



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.

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team.....	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	8
Social Distancing and Other Safety Protocols.....	11
Monitoring Student and Staff Health.....	23
Other Considerations for Students and Staff.....	29
Health and Safety Plan Professional Development.....	34
Health and Safety Plan Communications.....	36
Health and Safety Plan Summary	37
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....	37
Social Distancing and Other Safety Protocols	38
Monitoring Student and Staff Health.....	39
Other Considerations for Students and Staff.....	40
Health and Safety Plan Governing Body Affirmation Statement	42

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.

Health and Safety Plan: CENTRAL MONTCO TECHNICAL HIGH SCHOOL

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? (SELECT ONE BOX BELOW)

- 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 31, 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)
Seth Schram	CMTHS Director	Pandemic Coordinator
Angela King	CMTHS Assistant Director	Both (Plan Development and Response Team) -Pandemic Coordinator- Assistant
Dana Johnson	CMTHS Dean of Students NASD Athletic Coach Parent of Current CMTHS/NASD Students	Both (Plan Development and Response Team) - Cleaning Sanitizing Disinfecting, Ventilation - Social Distances and Other Safety Protocols
Tracey Tupper	CMTHS School Nurse	Both (Plan Development and Response Team) - Social Distances and Other Safety Protocols, - Monitoring Student and Staff Health
Larry Byron	CMTHS Special Operations, Technology & Operations Supervisor	Both (Plan Development and Response Team) - Cleaning Sanitizing Disinfecting, Ventilation

		<ul style="list-style-type: none"> - Social Distances and Other Safety Protocols - Supervise and maintain security/ surveillance - Upgrade camera system - Set up workstations at designated locations for Async Groups (whom need to be provided with laptops)
Michael Bivins	CMTHS Security Officer Former Officer	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Monitoring Student and Staff Health</i> (from off-site) - Will contact sending schools, regarding student ID cards and Transportation rescheduling - Will create an organized dismissal schedule, for students <p>Both (Plan Development and Response Team)</p> <ul style="list-style-type: none"> - Record Action Plans - Draft a Reopening Health & Safety Plan - Complete, <i>Phased Reopening Health & Safety Plan Template</i> <p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will direct programs, on how to follow PDE and DOH Guidelines regarding, social distancing and sanitization. <p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Lead on-site Security Officer - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will formulate a bus line-up plan (promote distancing and clear view of student activity)
Vanessa Mensack	CMTHS Confidential Administrative Assistant	
Robert Porter	CMTHS Automotive Technology Instructor	
Karen Mabry	CMTHS Security Officer Parent of CMTHS Graduate Former Police Lieutenant Officer	
Mitch Kijak	CMTHS Staff Member EMS Parent of Former CMTHS Student	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> <p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will act as direct contact to Emergency Response with Police, Fire and EMS
Mark Lacy	Plymouth Township Police Officer	

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:

- CMTHS trained staff assigned by the Facilities Manager have conducted a deep-cleaning and sanitization of all CMTHS facilities following the guidelines of the CDC and local Health Department. A contracted disinfection company, Clean Care Services, will perform a comprehensive professional grade certified COVID disinfection fog periodically/as needed in the entire building. They will clean and fog high touch and high traffic area periodically/as needed. Our staff will clean high touch and high traffic areas multiple times daily.
- Our cleaning supplies meet or exceed OSHA and CDC requirements. When possible, students will secure their own tools separately. CMTHS will provide means of disinfecting and sanitizing tools throughout each day. Communal tools will be requisitioned by each person, sanitized and disinfected prior to use and upon return to the specifically designed storage area.
- Deep-cleaning and sanitation procedures along with the increased/additional cleaning of high touch points and bathrooms will be implemented in accordance with facility usage and will occur daily.
- In addition to the daily cleaning, staff assigned by the Facilities Manager will monitor the building routinely to disinfect high touch areas and the contracted company will also clean high touch points periodically. Teachers, staff, and/or students will use CDC recommended disinfectant to clean desks and tabletops.
- CMTHS staff assigned by the Facilities Manager will have completed training relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the CMTHS Phased Reopening Plan and be informed about daily disinfectant procedures.

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>Open classroom ventilation with fans/air purifiers, will be stationed throughout the building, following DOH and PDE Guidelines.</p> <p>Complete deep-cleaning and sanitizing practices recommended by Health Department prior to re-opening.</p> <p>Proper sanitizing materials as recommended by the PDE/DOH guidelines will be available in classrooms where staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested).</p> <p>Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>Close off areas of the building used by a possible or verified COVID positive person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p> <p>Hand sanitizing stations will be located in every classroom.</p> <p>Responsible for ordering and maintaining disinfectant cleaning supplies.</p>	<p>Open classroom ventilation with fans/air purifiers, will be stationed throughout the building, following DOH and PDE Guidelines.</p> <p>Complete deep-cleaning and sanitizing practices recommended by Health Department prior to re-opening.</p> <p>Proper sanitizing materials as recommended by the PDE/DOH guidelines will be available in classrooms where staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested).</p> <p>Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>Close off areas of the building used by a possible or verified COVID positive person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p> <p>Hand sanitizing stations will be located in every classroom.</p> <p>Responsible for ordering and maintaining disinfectant cleaning supplies.</p>	<p>Larry Byron, CMTHS Special Operations, Technology & Operations Supervisor</p>	<p>Tents Fans/air purifiers Disinfectant cleaning supplies</p>	<p>Y</p>

