



Phased School Reopening Health and Safety Plan Template

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: **Carbon Career & Technical Institute**

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?** Approximately half of the students will attend every day utilizing a two-day rotation while maintaining PDE/CDC/Governor Wolf's recommendations/requirements. Level 1 students (typically students in the first and second year of their technical program) will attend on day one for a full-day in their technical areas. Level 2 students (typically students in the third or fourth year of their technical program) will attend day two for a full-day in their technical areas. Academic courses will be delivered through distance learning. Academic teachers will be delivering the lessons from their classrooms. Academic support, tutoring, supplemental instruction, etc. will be available for students when they are on campus for their technical courses.
- **How did you engage stakeholders in the type of re-opening your school entity selected?** Surveys to students, parents, and staff; meetings with staff; website, email, and SchoolMessenger messages to stakeholders; regional and county administrator meetings; Joint Operating Committee (JOC) meetings; Pandemic Team meetings.
- **How will you communicate your plan to your local community?** SchoolMessenger, website, e-mails, JOC, mail, individual phone calls.
- **Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?** Decisions will be based on government/PDE/CDC directives/recommendations, and outbreaks within the school and local community. All stakeholders will be notified of closures and modifications to operations. Decisions will be made by administration in conjunction with our JOC.

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): 9/8/20

Pandemic Coordinator/Team

- **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) |
|-------------------|----------------------------------|--|
| Dave Reinbold | Administration | Both roles listed above |
| Brent Borzak | Administration | Both roles listed above |
| Ken Walters | Building and Grounds/Maintenance | Both roles listed above |
| Frank DeMatto | Police/Security | Both roles listed above |
| Rebecca Schaeffer | Nurse/Medical | Both roles listed above |

Key Strategies, Policies, and Procedures

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- **How will you ensure the building is cleaned and ready to safely welcome staff and students?** Building sanitization done by the full maintenance staff has been ongoing since 6/15. We will use a CDC approved disinfectant on all high touch areas daily. Ventilation: On a continuous basis we bring in a minimum of 10% outside air to our building (former ASHREA recommendation). We are working on the new/latest ASHREA recommendations prompted by the COVID-19 outbreak by bringing in the “maximum amount of outside air” allowable by system design. We have accomplished this by instituting an automatic scheduled daily building flush. This brings in 100% outside air to the building overnight on each weekday. We will also complete unscheduled “manual” building purges when we have any confirmed case of COVID-19. Bathrooms and water fountains will be disinfected periodically throughout the day. Disposable cups will be required to be used at all water fountains. Additional water dispensers will be placed in classrooms. Students will be allowed to bring clear refillable containers.
- **How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?** We have several suppliers that we will use to procure disinfectant supplies in addition to our present stockpile.
- **How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?** We will use a CDC approved disinfectant on all high touch areas daily. Instructors/staff will wipe down desks with

disinfectant as needed. Ventilation: On a continuous basis we bring in a minimum of 10% outside air to our building (former ASHREA recommendation). We are working on the new/latest ASHREA recommendations prompted by the COVID-19 outbreak by bringing in the “maximum amount of outside air” allowable by system design. We have accomplished this by instituting an automatic scheduled daily building flush. This brings in 100% outside air to the building overnight on each weekday. We will also complete unscheduled “manual” building purges when we have any confirmed case of COVID-19. Instructors/staff will wipe down desks with disinfectant as needed. Bathrooms and water fountains will be disinfected periodically throughout the day. Disposable cups will be required to be used at all water fountains. Additional water dispensers will be placed in classrooms. Students will be allowed to bring clear refillable containers.

