

Health and Safety Plan: **Career Technology Center of Lackawanna County**

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

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- 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 27

Summary of Responses to 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? CTCLC is planning a hybrid reopening for most students. Approximately half of the students in each program will be scheduled to attend on Monday, Tuesday (A Group). These students will be expected to participate in asynchronous online learning on the remaining three school days each week. On Thursday and Friday (B Group) students will attend in-person classes. AM students will attend in the AM on their designated days and PM students will attend in the PM on their designated days. Students who do not wish to return to school in-person will have a limited option to begin their CTE studies 100% online.
- How did you engage stakeholders in the type of re-opening your school entity selected? A diverse School Health and Safety Planning team was formed as well as constant communication with Chief School Administrators from the eight member districts that comprise the CTC. Member district engagement with local communities is discussed in their individual plan.
- How will you communicate your plan to your local community? The plan, once approved by the JOC Operating Committee will be posted on our website and various social media outlets will be used to direct constituents to the plan. In addition, the OneCallNow system will be used to direct staff, parents and students to the plan. Chief school administrators from member and sending schools will be emailed a copy of the plan.
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations? School closure will commence with the governor’s order to return Lackawanna County to yellow or red phases. In addition, targeted school closure due to transmission or exposure traced to CTC may occur based on the recommendations and guidance of the CDC and the DOH.

Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Thomas Baileys	Administration, AAC and JOC	Pandemic Response Coordinator
Dr. Karla Carlucci	Administration	Both (Plan Development and Response Team)

Colleen Stepanovich	Continuing Ed. Federal Programs	Both (Plan Development and Response Team)
Jim McHale	Business Office	Both (Plan Development and Response Team)
Ren Petrauskas	Operations	Both (Plan Development and Response Team)
Lisa Bieri	Special Populations	Both (Plan Development and Response Team)
Kyle Linko	Professional Staff, AFT Local	Both (Plan Development and Response Team)
Tom Czachor	Professional Staff, Safety Committee	Both (Plan Development and Response Team)
Margaret Walsh	School Nurse	Both (Plan Development and Response Team)
Laura Kanavy	PN Nursing Director	Both (Plan Development and Response Team)
Alex Zero	Student Services, Communications	Both (Plan Development and Response Team)
Matt Zampetti	Professional Staff, Work-Based Learning	Both (Plan Development and Response Team)
Marlene Toolan	Food Services	Both (Plan Development and Response Team)

Key Strategies, Policies, and Procedures

Cleaning, Sanitizing, Disinfecting, and Ventilation

Summary of Responses to Key Questions: The CTCLC Health and Safety Plan documents the actions planned for each of the requirements listed below. During times when Lackawanna County is categorized by the Governor as being in Red or Yellow phases, CTCLC will revert to online learning exclusively. During these times the facility will be cleaned/sanitized and then vacated until the county is designated to be in the green phase. Non-instructional staff will work from home to the extent possible, essential staff will continue to report to work as needed.

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students? The entire facility has undergone normal summer cleaning and will be disinfected (fogged) prior to the return of instructional staff and students. Signage and monitoring will be in place and tested prior to the return of instructional staff and students. Monitoring and isolation protocols will be in place prior to the return of instructional staff and students.
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)? CTCLC Operations Coordinator has been working to procure and stock an adequate amount of cleaning and disinfecting supplies and consumables as well as PPE equipment.
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety? Cleaning will be done daily along with sanitation. Disinfecting (via fogging) will be done as recommended at least once per week. High touch areas will be wiped/sanitized frequently throughout the work day. Ventilation systems provide a significant amount of outside air. Shop garage doors will be opened for additional ventilation/fresh air as practical.
- What protocols will you put in place to clean and disinfect throughout an individual school day? Common areas and high touch surfaces will be wiped/sanitized on a routine basis at least once per session (AM and PM). Common area lavatories will be cleaned/sanitized mid-day as capacity allows.
- 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? Staff will be provided with training on wiping and sanitizing their personal space and equipment. Maintenance and custodial staff are routinely trained on the job for cleaning/sanitizing. Maintenance/custodial staff will be trained in disinfecting (fogging) protocols prior to use.