	<p>Responsible for disinfecting/ sanitizing bathroom and locker room, per day.</p> <p>Install toilet seat cover dispensaries for every bathroom.</p> <p>Install sanitizer stations within every classroom.</p> <p>Restrict use of water fountains. Advise students/staff to bring their own water bottles.</p>		
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Responsible for disinfecting/ sanitizing bathroom and locker room, per day.</p> <p>Install toilet seat cover dispensaries for every bathroom.</p> <p>Install sanitizer stations within every classroom.</p> <p>Restrict use of water fountains. Advise students/staff to bring their own water bottles.</p> <p>Consult and educate programs on how tools are to be labeled, sanitized daily, and stored every day following DOH guidelines.</p> <p>Every tool/supply will be labeled and securely stored by the instructional staff.</p> <p>Educate and assist programs with action steps, when it comes to how tools will be distributed, sanitized, and stored.</p> <p>The building HVAC systems are regularly inspected, and air filters are changed frequently.</p> <p>Buildings will maintain proper temperatures and air circulation.</p> <p>CMTHS staff as designated by Facilities Manager and contracted services completed training relative to COVID-19, mitigating infection and proper cleaning procedures.</p>	<p>Larry Byron, CMTHS Special Operations, Technology & Operations Supervisor</p>	<p>Labels</p> <p>Supplies/tools Inventory list</p> <p>Y</p>

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:

- Classrooms will be arranged with all desks facing the same direction maintaining 6 feet of distance between students to the maximum extent feasible. Where practical, cabinet doors will be removed to limit high touch areas.
- The same students and staff will be in a cohort and grouped together throughout the day with limited traversing. All buildings/programs will follow the CMTHS Coronavirus Phased Reopening Procedures. This plan utilizes the guidance of the Center for Disease Control and the DOH.
- If appropriate, outdoor space may be utilized for instructional purposes.
- All staff and students will follow hygiene routines upon entry into the building, when using the restroom, before/after eating, before/after using outdoor spaces, and when exiting the building. Staff will teach proper hand washing routines as well as proper use of hand sanitizer.
- Transportation will be staggered to allow students to safely exit vehicles and enter the building in separate designated entrances using proper social distancing. The same procedure will be utilized when students leave the school for the day.
- Visitors to the building will be discouraged or limited. Alternatively, the use of videoconferencing has been successful and will continue during the initial reopening period to allow relevant stakeholders access to the building.

- All staff will be required to follow social distancing and safety protocols and support students with following the guidelines as well. Students will wear face coverings and follow all safety protocols in accordance with the DOH.
- All staff working in the buildings/programs will participate in a virtual training in the safety protocols prior to returning to the building/program and routinely after opening.
- The building/program administration will review all safety protocols. Building/program administration will continue to monitor consistent implementation and provide retraining as necessary.