- **What protocols will you put in place to clean and disinfect throughout an individual school day?** Throughout the day, operations and maintenance staff will use approved disinfectant and a cleaning process that ensures proper dwell time, and cleaning and disinfecting of high-touch surfaces and horizontal surfaces focusing on common gathering and public areas. Instructors/staff will wipe down desks, tools, devices, etc. with disinfectant as needed.
- **Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols?** All staff will be trained on cleaning/sanitizing protocols. Maintenance staff will be trained on ventilation protocols. When and how will the training be provided? Trainings will be offered before the start of school. On-line and in person as appropriate. How will preparedness to implement as a result of the training be measured? Trainings will require subject mastery.
- **Summary of Responses to Key Questions:**

| 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) | <p>We will use a CDC approved disinfectant on all high touch areas daily. We have several suppliers that we will use to procure disinfectant supplies in addition to our present stockpile.</p> <p>All staff will be trained on cleaning protocol.</p> <p>Instructors/staff will wipe down desks, tools, devices, etc. with disinfectant as needed. Bathrooms and water fountains will be</p> | <p>We will use a CDC approved disinfectant on all high touch areas daily. We have several suppliers that we will use to procure disinfectant supplies in addition to our present stockpile.</p> <p>All staff will be trained on cleaning protocol.</p> <p>Instructors/staff will wipe down desks, tools, devices, etc. with disinfectant as needed. Bathrooms and water fountains will be</p> | Ken Walters, Supervisor of Buildings and Grounds. | <p>NCL disinfecting products.</p> <p>CDC Hand Hygiene: https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html</p> <p>CDC Disinfecting Your Facility: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</p> <p>CDC Protect Yourself:</p> | Yes |

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|--|--|--|--|---|
| | <p>disinfected periodically throughout the day. Disposable cups will be required to be used at all water fountains. Additional water dispensers will be placed in classrooms. Students will be allowed to bring clear refillable containers.</p> <p>Ventilation: On a continuous basis we bring in a minimum of 10% outside air to our building (former ASHREA recommendation). We are working on the new/latest ASHREA recommendations prompted by the COVID-19 outbreak by bringing in the “maximum amount of outside air” allowable by system design. We have accomplished this by instituting an automatic scheduled daily building flush.</p> <p>This brings in 100% outside air to the building overnight on each weekday. We will also complete unscheduled “manual” building purges when we have any confirmed case of COVID-19.</p> | <p>disinfected periodically throughout the day. Disposable cups will be required to be used at all water fountains. Additional water dispensers will be placed in classrooms. Students will be allowed to bring clear refillable containers.</p> <p>Ventilation: On a continuous basis we bring in a minimum of 10% outside air to our building (former ASHREA recommendation). We are working on the new/latest ASHREA recommendations prompted by the COVID-19 outbreak by bringing in the “maximum amount of outside air” allowable by system design. We have accomplished this by instituting an automatic scheduled daily building flush.</p> <p>This brings in 100% outside air to the building overnight on each weekday. We will also complete unscheduled “manual” building purges when we have any confirmed case of COVID-19.</p> | | <p>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html CDC Symptoms: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html CDC COVID-19 and Children: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children</p> <p>CDC Communication Resources: https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html</p> |
|--|--|--|--|---|

Social Distancing and Other Safety Protocols

Key Questions

- **How will classrooms/learning spaces be organized to mitigate spread?** 6 foot distance between desks including teacher workspaces.
- **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?** Scheduling to limit class sizes, two-day rotation schedule, lunches served in the technical areas, will all limit the number of individuals who come in contact with staff and each other.
- **What policies and procedures will govern use of other communal spaces within the school building?** Congregate settings will be restricted or used maintaining social distancing and masks/shields. Meals will be served in technical areas.

