

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

**Anticipated Launch Date: October 27, 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
<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>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, Cosmetology will follow PA Department of State guidelines.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent possible</b></p>	<p>Six foot social distancing will be maintained to the maximum extent possible during hands on skills and instruction.</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 possible.</p> <p>Students and staff will be educated on social distancing.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p><b>In Green:</b> Six foot social distancing will be maintained to the maximum extent possible.</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 possible.</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><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Students will be reminded to perform hand hygiene before and 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 use.</p> <p>Staff &amp; students will be educated on proper hand washing/sanitizing procedures.</p> <p>Staff &amp; students will be educated to perform hand hygiene frequently throughout the day including, but not limited to the following times: before &amp; after using the restroom, after blowing nose/coughing/sneezing, before &amp; after eating, upon entering &amp; 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><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></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, &amp; Symptom Screening Tool.</p>





Requirement(s)	Strategies, Policies and Procedures
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Shared items will be disinfected by instructional staff or maintenance between sessions and at the end of the school day.</p> <p>Students will be encouraged not to share personal items.</p> <p>Green is same as yellow.</p> <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> <p>Green is same as yellow.</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.</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><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></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>





## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p><b>Staff, Students &amp; Parents</b> 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><b>Staff</b> will also be asked to self-monitor for symptoms of COVID-19 and exposure before coming to school.</p> <p><b>Parents and students</b> will be asked to self-monitor for COVID-19 symptoms and exposure each morning before leaving for school.</p> <p><b>Students</b> will also be monitored at their sending schools before arriving at the Career Center.</p> <p><b>Instructional staff</b> 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>

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>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> <p>Upon a student, staff member or visitor 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>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></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><b><i>Symptomatic student/not tested</i></b></p> <ul style="list-style-type: none"> <li>Quarantine for 10 days from symptom onset AND at least 24 hours fever free, without using a fever reducing medication, AND improved respiratory symptoms.</li> </ul> <p><b><i>Symptomatic student/clinically cleared by a healthcare provider</i></b></p> <ul style="list-style-type: none"> <li>Quarantine until 24 hours fever free, without the use of a fever reducing medication, and symptoms are improving.</li> </ul> <p><b><i>Symptomatic student/negative COVID-19 test</i></b></p> <ul style="list-style-type: none"> <li>Quarantine until 24 hours fever free, without the use of a fever reducing medication, AND improved respiratory symptoms.</li> </ul> <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"> <li>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.</li> <li>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</li> </ul>



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>person in the home finishes their quarantine; DOH guidelines will be followed.</p> <p><u>A student or staff member who tests positive for COVID-19</u>, 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 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 probable 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><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>The maximum social distance as possible will be implemented between staff and students, students and students, &amp; staff and staff for high risk individuals.</p> <p>The addition of Plexiglass desk &amp; 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>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p><b>Green</b> 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"> <li>• If it poses a safety risk to staff member in the program area when operating equipment or executing a skill/task</li> <li>• Eating or drinking</li> <li>• During a face covering break</li> <li>• Engaged in a strenuous, physical activity</li> </ul> <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>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></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> <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"> <li>• If it poses a safety risk to staff member in the program area when operating equipment or executing a skill/task</li> <li>• Eating or drinking</li> <li>• During a face covering break</li> <li>• Engaged in a strenuous, physical activity</li> </ul> <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>



Requirement(s)	Strategies, Policies and Procedures
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></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> <p>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.</p> <p>Green is same as yellow.</p>
	<p><b>Strategic deployment of staff</b></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 **October 26, 2020**

The plan was approved by a vote of:

10 Yes

0 No

Affirmed on: **October 26, 2020**

By:



(Signature\* of Board President)



(Print Name of Board President)

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.