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>Assigned seating charts for all students. Seating charts will be designed for all areas in the building. If students from different schools occupy the same program, those students will be seated and stationed according to school.</p> <p>Assigned work station area charts for students.</p> <p>Dividers, in accordance with the DOH guidelines, will be installed, within classrooms that are not able to reach maximum distancing between every student.</p> <p>Students will be separated 6 ft or to the maximum extent feasible following DOH guidelines.</p> <p>Updated Student ID cards will be mandatory. ID cards issued by Sending Schools will be accepted. If not then CMTHS ID cards will be updated, printed out, and delivered to students, prior to CMTHS reopening or as soon as possible upon returning to the building.</p> <p>Communicate with the sending schools regarding student ID cards.</p> <p>If possible, utilize available outside space, secure it, and convert into instructional classrooms, and utilize additional building space to decrease the number of people in a classroom.</p> <p>Turn desks so that they are facing in the same direction. Arrange or</p>	<p>Assigned seating charts for all students. Seating charts will be designed for all areas in the building. If students from different schools occupy the same program, those students will be seated and stationed according to school.</p> <p>Assigned work station area charts for students.</p> <p>Dividers, in accordance with the DOH guidelines, will be installed, within classrooms that are not able to reach maximum distancing between every student.</p> <p>Students will be separated 6 ft or to the maximum extent feasible following DOH guidelines.</p> <p>Updated Student ID cards will be mandatory. ID cards issued by Sending Schools will be accepted. If not then CMTHS ID cards will be updated, printed out, and delivered to students, prior to CMTHS reopening or as soon as possible upon returning to the building.</p> <p>Communicate with the sending schools regarding student ID cards.</p> <p>Utilize available outside space, secure it, and convert into instructional classrooms, and utilize additional building space to decrease the number of people in a classroom.</p> <p>Turn desks so that they are facing in the same direction. Arrange or</p>	<p>Larry Byron, CMTHS Special Operations, Technology & Operations Supervisor Dana Johnson</p>	<p>All staff support Dividers ID Cards Tape Decals</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>eliminate furniture to a void clustering of students or grouping together and breaking social distancing.</p> <p>Use visuals like tape lines, decals to help visualize distancing within the program areas, common areas, and hallways.</p>	<p>eliminate furniture to avoid clustering of students or grouping together and breaking social distancing.</p> <p>Use visuals like tape lines, decals to help visualize distancing within the program areas, common areas, and hallways.</p>			
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Congregate areas will be blocked off/restricted and all benches, chairs, and tables will be removed.</p> <p>If meals are needed, the cafeteria will not be used for lunches; have staff procure/deliver meals to designated areas as needed to limit contact and wear appropriate/needed PPE when doing so.</p> <p>Students will face the same direction at 6' feet apart while eating following PDE and DOH guidelines.</p>	<p>Congregate areas will be blocked off/restricted and all benches, chairs, and tables will be removed.</p> <p>If meals are needed, the cafeteria will not be used for lunches; have staff procure/deliver meals to designated areas as needed to limit contact and wear appropriate/needed PPE when doing so.</p> <p>Students will face the same direction at 6' feet apart while eating following PDE and DOH guidelines.</p>	<p>Larry Byron, CMTHS Special Operations, Technology & Operations Supervisor</p>	<p>Restriction tape Orange Safety Cones</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>Hand washing or sanitizing upon entering the classroom, prior to leaving the building, and every 2 hours.</p> <p>Hand washing/sanitizing before eating, and after using the bathroom.</p> <p>Sanitize or wash hands if an individual touches face, coughs, sneezes, etc.</p> <p>Sanitize or wash hands before putting on PPE and after taking it off.</p> <p>Frequent daily announcement reminders regarding mandatory health & safety rules, such as frequent hand washing and sanitizing.</p> <p>Teach and reinforce the use of face coverings as required by the DOH for staff and secondary students.</p> <p>Staff may remove their face coverings in private offices or non-congregate areas when they are able to maintain social distancing.</p> <p>Provide training to staff, students, and families on effective use of PPE, prevention of COVID, signs of COVID, when to seek medical assistance etc.</p>	<p>Hand washing or sanitizing upon entering the classroom, prior to leaving the building, and every 2 hours.</p> <p>Hand washing/sanitizing before eating, and after using the bathroom.</p> <p>Sanitize or wash hands if an individual touches face, coughs, sneezes, etc.</p> <p>Sanitize or wash hands before putting on PPE and after taking it off.</p> <p>Frequent daily announcement reminders regarding mandatory health & safety rules, such as frequent hand washing and sanitizing.</p> <p>Teach and reinforce the use of face coverings as required by the DOH for staff and secondary students</p> <p>Staff may remove their masks in private offices or non-congregate areas when they are able to maintain social distancing.</p> <p>Provide training to staff, students, and families on effective use of PPE, prevention of COVID, signs of COVID, when to seek medical assistance etc.</p>	<p>Tracey Tupper, CMTHS School Nurse</p>	<p>Disinfectant cleaning supplies</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>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs at all wash stations and sinks. Signs on monitors, hallways, stairways, classrooms/program, and common areas. Frequent daily announcement reminders regarding mandatory health & safety rules, such as social distance, staying home when ill, face coverings, cough hygiene etc. Sanitizer dispensing stations, hand wash, and face coverings available. Post signs in highly visible areas including: -Directional signage in hallways -Hand-washing guidelines at all sinks -Guidelines for use of masks/face shields, -Guidelines for safe food consumption -Sanitization guidelines -Procedures for outsiders/non-essential individuals at entrance, -Info/signs on COVID warning signs for staff and students</p>	<p>Signs at all wash stations and sinks. Signs on monitors, hallways, stairways, classrooms/program, and common areas. Frequent daily announcement reminders regarding mandatory health & safety rules, such as social distance, staying home when ill, face coverings, cough hygiene etc. Sanitizer dispensing stations, hand wash, and face coverings available. Post signs in highly visible areas including: -Directional signage in hallways -Hand-washing guidelines at all sinks -Guidelines for use of masks/face shields, -Guidelines for safe food consumption -Sanitization guidelines -Procedures for outsiders/non-essential individuals at entrance, -Info/signs on COVID warning signs for staff and students</p>	<p>Tracey Tupper, CMTHS School Nurse</p>	<p>Signs/posters Hand sanitizer dispensing stations</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>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Visitors are expected to call prior to coming to the school.</p> <p>Mandatory prescreening and authorization of visitors required prior to entering the building.</p> <p>Individuals will be directed to enter, through the Front Office only.</p> <p>All visitors and deliveries will be instructed to call and notify the Front Office of their arrival first while they are to remain within their vehicle, until directed otherwise.</p> <p>Signs specifically for guests will be posted throughout the parking lots.</p> <p>Non-contact drop boxes will be installed and used for deliveries.</p> <p>Designate locations spots for drop off boxes.</p> <p>Secure entrance doors and lock the bus platform doors during school hours.</p> <p>Update visitor ID in the Raptor system.</p>	<p>Visitors are expected to call prior to coming to the school.</p> <p>Mandatory prescreening and authorization of visitors required prior to entering the building.</p> <p>Individuals will be directed to enter, through the Front Office only.</p> <p>All visitors and deliveries will be instructed to call and notify the Front Office of their arrival first while they are to remain within their vehicle, until directed otherwise.</p> <p>Signs specifically for guests will be posted throughout the parking lots.</p> <p>Non-contact drop boxes will be installed and used for deliveries.</p> <p>Designate locations spots for drop off boxes.</p> <p>Secure entrance doors and lock the bus platform doors during school hours.</p> <p>Update visitor ID in the Raptor system.</p>	<p>Larry Byron, CMTHS Special Operations, Technology & Operations Supervisor</p>	<p>Updated security surveillance system</p> <p>Identification cards</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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>All student athletes should be scheduled in the AM Session, if applicable.</p> <p>After school events will be postponed.</p> <p>Communicate regularly with the Sending School district officials.</p>	<p>All student athletes should be scheduled in the AM Session, if applicable.</p> <p>After school events will be postponed.</p> <p>Communicate regularly with the Sending School district officials.</p>	<p>Seth Schram, CMTHS Director</p>	<p>N/A</p>	<p>N</p>
<p>Limiting the sharing of materials among students</p>	<p>Each student will be assigned their own tools. Each tool is to be returned by the student and sanitized by the instructional staff member at the end of every day.</p> <p>No sharing of materials, when possible.</p> <p>Programs will follow PDE and DOH guidelines.</p> <p>Label all materials.</p> <p>All programs must have a frequently updated inventory list, including tool/supplies used and assigned user.</p>	<p>Each student will be assigned their own tools. Each tool is to be returned by the student and sanitized by the instructional staff member at the end of every day.</p> <p>No sharing of materials, when possible.</p> <p>Programs will follow PDE and DOH guidelines.</p> <p>Label all materials.</p> <p>All programs must have a frequently updated inventory list, including tool/supplies used and assigned user.</p>	<p>Robert Porter, CMTHS Automotive Technology Instructor</p>	<p>Inventory List Storage units, for tools and supplies. All staff support</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>Staggering the use of communal spaces and hallways</p>	<p>Students will be provided with a specified entrance/exit plan, directly to their classroom.</p> <p>Each program will have their own entrance and exit separate from others.</p> <p>Assigned staff will communicate via radios.</p> <p>Use announcements to direct students in and out of classrooms/programs.</p> <p>Remove extra tables and benches and anything else that used to congregate gatherings.</p> <p>Order additional radios.</p>	<p>Students will be provided with a specified entrance/exit plan, directly to their classroom.</p> <p>Each program will have their own entrance and exit separate from others.</p> <p>Assigned staff will communicate via radios.</p> <p>Use announcements to direct students in and out of classrooms/programs.</p> <p>Remove extra tables and benches and anything else that used to congregate gatherings.</p> <p>Order additional radios.</p>	<p>Angela King, CMTHS Assistant Director</p>	<p>All staff support Radios</p>	<p>Y</p>