Staff will be trained during the opening in-service days. Maintenance/custodial staff are routinely trained on the job as needed to perform their duties.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)		Daily cleaning and sanitizing of areas used by students will be performed by maintenance/custodial staff. All classrooms, bathrooms and common areas will be cleaned and sanitized in accordance with current CDC and DOH guidance. EPA approved products will be used in accordance with labeling requirements. Staff will be asked to wipe and sanitize (in accordance with guidance) high-touch surfaces between sessions. Students will be asked to wipe and sanitize personal and shared items (desk, computer, tools, etc.) prior to using them using approved products and again after use. Sharing of tools and equipment will be minimized.	Ren Petrauskas, Operations Coord.		Y
Other cleaning, sanitizing, disinfecting, and ventilation practices		All areas of the facility will be disinfected via “fogging” with an approved device and products during times when the building is not occupied by students/staff. Areas will be “fogged” on a rotating basis such that all areas are completed at least weekly.	Ren Petrauskas, Operations Coord.		Y

Social Distancing and Other Safety Protocols

Summary of Responses to Key Questions:

- How will classrooms/learning spaces be organized to mitigate spread? Program classrooms will be set up to accommodate 6' social distancing requirements to the greatest extent possible. This will be facilitated by the hybrid reopening plan under which approximately half of the enrolled students will attend in-person at any given time.
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day? CTCLC will reduce the number of times students must leave their program area and traverse the building. When doing so, students will be encouraged to maintain social distancing requirements and wear face coverings.
- What policies and procedures will govern use of other communal spaces within the school building? Communal spaces will only be used for breakfast and/or lunch. Seating will be arranged to meet social distancing requirements and additional seating will be provided to accommodate students while maintaining distancing.
- How will you utilize outdoor space to help meet social distancing needs? If necessary, temporary tents can be set up near the front entrance to accommodate seating for additional students to eat breakfast and/or lunch while maintaining social distancing.
- What hygiene routines will be implemented throughout the school day? Students and staff will be encouraged to practice hand washing and sanitizing throughout the school session by the use of direct instruction, monitoring by staff and utilization of posters and signs.
- How will you adjust student transportation to meet social distancing requirements? Transportation is provided by sending districts and is addressed in their respective plan. Field trips and other CTC transportation (i.e. clinical rotations) are suspended until further notice.
- What visitor and volunteer policies will you implement to mitigate spread? Non-essential visitors and volunteers will not be allowed access to the facility. Essential visitors will be screened per CDC and DOH protocols.
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges? No
- 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? Staff will be trained during the pre-opening in-services. Students will be educated in safety concerns and mitigation measures by their instructors during the opening days of in-person instruction.