- **How will you utilize outdoor space to help meet social distancing needs?** Outdoor spaces may be used for passing from one class/space to the next and mask breaks.
- **What hygiene routines will be implemented throughout the school day?** Hand sanitizing stations will be prominently placed throughout the building and classrooms. We will teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. Staff and students will be encouraged to sanitize/wash hands upon entering/exiting spaces, classrooms, etc. If soap and water are not readily available, hand sanitizer can be used. We will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- **How will you adjust student transportation to meet social distancing requirements?** Two students per seat maximum. Masks/shields will be required.
- **What visitor and volunteer policies will you implement to mitigate spread?** For the most part, visitors will not be allowed in the building. Meetings will be on-line, via phone, etc. Visitors picking up students and/or staff will wait outside of building. If visitors are permitted they will report to the main office entrance and are screened there by school personnel. All parents/guardians will be directed to contact the school to seek permission to enter before arriving at the school.
- **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? All faculty and staff will be trained/addressed on recommendations during in-service meetings using videos from OSHA and CDC website on social distancing, hand washing, wearing and removal of masks, BBP, Hazchem, PPE disposal. Following these trainings, short questionnaire and/or quiz questions will be provided and maintained to ensure understanding. Videos will play in common areas on these topics throughout the school year. Posters will be hung in common areas on these topics throughout the school year. Administration will monitor compliance through daily building tours.

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--|---|---|--|--|-------------------|
| * Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible | 6 feet of separation between desks/tables/instructor workspaces/students in classrooms will be established. | 6 feet of separation between desks/tables/instructor workspaces/students in classrooms will be established. | Ken Walters Supervisor of Buildings and Grounds | N/A | 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) |
|---|---|---|---|--|---|
| <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> | <p>Congregate settings will be restricted or used maintaining social distancing. Meals may be served in classrooms or in small groups in the cafeteria.</p> <p>Serving meals in cafeteria or classrooms with:</p> <ul style="list-style-type: none"> ● Spaced serving lines (marked on floors) ● Spaced seating 3 to 6 feet to the maximum extent feasible (AAP Interim Guidance) ● Longer meal periods for more staggered meal delivery ● Use of pre-packaged boxes or bags for each student instead of traditional serving lines <p>Staff and students will be required to wash/sanitize hands before and after meal service</p> <p>Staff required to wear face masks/coverings during meal preparation and service</p> <p>Hand sanitizer will be provided for students and staff</p> <p>Disposable plates, utensils will be utilized</p> <p>No sharing of foods and utensils permitted</p> | <p>Congregate settings will be restricted or used maintaining social distancing. Meals may be served in classrooms or in small groups in the cafeteria.</p> <p>Serving meals in cafeteria or classrooms with:</p> <ul style="list-style-type: none"> ● Spaced serving lines (marked on floors) ● Spaced seating 3 to 6 feet to the maximum extent feasible (AAP Interim Guidance) ● Longer meal periods for more staggered meal delivery ● Use of pre-packaged boxes or bags for each student instead of traditional serving lines <p>Staff and students will be required to wash/sanitize hands before and after meal service</p> <p>Staff required to wear face masks/coverings during meal preparation and service</p> <p>Hand sanitizer will be provided for students and staff</p> <p>Disposable plates, utensils will be utilized</p> <p>No sharing of foods and utensils permitted</p> | <p>A.J. Burke Culinary Arts Instructor</p> <p>Ken Walters, Supervisor of Buildings and Grounds.</p> | | <p>Yes</p> <p>All staff will be informed of these actions</p> |

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| | Spaced lines marked to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use | Spaced lines marked to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use | | | |
| | Cleaning of cafeterias and high-touch surfaces throughout the school day will be conducted after each meal service | Cleaning of cafeterias and high-touch surfaces throughout the school day will be conducted after each meal service | | | |
| * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices | <p>Hand sanitizing stations will be prominently placed throughout the building and classrooms.</p> <p>We will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.</p> <p>If soap and water are not readily available, hand sanitizer can be used.</p> <p>We will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.</p> | <p>Hand sanitizing stations will be prominently placed throughout the building and classrooms.</p> <p>We will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.</p> <p>If soap and water are not readily available, hand sanitizer can be used.</p> <p>We will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.</p> | <p>Rebecca Schaeffer, School Nurse</p> <p>Ken Walters Supervisor of Building and grounds</p> | Hand sanitizer, soap, disinfectants | Yes |
| * Posting signs, in highly visible locations, that promote everyday protective measures, and how | Signs will be posted throughout the building | Signs will be posted throughout the building | Brent Borzak, principal | Signs | Yes All staff will be informed of these actions |