<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Pre-determined strategic bus seating charts. Strategic placement of busses in designated areas will prevent blind spots and ensure space for students to properly social distance.</p> <p>Allow students to maintain appropriate social distancing during transportation.</p> <p>Students will enter and exit the building through exterior classroom doors where available.</p> <p>Designated parent drop-off areas. Students drivers will be assigned specific parking spots.</p> <p>All parking permit forms must be submitted and approved electronically, including a copy of license, registration, and insurance.</p> <p>Students in classrooms that do not have exterior doors will be directed by on-site staff. These students will be directed to enter and exit the building using doors closest to their assigned classroom.</p> <p>Students will be dismissed at staggered intervals to maintain appropriate social distancing.</p> <p>The arrival and departures of busses and students will be monitored and coordinated by on-site personnel as well as through live video monitoring.</p>	<p>Pre-determined strategic bus seating charts. Strategic placement of busses in designated areas will prevent blind spots and ensure space for students to properly social distance.</p> <p>Allow students to maintain appropriate social distancing during transportation.</p> <p>Students will enter and exit the building through exterior classroom doors where available.</p> <p>Designated parent drop-off areas. Students drivers will be assigned specific parking spots.</p> <p>All parking permit forms must be submitted and approved electronically, including a copy of license, registration, and insurance.</p> <p>Students in classrooms that do not have exterior doors will be directed by on-site staff. These students will be directed to enter and exit the building using doors closest to their assigned classroom.</p> <p>Students will be dismissed at staggered intervals to maintain appropriate social distancing.</p> <p>The arrival and departures of busses and students will be monitored and coordinated by on-site personnel as well as through live video monitoring.</p>	<p>CMTHS Dana Johnson, CMTHS Michael Bivins</p>	<p>N/A</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>Communicate with district sending schools and organize transportation based on reopening phase scenario.</p> <p>Create a strategic dismissal schedule to prevent crowding in communal areas.</p>	<p>Communicate with district sending schools and organize transportation based on reopening phase scenario.</p> <p>Create a strategic dismissal schedule to prevent crowding in communal areas.</p>			
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Outside space, if possible, will be utilized and converted into instructional classrooms.</p> <p>A portion of students will be stationed in one area of the classroom doing hands on work, while the other half of the class is separated, completing book work/ lectures. There will be a teacher to instruct each group, following PDE guidelines.</p> <p>N/A</p>	<p>Outside space, if possible, will be utilized and converted into instructional classrooms.</p> <p>A portion of students will be stationed in one area of the classroom doing hands on work, while the other half of the class is separated, completing book work/ lectures. There will be a teacher to instruct each group, following PDE guidelines.</p> <p>N/A</p>	<p>Angela King, CMTHS Assistant Director</p>	<p>Tents Tables/desks Chair</p>	<p>Y</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>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</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)
Other social distancing and safety practices	<p>Social gathering and group activities will be prohibited.</p> <p>Each classroom will be assigned a dismissal schedule as well as specific direction on how to both enter and exit their specific program.</p> <p>Part-time employees will be hired to monitor and assist in maintaining social distancing.</p> <p>Elimination of flexible groups and special area classes.</p> <p>Defined response protocols for crisis behaviors.</p>	<p>Social gathering and group activities will be prohibited.</p> <p>Each classroom will be assigned a dismissal schedule as well as specific direction on how to both enter and exit their specific program.</p> <p>Part-time employees will be hired to monitor and assist in maintaining social distancing.</p> <p>Elimination of flexible groups and special area classes.</p> <p>Defined response protocols for crisis behaviors.</p>	Seth Schram, CMTHS Director	N/A	N