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)
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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>* 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>A hybrid reopening will be implemented such that approximately half of the enrolled students are meeting in-person in each program at any given time. Classroom seating will be arranged to provide the maximum amount of separation possible. It is feasible to provide 6 feet of separation within classrooms. In lab areas, students will be expected to practice social distancing to the maximum extent feasible and instructors, support staff and administrators will monitor.</p>	<p>Karla Carlucci, Principal</p>		<p>Y</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>		<p>Under the hybrid reopening scenario, combined with the number of students who eat lunch at their sending schools, the CTCLC cafeteria can accommodate approximately 142 students with existing lunch tables/seats. This allows using every other seat and only one side of each table to provide social distancing. In addition, extra tables can be set up in areas surrounding the cafeteria (stage, lobby, etc) to accommodate some additional lunch seating. If social distancing requirements still cannot be met, selective programs will be provided with lunch within their designated classrooms.</p>	<p>Karla Carlucci, Principal</p>		<p>N</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>Students will be encouraged to wash/sanitize their hands when entering the building, upon entering their classroom, when leaving their classroom and when leaving the building. Hand sanitizing stations are provided for each classroom and in common areas throughout the facility. A video encouraging handwashing plays repeatedly on our cafeteria video system. Daily school announcements also include reminders on handwashing and other best-practices.</p>	<p>Margaret Walsh, School Nurse</p>		<p>Y</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>		<p>Signs are posted in visible locations near the entrance and exits and in common areas throughout the building. The signs encourage proper hygiene practice including hand washing.</p>	<p>Margaret Walsh, School Nurse</p>		<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>		<p>Non-essential visitors/volunteers will be prohibited from entering the building beyond the main entrance. The main office has a plexiglass separation installed for greeting visitors. Essential visitors/volunteers will be asked to self-screen for COVID symptoms and will be temperature screened prior to entering the building from the main office.</p>	<p>Karla Carlucci, Principal</p>		<p>N</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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports		CTCLC does not have any sports programs or recess or physical education classes.			
Limiting the sharing of materials among students		Sharing of materials among students will be strongly discouraged. When sharing is required such as for tools and equipment students will be asked to wipe/sanitize the materials both before and after they use them.	Karla Carlucci, Principal		Y
Staggering the use of communal spaces and hallways		The CTCLC facility design prevents the practice of designating one way traffic through hallways. Students commonly arrive/leave their CTC programs at different times providing for natural staggering. Additionally, the hybrid schedule will reduce the number of students moving through the facility at any time.			N
Adjusting transportation schedules and practices to create social distance between students		Transportation is managed and administered by sending districts and is not addressed in this plan. Field trips from CTC are suspended until further notice. Sending schools will be asked to schedule transportation so that students may proceed directly to their classroom when they arrive (or directly to lunch) to limit the time available for students to gather and socialize. Administration and support staff will monitor common areas to discourage social gathering.	Karla Carlucci, Principal		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students		A hybrid reopening will limit the number of students in each program area to approximately half of the enrollment on selective days. Inter-disciplinary projects will be postponed until conditions allow. Students in different programs rarely interact except for lunch periods which are discussed in a different section of this plan.	Karla Carlucci, Principal		Y
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			
Other social distancing and safety practices		All students and staff will be required to wear face coverings or shields as long as the state guidance requires. Students/staff who cannot wear either for medical reasons will be requested to provide a note from their health care provider.	Margaret Walsh, School Nurse		Y

Monitoring Student and Staff Health

Summary of Responses to 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? **Students and staff will be requested to self-monitor prior to leaving their home in accordance with CDC and DOH guidance. Students and staff are asked not to attend school/report to work if they are exhibiting symptoms. Staff will be required to notify their supervisor if they are experiencing symptoms or have come in contact with someone who is infected. Additionally, staff and students will be monitored daily for temperature in excess of 100.4F as they are entering the facility.**
- 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)? **Students and staff will be requested to self-monitor prior to leaving their home in accordance with CDC and DOH guidance. Additionally, staff and students will be monitored for temperature in excess of 100.4F as they are entering the facility.**
- 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? **An isolation area will be set up in an unused entrance lobby. Additional overflow isolation will be sent to the nurse's area for isolation.**
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? **Administration, JOC Board and Health and Safety Team.**
- 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? **Conditions for return to school/work will follow the guidelines and requirements of PDE, CDC and DOH.**
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return? **The phased reopening plan will be communicated to staff, students and families and students will be asked to formally request online instruction if they are uncomfortable returning. Sending schools will monitor and accommodate student transportation to and from CTCLC.**
- 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? **Changes to the Health and Safety Plan will be posted on the CTCLC website, shared via social media and communicated quickly to stakeholders via OneCallNow messaging system. The DOH is responsible for contact tracing and notifications and DOH guidelines as well as those of the CDC and PDE will be followed.**
- 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? **All stakeholders will receive educational information regarding their expected roles and how to properly implement them. Administration and staff will monitor compliance and report to the Health and Safety Team any concerns. Professional Development will be provided to**

staff via the SafeSchools online courses and through presentations and activities during the pre-opening in-services. Home screening protocols will be prominently posted on our website and shared via social media. Students and parents will be reminded of the importance of self-screening prior to departing their homes for school via routine OneCallNow messages from the CTCLC.