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| to stop the spread of germs | | | | | |
| * Identifying and restricting non-essential visitors and volunteers | <p>For the most part, visitors will not be allowed in the building. If allowed, all visitors report to the main office entrance and will be screened there by school personnel and must wear a face mask or face shield.</p> <p>All parents/guardians will be directed to contact the school to seek permission to enter before arriving at the school.</p> <p>Remote appointments recommended (IEP meeting, teacher/parent meetings, etc.)</p> <p>Limited exposure within the building is recommended for all visitors.</p> | <p>For the most part, visitors will not be allowed in the building. If allowed, all visitors report to the main office entrance and will be screened there by school personnel and must wear a face mask or face shield.</p> <p>All parents/guardians will be directed to contact the school to seek permission to enter before arriving at the school.</p> <p>Remote appointments recommended (IEP meeting, teacher/parent meetings, etc.)</p> <p>Limited exposure within the building is recommended for all visitors.</p> | <p>Brent Borzak, principal</p> <p>Frank DeMatto, school police</p> <p>Sue Gerhard, receptionist/administrative assistant</p> | N/A | <p>Yes</p> <p>All staff will be informed of these actions</p> |
| * Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports | N/A | N/A | N/A | N/A | N/A |
| Limiting the sharing of materials among students | <p>In the technical areas, students will be encouraged to not share tools.</p> <p>Shared laptops, chromebooks, tools, devices will be frequently disinfected. Additional devices will be purchased to reduce sharing. Sharing books will be limited.</p> <p>Students will be permitted to bring their own laptops, Chromebooks, iPads etc. for classroom use as needed. Students must follow</p> | <p>In the technical areas, students will be encouraged to not share tools.</p> <p>Shared laptops, chromebooks, tools, devices will be frequently disinfected. Additional devices will be purchased to reduce sharing. Sharing books will be limited.</p> <p>Students will be permitted to bring their own laptops, Chromebooks, iPads etc. for classroom use as needed. Students must follow</p> | <p>Dave Reinbold, Administrative Director</p> <p>Brent Borzak, Principal</p> | Additional tools and various books may need to be purchased to alleviate sharing. | Yes |