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:

- All staff will complete the self-screening tool that reviews COVID-19 symptoms and other risk factors at home each morning at least 1-hour prior to leaving for work. Directions on reporting will be available. CMTHS will track symptomatic staff. For students, we will follow the sending school health screening practices. If symptoms exist, students should remain at home.
- Staff will self-report from home at least 1-hour prior to leaving for work, daily. Parents of students will follow their districts' health screening protocol daily.
- Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick. Staff or students with a probable or confirmed exposure will require a minimum of a 14-day self-quarantine. Students who are sick and do not have transportation home will either be transported by health care professionals or designated staff in protective gear (PPE) using our specifically modified vehicle.
- The school nurse, in consultation with building/program administration, will direct staff or students to their healthcare provider or Montgomery County Public Health for decisions regarding quarantine. Refer to most recent DOH Guidance on Home Isolation or Quarantine and Returning to Work. DOH Guidance on Home Isolation or Quarantine.
- Staff or students will be permitted to return to CMTHS after following the recommendations of the DOH, with evidence of a negative test and an accompanying doctor's note. Staff who are unable with returning will be permitted to utilize sick leave or personal time. In some circumstances, staff may be eligible for FMLA time and efforts will be made for those staff who can telework.
- Students, in coordination with their health care professional, will determine if the students are able to return. For students who are unable or unwilling to return, virtual learning will be offered.
- Families will be notified of staff or student illness through the SchoolMessenger system. This system calls, emails and texts information to parents/guardians in English or native language. Information will also be posted on the website and social media outlets.
- All staff working directly with students will be trained to monitor students for symptoms. Adults will be expected to monitor their own symptoms and report concerns to the school nurse or building/program administrator. Training will occur prior to the return to the building/program and will be reinforced by the administrators and school nurse. CMTHS Administration will monitor the staff and provide on-going training as deemed necessary.

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 displaying possible COVID systems, will be evaluated thoroughly and monitored by the School Nurse.</p> <p>Weekly well-check reminders will be sent out to student guardians via email or electronic application.</p> <p>Create an electronic well-check application for staff to complete each day at least 1-hour prior to leaving the home.</p> <p>Student health and symptom checks must be done prior to leaving the home. Students/parents must email when symptomatic and stay home.</p> <p>Follow the sending school districts' at-home monitoring procedures for students prior to arrival.</p> <p>A backup staffing plan will be established and include a roster of trained/back up staff to use in the event employees are out sick.</p> <p>A Mobile Nurse and Part-time EMS/ Nurse Aides will be provided.</p> <p>Obtain symptom and health records for each student, staff and visitors, entering the building.</p>	<p>Students displaying possible COVID systems, will be evaluated thoroughly and monitored by the School Nurse.</p> <p>Weekly well-check reminders will be sent out to student guardians via email or electronic application.</p> <p>Create an electronic well-check application for staff to complete each day prior at least 1-hour prior to leaving the home.</p> <p>Student health and symptom checks must be done prior to leaving the home. Students/parents must email when symptomatic and stay home.</p> <p>Follow the sending school districts' at-home monitoring procedures for students prior to arrival.</p> <p>A backup staffing plan will be established and include a roster of trained/back up staff to use in the event employees are out sick.</p> <p>A Mobile Nurse and Part-time EMS/ Nurse Aides will be provided.</p> <p>Obtain symptom and health records for each student, staff and visitors, entering the building.</p>	<p>Tracey Tupper, CMTHS School Nurse</p>	<p>Online pre-screening/ exposure application</p> <p>Part-time employees/ extra security personnel, to assist in monitoring</p>	<p>N</p>

