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. An ambulance will be called as necessary for severe respiratory symptoms requiring immediate medical attention. The nurse will remain with the patient for continual monitoring until arrangements are made for the person and they leave the school.</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>A student, staff member or visitor may return to school after fourteen days of isolation that starts from the on-set of symptoms, exposure to someone who has tested positive for Covid-19, or a positive Covid-19 test result. The last three days/72 hours of isolation must be without a fever and Covid-19 symptoms. A student, staff member or visitor who resides in the same home with a positive COVID 19 person(s) and does not become sick with COVID 19, must isolate during that person(s)'s isolation and for fourteen days after the last positive person in the home finishes his/her isolation. In this scenario, the same rule regarding when the person may return to school applies.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></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.</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>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>In the yellow phase, any student who is at higher risk for a severe illness and cannot attend school or chooses not to attend due to being vulnerable, will have an on-line curriculum component available for the student to stay current in his/her classwork. Instructors will be required to communicate with these students at a minimum of twice per week to monitor progress, to answer questions, and to provide additional educational support/instruction.</p> <p>If a student comes to school and is a higher risk for a severe illness, the parent/guardian or student may request that the instructional staff wear a mask during instruction unless contraindicated for a medical reason.</p> <p>In the green phase, all of the yellow strategies continue with the addition of the student having the option to wear a mask at all times while at school.</p> <p>In the yellow phase, all staff will wear masks, unless a medical condition does not permit it. Staff will be asked to bring a personal face mask/covering to school. If one is not available, it will be</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>provided for the staff person.</p> <p>In the green phase, all staff will wear masks if within the six-foot social distancing space, unless a medical condition does not permit it. Staff will be asked to bring a personal face mask/covering to school. If one is not available, it will be provided for the staff member. Per PA Department of State guidelines, Cosmetology instructional staff and clients will wear face masks during all salon services. Eye protection/goggles must be worn during shampooing hair.</p> <p>In the yellow phase, all students will wear masks, unless a medical condition does not permit it. Students will be asked to bring a personal face mask/covering to school. If one is not available, it will be provided for the student. A list of these students will be created and provided to instructors.</p> <p>In the green phase, all students will wear masks within the six-foot social distancing space, unless a medical condition does not permit it. Students will be asks to bring a personal face mask/covering to school. If one is not available, it will be provided for the student. A list of these students will be created and provided to instructors. Per PA Department of State guidelines, Cosmetology students will wear face masks during all salon services. Eye protection/goggles must be worn during shampooing hair.</p> <p>These students will be evaluated on an individual basis and specific plans instituted to ensure they have equal access to educational opportunities.</p> <p>List of substitutes available for all programs.</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 **June 22, 2020**.

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on: **June 22, 2020**

By:



(Signature\* of Board President)

Praxton 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.