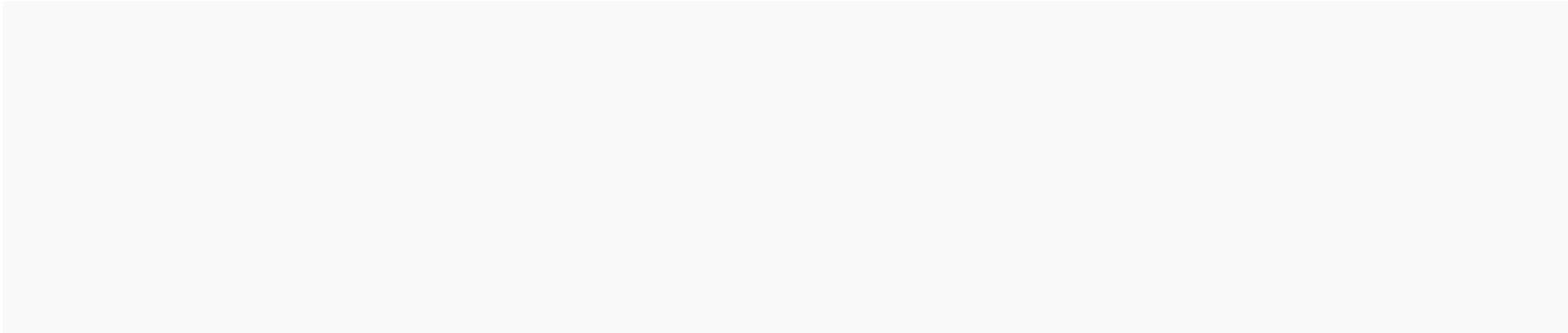
| | | | | | |
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| | guidelines regarding “Bring Your Own Device” presented by the Principal and Director of Technology. | guidelines regarding “Bring Your Own Device” presented by the Principal and Director of Technology. | | | |
| Staggering the use of communal spaces and hallways | Congregate settings will be restricted or used maintaining social distancing and masks/shields. Meals may be served in classrooms. | Congregate settings will be restricted or used maintaining social distancing and masks/shields. Meals may be served in classrooms. | | | Yes |
| Adjusting transportation schedules and practices to create social distance between students | Transportation will be adjusted to maintain recommended/required social distancing on buses. Students will be allowed to drive to school-one student per car-or students in same household. Parent transportation will also be encouraged. Buses will likely operate with a maximum of two students per seat, with the understanding that masks will be required of students while on the bus. Disinfect per PDE/PA DOH guidelines/recommendations. Bus drivers will also be required to wear face shields and/or masks when students enter/exit the bus. Drivers must wear a mask at all times when students are present, unless specifically prohibited by the bus company/school entity policy. | Transportation will be adjusted to maintain recommended/required social distancing on buses. Students will be allowed to drive to school-one student per car-or students in same household. Parent transportation will also be encouraged. Buses will likely operate with a maximum of two students per seat, with the understanding that masks will be required of students while on the bus. Disinfect per PDE/PA DOH guidelines/recommendations. Bus drivers will also be required to wear face shields and/or masks when students enter/exit the bus. Drivers must wear a mask at all times when students are present, unless specifically prohibited by the bus company/school entity policy. | Brent Borzak, Principal Frank DeMatto, school police | Our sending districts provide transportation. They may need additional vehicles or alternate schedules to meet social distancing requirements. | Yes |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | The numbers of individuals in classrooms will be within CDC/PDE social distancing guidelines. We currently have established classroom capacities based on spacing desks 6 feet apart. | The numbers of individuals in classrooms will be within CDC/PDE social distancing guidelines. We currently have established classroom capacities based on spacing desks 6 feet apart. | Dave Reinbold, Administrative Director Brent Borzak, Principal | | Yes |

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|---|--|---|--|--|-----|
| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | N/A | N/A | | | |
| Other social distancing and safety practices | Under Yellow Phase, we may go totally on-line or continue to utilize the 2-day rotation schedule if guidelines can be met. | A 2-day rotation schedule (half of the students each day for their technical areas with academics on-line) will be used to maintain social distancing and safety practices. | Dave Reinbold, Administrative Director | | Yes |

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?** Students and staff with COVID-19 symptoms (fever, cough, shortness of breath, sore throat, body/muscle pains/aches, headache, diarrhea, loss of appetite, loss of sense of smell/taste, repeated shaking with chills) and/or has come in contact with someone with COVID-19 are asked not to report to school/work. Staff is required to notify a supervisor if they are experiencing symptoms and/or has come in contact with someone with COVID-19. Staff and students will be asked to complete self-checks (using a standard checklist) before arriving at school.



Students and staff--Stay home or leave school if you have any of the following symptoms in the chart below:

| Infectious Disease Symptoms | Other Conditions: |
|---|---|
| <ul style="list-style-type: none"> · <u>Fever or fever-like symptoms</u> <ul style="list-style-type: none"> ○ Temperature above 100 F or with or without the presentation of fatigue/body aches/chills/rigors · <u>Respiratory symptoms</u> <ul style="list-style-type: none"> ○ Cough, congestion, runny nose, sore throat, shortness of breath not appeared to be related to allergies or asthma · <u>Gastrointestinal symptoms</u> <ul style="list-style-type: none"> ○ Diarrhea, vomiting or severe nausea · <u>New unexplained loss of taste or smell</u> · <u>Student reported or has been notified that they have been in close contact with a positive Covid-19 case</u> | <ul style="list-style-type: none"> · <u>Confirmed non-COVID viral infectious disease</u> <ul style="list-style-type: none"> ○ Ex: flu or rhinovirus · <u>Contagious infections requiring antibiotic treatment</u> <ul style="list-style-type: none"> ○ Strep throat or pink eye · <u>Undiagnosed, new, and or untreated skin rash or condition</u> |