<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>If a student, staff member, or anyone in the building is suspected of or have COVID, the DOH will be contacted immediately.</p> <p>Face coverings are required, following PDE/DOH guidelines.</p> <p>Designated isolation areas (inside/outside) will be utilized specifically for isolating infected, high-risk, and symptomatic individuals.</p> <p>Staff will exit building immediately and their room/space will be sanitized following DOH Guidelines.</p> <p>Monitoring will be done by the CMTHS School Nurse; assistance will be provided with temporary part-time/ EMS. Individuals are required to be strictly monitored until dismissal.</p> <p>Staff or students with COVID-19 symptoms should stay home and notify their supervisor and/or school officials immediately.</p> <p>If symptoms occur in the building, staff or students will be isolated in a quarantine room.</p> <p>Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick.</p>	<p>If a student, staff member, or anyone in the building is suspected of or have COVID, the DOH will be contacted immediately.</p> <p>Face coverings are required, following PDE/DOH guidelines.</p> <p>Designated isolation areas (inside/outside) will be utilized specifically for isolating infected, high-risk, and symptomatic individuals.</p> <p>Staff will exit building immediately and their room/space will be sanitized following DOH Guidelines.</p> <p>Monitoring will be done by the CMTHS School Nurse; assistance will be provided with temporary part-time/ EMS. Individuals are required to be strictly monitored until dismissal.</p> <p>Staff or students with COVID-19 symptoms should stay home and notify their supervisor and/or school officials immediately.</p> <p>If symptoms occur in the building, staff or students will be isolated in a quarantine room.</p> <p>Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick.</p>	<p>Tracey Tupper CMTHS School Nurse</p>	<p>Online Application</p> <p>Part-time Employees and EMS</p> <p>Mobile medical cart for School Nurse.</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>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>If necessary, establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. When calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.</p>	<p>If necessary, establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. When calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.</p>	<p>Seth Schram, CMTHS Director</p>	<p>Public Health Department</p>	<p>Y</p>
<p></p>	<p>If a student or staff, tests positive for COVID, they must complete a 14-day self-quarantine, be fever/symptom free and have a double negative test, following DOH Guidelines, prior to returning to school and having doctor's clearance prior to returning to school.</p> <p>Upon return students will have flexible make-up work procedures and protocols.</p> <p>Implement flexible sick leave policies that enable staff to stay at home when they are sick, have been exposed, or are caring for someone sick to the best of our abilities.</p> <p>Monitor quarantine protocols and adhere to exposure guidelines provided by the CDC and the state.</p>	<p>If a student or staff, tests positive for COVID, they must complete a 14-day self-quarantine, be fever/symptom free and have a double negative test, following DOH Guidelines, prior to returning to school and having doctor's clearance prior to returning to school.</p> <p>Upon return students will have flexible make-up work procedures and protocols.</p> <p>Implement flexible sick leave policies that enable staff to stay at home when they are sick, have been exposed, or are caring for someone sick to the best of our abilities.</p> <p>Monitor quarantine protocols and adhere to exposure guidelines provided by the CDC and the state.</p>	<p>Seth Schram, CMTHS Director</p>	<p>Public Health Department</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>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>In accordance with state and local requirements, notify local health department officials.</p> <p>Contact Tracing Notifications will be managed by Administration.</p> <p>Provide communications in English or native language.</p> <p>Establish/update a webpage with health information and updates.</p> <p>Post announcements on the CMTHS website and other forms of social media.</p> <p>Monitor district plans and coordinate/review school closings and operational procedures with member school districts.</p> <p>All-inclusive email messages and phone calls will be executed in addition to posting on our webpage for any closures or new pertinent information.</p>	<p>In accordance with state and local requirements, notify local health department officials.</p> <p>Contact Tracing Notifications will be managed by Administration.</p> <p>Provide communications in English or native language.</p> <p>Establish/update a webpage with health information and updates.</p> <p>Post announcements on the CMTHS website and other forms of social media.</p> <p>Monitor district plans and coordinate/review school closings and operational procedures with member school districts.</p> <p>All-inclusive email messages and phone calls will be executed in addition to posting on our webpage for any closures or new pertinent information.</p>	<p>Seth Schram, CMTHS Director</p>	<p>Public Health Department</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>Other monitoring and screening practices</p>	<p>Obtain protocols from sending schools for daily screening of students.</p> <p>Visitors monitored at the door using a screening application.</p> <p>Upgrade the surveillance camera system used by lead Security.</p> <p>Monitor use of face coverings, social distancing, and individuals displaying Red Flag symptoms.</p> <p>Follow the Montgomery County Department of Health, Center for Disease Control (CDC) and state department, guidance, guidelines, recommendations, and protocols for operation in the yellow phase.</p> <p>Conduct regular monitoring, social distancing, and cleaning of all work and student spaces.</p>	<p>Obtain protocols from sending schools for daily screening of students.</p> <p>Visitors monitored at the door using a screening application.</p> <p>Upgrade the surveillance camera system used by lead Security.</p> <p>Monitor use of face coverings, social distancing, and individuals displaying Red Flag symptoms.</p> <p>Follow the Montgomery County Department of Health, Center for Disease Control (CDC) and state department, guidance, guidelines, recommendations, and protocols for operation in the yellow phase.</p> <p>Conduct regular monitoring, social distancing, and cleaning of all work and student spaces.</p>	<p>Larry Byron, CMTHS Special Operations, Technology & Operations Supervisor</p>	<p>N/A</p>	<p>N</p>

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:

- All staff will wear face coverings unless it is unsafe for them to do so. Staff should wear appropriate PPE based on specific interactions they are having with students. Training/guidance will be provided.
- The CMTHS Coronavirus Phased Reopening Plan provides staff and students with confidentiality if they are high risk. The plan addresses options for students and staff to limit their risk of exposure like working from home, virtual learning for students, job responsibilities that limit interaction/exposure.
- Current practice allows CMTHS to have regular building substitutes. These teachers and instructional assistants are familiar with our students and programming. These individuals will complete the same training protocols as regular staff. Administration will provide oversight and guidance.
- The CMTHS has a full array of instructional, behavioral, school counseling, and special education staff to address the needs of our students and families. Teachers, instructional assistants, behavior staff, school counselors, school nurse and administration are available to address concerns related to COVID and return to school.

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>At risk individuals will be provided with, N95 Face coverings or Powered Air Purifying Respirators (PAPR). Staff will remain at their desk with PPE and direct aides or senior helpers may assist from a minimum distance of 6-feet, following PDE and DOH Guidelines. Offer options for students and staff that limit their risk of exposure like working from home, virtual learning for students, job responsibilities that limit interaction/exposure. Maintain policies to protect the privacy of people at higher risk of illness. At risk students will be provided with more space from other individuals.</p>	<p>At risk individuals will be provided with, N95 Face coverings or Powered Air Purifying Respirators (PAPR). Staff will remain at their desk with PPE and direct aides or senior helpers may assist from a minimum distance of 6-feet, following PDE and DOH Guidelines. Offer options for students and staff that limit their risk of exposure like working from home, virtual learning for students, job responsibilities that limit interaction/exposure. Maintain policies to protect the privacy of people at higher risk of illness. At risk students will be provided with more space from other individuals.</p>	Seth Schram, CMTHS Director	N95 Masks	Y
<p>* Use of face coverings (face shields) by all staff</p>	<p>Staff members will be provided face coverings. Face coverings are mandatory and to be worn at all times following PDE/DOH guidelines. Face covering material will be in accordance with the DOH guidelines.</p>	<p>Staff members will be provided face coverings. Face coverings are mandatory and to be worn at all times following PDE/DOH guidelines. Face covering material will be in accordance with the DOH guidelines.</p>	Seth Schram, CMTHS Director	N95 Mask/Cotton Masks/Face Shields	