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>Students and staff will be requested to self-monitor prior to leaving their home in accordance with CDC and DOH guidance. Additionally, staff and students will be monitored for temperature in excess of 100.4F as they are entering the facility. Staff and students who are flagged by the monitoring system will have their temperature taken by administrators/nurse to verify. Staff with temperatures exceeding the limit will be sent home. Students with temperatures exceeding the limit will be isolated and required to be picked up by parents/guardians.</p>	<p>Thomas Baileys, Admin. Director; Margaret Walsh, School Nurse</p>		<p>Y</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>		<p>An isolation area will be set up in an unused entrance lobby. Additional overflow isolation will be sent to the nurse's area for isolation. Once an isolation area is used, it will be cleaned/sanitized prior to re-use. Up to four people can occupy the isolation area at one time.</p>	<p>Margaret Walsh, School Nurse</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)
* Returning isolated or quarantined staff, students, or visitors to school		Return of isolated, quarantined or symptomatic staff or students to school will be based on current guidance from the CDC and DOH.	Margaret Walsh, School Nurse		Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols		CTCLC will utilize the school's OneCallNow system to notify students, staff and parents of important information. In addition, sending school personnel will be notified of school closures and safety protocols as needed.	Thomas Baileys, Admin. Director; Karla Carlucci, Principal		Y
Other monitoring and screening practices		Students/staff who become ill during the school session will be assessed by the school nurse and sent home as per the protocols above.	Margaret Walsh, School Nurse		Y

Other Considerations for Students and Staff

Summary of Responses to Key Questions:

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students? **All staff and students will be required to wear face coverings (masks or shields) as required by state mandates. Exceptions will be made as recommended by an individual's health care provider.**
- What special protocols will you implement to protect students and staff at higher risk for severe illness? **Requested accommodations will be made where reasonable for both students and staff. All students will be given the option of participating in their program of study via online learning.**
- How will you ensure enough substitute teachers are prepared in the event of staff illness? **Additional Act93 staff will be emergency certified to allow their use as daily substitutes.**
- 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? **CTCLC will utilize existing protocols for SAP (Student Assistance Program) as well as our guidance staff and school nurse to address student social and**

emotional wellness. Instructional staff and their support staff are responsible to ensure all students have access to quality learning opportunities.

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>* Protecting students and staff at higher risk for severe illness</p>		<p>Staff have been surveyed to determine the extent to which they consider themselves at higher risk for severe illness. Staff have been asked to discuss conditions with their health care provider and request accommodations. Reasonable accommodations will be granted. Students at higher risk for severe illness will be identified at the sending district level and requested accommodations will be made where reasonable. All students will be given the option for participating in their program of study via online learning.</p>	<p>Thomas Baileys, Admin. Director; Karla Carlucci, Principal; Margaret Walsh, School Nurse</p>		<p>N</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>		<p>All staff will be required to wear face coverings (masks or shields) as required by state mandates. Exceptions will be made as recommended by an individual's health care provider.</p>	<p>Thomas Baileys, Admin. Director; Margaret Walsh, School Nurse</p>		<p>Y</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>		<p>All students will be required to wear face coverings (masks or shields) as required by state mandates. Exceptions will be made as recommended by an individual's health care provider.</p>	<p>Karla Carlucci, Principal; Margaret Walsh, School Nurse</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)
Unique safety protocols for students with complex needs or other vulnerable individuals		CTC is relying on student unique needs to be identified at the sending district level and will provide reasonable accommodations to the extent possible. These are expected to be identified and dealt with through the IEP and 504 processes.	Lisa Bieri, Special Populations Coordinator		
Strategic deployment of staff		Staff will be provided with face coverings (mask or shield or both). Students will be provided with face coverings by home districts and will be required to bring them to and use them at CTC. Additional disposable face coverings are available as needed.	Ren Petrauskas, Operations Coord.		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
Coronavirus Awareness	All Staff	Karla Carlucci, Principal	Online	SafeSchools	8/7/2020	8/26/2020
Coronavirus: CDC Guidelines for making and using cloth face coverings	All Staff	Karla Carlucci, Principal	Online	SafeSchools	8/7/2020	8/26/2020
Coronavirus: Cleaning and disinfecting your workplace	All Staff	Karla Carlucci, Principal	Online	SafeSchools	8/7/2020	8/26/2020
Coronavirus: Managing Stress and anxiety	All Staff	Karla Carlucci, Principal	Online	SafeSchools	8/7/2020	8/26/2020
Coronavirus: Preparing your household	All Staff	Karla Carlucci, Principal	Online	SafeSchools	8/7/2020	8/26/2020
Coronavirus: Transitioning to a remote workforce	All Staff	Karla Carlucci, Principal	Online	SafeSchools	8/7/2020	8/26/2020