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 (face shields) by older students (as appropriate)</p>	<p>Mandatory always, following PDE/DOH guidelines.</p>	<p>Mandatory always, following PDE/DOH guidelines.</p>	<p>Seth Schram, CMTHS Director</p>	<p>N95 Masks/Cotton Masks/Face Shields</p>	<p>N</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Staff will be provided radios for communication, each day of school. The School Nurse will be provided with a portable medical cart for assisting classrooms urgently and efficiently. Possible use of golf carts for outside transportation. School health professionals should work with primary care providers to identify alternatives to certain treatments. Account for possible interpreter for students or staff if needed.</p>	<p>Staff will be provided radios for communication, each day of school. The School Nurse will be provided with a portable medical cart for assisting classrooms urgently and efficiently. Possible use of golf carts for outside transportation. School health professionals should work with primary care providers to identify alternatives to certain treatments. Account for possible interpreter for students or staff if needed.</p>	<p>Seth Schram, CMTHS Director</p>	<p>N/A</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)
Strategic deployment of staff	<p>Staff will report to the building/program where they are currently working.</p> <p>For vacancies, properly trained substitutes will be assigned to familiar classrooms.</p> <p>Building/Program administrators will ensure that staff are maintaining safety protocols and social distancing.</p>	<p>Staff will report to the building/program where they are currently working.</p> <p>For vacancies, properly trained substitutes will be assigned to familiar classrooms.</p> <p>Building/Program administrators will ensure that staff are maintaining safety protocols and social distancing.</p>	Seth Schram, CMTHS Director	N/A	Y

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
Classroom Protocols and Procedures exits, entrances, lunches	Staff, students	Angela King, Assistant Director	In person/virtual	None: In house	8/24/2020	8/27/2020
Staff Face coverings/Shields Protocols	Staff	Tracey Tupper, School Nurse	In person/virtual	None: In house	8/24/2020	8/27/2020
Student Face coverings Protocols	Staff, students	Tracey Tupper, School Nurse	In person/virtual	Documentations will be posted	8/24/2020	9/01/2020
Cleaning Training and Protocols	Staff	Larry Byron, Operations Supervisor	In person/virtual	CDC Cleaning protocols Posters/Reminders Training in house Teachers in class	8/24/2020	End of Year
Asynch/Synch Learning	Staff, students and parents	Angela King, Assistant Director	In person/virtual staff, online students and parents	None: Posted online and in person.	8/06/2020	8/31/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Attendance Policies and Procedures: Isolation and Communications	Staff, students and Parents	Seth Schram, Director	In person staff, online Students and parents	None: Posted online and in person.	8/06/2020	8/31/2020
Teacher in Isolation Procedures	Staff	Seth Schram, Director	In person	None: In house	8/24/2020	8/27/2020
Social Justice & Diversity	Staff	Angela King, Assistant Director	In person/virtual	Penn Consortium	8/24/2020	8/27/2020
Mental Health	Staff	Angela King, Assistant Director	In person/virtual	Penn Consortium/School Counselors	8/24/2020	8/27/2020

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
Health and Safety Plan Posting	All Stakeholders	Seth Schram, Director	Posting on website, sending School Messenger.	8/06/2020	All Year
Mask and Face Shield Protocols	All Stakeholders	Seth Schram, Director	Posting on website, sending School Messenger.	8/06/2020	All Year
Attendance Policies and Procedures	All Stakeholders	Seth Schram, Director	Posting on website, sending School Messenger.	8/06/2020	All Year

Health and Safety Plan Summary: CENTRAL MONTCO TECHNICAL HIGH SCHOOL

Anticipated Launch Date: August 6, 2020

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> • CMTHS trained staff assigned by the Facilities Manager have conducted a deep-cleaning and sanitization of all CMTHS facilities following the guidelines of the CDC and local Health Department. A contracted disinfection company, Clean Care Services, will perform a comprehensive professional grade certified COVID disinfection fog periodically/as needed in the entire building. They will clean and fog high touch and high traffic area periodically/as needed. Our staff will clean high touch and high traffic areas multiple times daily. • Our cleaning supplies meet or exceed OSHA and CDC requirements. When possible, students must secure their own tools separately. CMTHS will provide means of disinfecting and sanitizing tools throughout each day. Communal tools will be requisitioned by each person, sanitized and disinfected prior to the use, and upon return to the specifically designed storage area. • Deep-cleaning and sanitation procedures a long with the increased/additional cleaning of high touch points and bathrooms in will be implemented in accordance with facility usage and will occur daily. • In addition to the daily cleaning, staff assigned by the Facilities manager will monitor the building routinely to disinfect high touch areas and the contracted company will also clean high touch points periodically. Teachers, staff, and/or students will use CDC recommended disinfectant to clean desks and tabletops. • CMTHS staff assigned by the Facilities Manager will have completed training relative to COVID-19, mitigating infection, and proper

Requirement(s)

Strategies, Policies and Procedures

cleaning procedures. Teachers and staff will review the CMTHS Phased Reopening Plan and be informed about daily disinfectant procedures.

Social Distancing and Other Safety Protocols

Requirement(s)

* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible

* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices

* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

* Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

Strategies, Policies and Procedures

- Classrooms will be arranged with all desks facing the same direction maintaining 6 feet of distance between students to the maximum extent feasible. Where practical, cabinet doors will be removed to limit high touch areas.

- The same students and staff will be in a cohort and grouped together throughout the day with limited traversing. All buildings/programs will follow the CMTHS Coronavirus 2020 Phased Reopening Procedures. This plan utilizes the guidance of the Center for Disease Control and the DOH.

- If appropriate, outdoor space may be utilized for instructional purposes.

- All staff and students will follow hygiene routines upon entry into the building, when using the restroom, before/after eating, before/after using outdoor spaces, and when exiting the building. Staff will teach proper hand washing routines as well as proper use of hand sanitizer.

- Transportation will be staggered to allow students to safely exit vehicles and enter the building in separate designated entrances using proper social distancing. The same procedure will be utilized when students leave the school for the day.

- Visitors to the building will be discouraged or limited. Alternatively, the use of videoconferencing has been successful and will continue during the initial reopening period to allow relevant stakeholders access to the building.

Strategies, Policies and Procedures	
<p>Requirement(s)</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>	<ul style="list-style-type: none"> • All staff will be required to follow social distancing and safety protocols and support students with following the guidelines as well. Students will wear face coverings and follow all safety protocols in accordance with the DOH. • All staff working in the buildings/programs will participate in a virtual training in the safety protocols prior to returning to the building/program and routinely after opening. • The building/program administration will review all safety protocols. Building/program administration will continue to monitor consistent implementation and provide retraining as necessary.

Monitoring Student and Staff Health

Strategies, Policies and Procedures	
<p>Requirement(s)</p> <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 to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<ul style="list-style-type: none"> • All staff will complete the self-screening tool that reviews COVID-19 symptoms and other risk factors at home each morning at least 1-hour prior to leaving for work. Directions on reporting will be available. CMTHS will track symptomatic staff. For students, the sending school health screening practices will be followed. If symptoms exist, students should remain at home. • Staff will self-report from home at least 1-hour prior to leaving for work, daily. Parents of students will follow their districts' health screening protocol daily. • Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick. Staff or students with a probable or confirmed exposure will require a minimum of a 14-day self-quarantine. Students who are sick and do not have transportation home will either be transported by health care professionals or designated staff in protective gear (PPE) using our specifically modified vehicle. • The School Nurse, in consultation with building/program administration, will direct staff or students to their healthcare provider

Requirement(s)

Strategies, Policies and Procedures

or Montgomery County Public Health for decisions regarding quarantine. Refer to most recent DOH Guidance on Home Isolation or Quarantine and Returning to Work. [DOH Guidance on Home Isolation or Quarantine](#).

- Staff or students will be permitted to return to CMTHS after following the recommendations of the DOH, with evidence of a double negative test and an accompanying doctor's note. Staff who are unable or uncomfortable with returning will be permitted to utilize sick leave or personal time. In some circumstances, staff may be eligible for FMLA time and efforts will be made for those staff who can telework.
- Parents or guardians, in coordination with their health care professional, will determine if the students are able to return. For students who are unable or unwilling to return, virtual learning will be offered.
- Families will be notified of staff or student illness through the School Messenger system. This system calls, emails, and texts information to parents/guardians in English or native language. Information will also be posted on the website and social media outlets.
- All staff working directly with students will be trained to monitor students for symptoms. Adults will be expected to monitor their own symptoms and report concerns to the school nurse or building/program administrator. Training will occur prior to the return to the building/program and will be reinforced by the administrators and school nurse. CMTHS Administration will monitor the staff and provide on-going training as deemed necessary.

Other Considerations for Students and Staff

Strategies, Policies and Procedures

Requirement(s)

- * Protecting students and staff at higher risk for severe illness**
- * Use of face coverings (face coverings or face shields) by all staff**
- * Use of face coverings (face coverings or face shields) by older students (as appropriate)**
- Unique safety protocols for students with complex needs or other vulnerable individuals**
- Strategic deployment of staff**

- All staff will wear face coverings unless it is unsafe for them to do so. Staff should wear appropriate PPE based on specific interactions they are having with students. Training/guidance will be provided.
- The CMTHS Coronavirus Phased Reopening Plan provides staff and students with confidentiality if they are high risk. The plan addresses options for students and staff to limit their risk of exposure like working from home, virtual learning for students, job responsibilities that limit interaction/exposure.
- Current practice allows CMTHS to have regular building substitutes. These teachers and instructional assistants are familiar with our students and programming. These individuals will complete the same training protocols as regular staff. Administration will provide oversight and guidance.
- CMTHS has a full array of instructional, behavioral, school counseling, and special education staff to address the needs of our students and families. Teachers, instructional assistants, school counselors, school nurse, and administration are available to address concerns related to COVID and return to school.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Central Montco Technical High School reviewed and approved the Phased School Reopening Health and Safety Plan on August 5, 2020.

The plan was approved by a vote of:

Yes
 No

Affirmed on: (INSERT DATE: MONTH, DAY, YEAR)

By:

(Signature of Board President)*

Eunice Franklin-Becker

*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.