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
Phased Reopening Health and Safety Plan	All Stakeholders	Thomas Baileys, Admin. Director	OneCallNow, Social Media, Website posting, JOC Approval	8/6/2020	8/10/2020

Health and Safety Plan Summary: **CTC of Lackawanna County**

Anticipated Launch Date: **8/24/2020**

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<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>Daily cleaning and sanitizing of areas used by students will be performed by maintenance/custodial staff. All classrooms, bathrooms and common areas will be cleaned and sanitized in accordance with current CDC and DOH guidance. EPA approved products will be used in accordance with labeling requirements. Staff will be asked to wipe and sanitize (in accordance with guidance) high-touch surfaces between sessions. Students will be asked to wipe and sanitize personal and shared items (desk, computer, tools, etc.) prior to using them using approved products and again after use. Sharing of tools and equipment will be minimized.</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of</p>	<p>A hybrid reopening will be implemented such that approximately half of the enrolled students are meeting in-person in each program at any given time. Classroom seating will be arranged to provide the maximum amount of separation possible. It is feasible to provide 6 feet of separation within classrooms. In lab areas, students will be expected to practice social distancing to the maximum extent feasible and instructors, support staff and administrators will monitor.</p> <p>Under the hybrid reopening scenario, combined with the number of students who eat lunch at their sending schools, the CTCLC cafeteria can accommodate approximately 142 students with existing lunch tables/seats. This allows using every other seat and only one side of each table to provide social distancing. In addition, extra tables can be set up in areas surrounding the cafeteria (stage, lobby, etc) to accommodate some additional lunch seating. If social distancing requirements still cannot be met, selective programs will be provided with lunch within their designated classrooms.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>Students will be encouraged to wash/sanitize their hands when entering the building, upon entering their classroom, when leaving their classroom and when leaving the building. Hand sanitizing stations are provided for each classroom and in common areas throughout the facility. A video encouraging handwashing plays repeatedly on our cafeteria video system.</p> <p>Signs are posted in visible locations near the entrance and exits and in common areas throughout the building. The signs encourage proper hygiene practice including hand washing.</p> <p>CTCLC does not have any sports programs or recess or physical education classes.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors</p>	<p>Students and staff will be requested to self-monitor prior to leaving their home in accordance with CDC and DOH guidance. Additionally, staff and students will be monitored for temperature in excess of 100.4F as they are entering the facility. Staff and students who are flagged by the monitoring system will have their temperature taken by administrators/nurse to verify. Staff with temperatures exceeding the limit will be sent home. Students with temperatures exceeding the limit will be isolated and required to be picked up by parents/guardians.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>An isolation area will be set up in an unused entrance lobby. Additional overflow isolation will be sent to the nurse’s area for isolation. Once an isolation area is used, it will be cleaned/sanitized prior to re-use. Up to four people can occupy the isolation area at one time.</p> <p>Return of isolated, quarantined or symptomatic staff or students to school will be based on current guidance from the CDC and DOH.</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>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Staff have been surveyed to determine the extent to which they consider themselves at higher risk for severe illness. Staff have been asked to discuss conditions with their health care provider and request accommodations. Reasonable accommodations will be granted.</p> <p>Students at higher risk for severe illness will be identified at the sending district level and requested accommodations will be made where reasonable. All students will be given the option for participating in their program of study via online learning.</p> <p>All staff and students will be required to wear face coverings (masks or shields) as required by state mandates. Exceptions will be made as recommended by an individual’s health care provider.</p>