- **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)?** Parents are to monitor their students from home before traveling to school. Staff are to self-monitor at home before traveling to school. All will be monitored in school as needed.
- **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?** Staff and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school 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. We will establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. These procedures will include contacting families to provide transportation and/or using school transportation. If we are calling an ambulance or bringing someone to the hospital, we will try to call first to alert them that the person may have COVID-19. Isolation rooms/areas will be established to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. Our school nurse will refer to [Standard and Transmission-Based Precautions](#) when caring for sick people.
- **Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?** - The school nurse will follow CDC/PDE/PA DOH in making decisions re: quarantine and isolation of staff and students
- **What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school?**

1). Symptom-based strategy

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

At least 10 days have passed *since symptoms first appeared* **and** At least 24 hours have passed *since last fever* without the use of fever-reducing medications **and** Symptoms (e.g., cough, shortness of breath) have improved

2). Test-based strategy Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

Resolution of fever **without** the use of fever-reducing medications **and** Improvement in symptoms (e.g., cough, shortness of breath), **and**

Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)*. See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 \(COVID-19\)](#). Of note, there have been reports of prolonged detection of RNA without direct correlation to viral culture.

- ✓ **How will you accommodate staff who are unable or uncomfortable to return?** - Staff will have the opportunity to self-identify as high risk so accommodations can be made prior to returning to face-to-face instruction. Staff members needing additional accommodations due to COVID-19 will be considered on a case-by-case basis. During a Substantial Level of Community Transmission phase (or equivalent), staff members who are uncomfortable/unable to return and are physically able to conduct distance learning and/or perform their job duties through teleworking from home will do so. During a Moderate or Low Level of Community Transmission phase (or equivalents) or Full Face-to-Face Instruction, staff will be expected to perform their duties on CCTI campus.
- ✓ **How will you accommodate students who are unable or uncomfortable to return?** – We will notify parents of all students that there will be an option for their child if they are at risk or are unable or uncomfortable to return to school. They will need to contact school to make school aware. A continuity of education plan is to be followed for those students that may not be able to attend due to high risk. Distance learning and telework will continue as appropriate.
- ✓ **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?** – PA Department of Health (PADOH) or county and municipal health departments (CMHDs) staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. PADOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations. Schools should take every measure to maintain the confidentiality of the affected individual. Families will be notified based on the health department’s recommendations. Families will be notified through SchoolMessenger phone messages, e-mail, website, individual phone calls, and mail. We are in the process of creating relevant group call lists so that communication with SchoolMessenger will be optimal.
- ✓ **Which stakeholders will be trained on protocols for monitoring student and staff health?** - The Certified School Nurse will be trained on protocols for monitoring student and staff health since she is working closely with administration in developing a return to school plan for CCTI.
- ✓ **When and how will the training be provided? How will preparedness to implement as a result of the training be measured?** – Substitute nurses and our health medical instructors will be trained in mid-August on our new protocols and possible computer program specifically for tracking COVID-19 staff and students.

Demonstration of computer competency and verbal understanding of protocols will be the measurements used.

Summary of Responses to Key Questions:

| 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 with COVID-19 symptoms (fever, cough, shortness of breath, sore throat, body/muscle pains/aches, headache, diarrhea, loss of appetite, loss of sense of smell/taste, repeated shaking with chills) and/or has come in contact with someone with COVID-19 are asked not to report to school/work. Staff is required to notify a supervisor if they are experiencing symptoms and/or has come in contact with someone with COVID-19. Staff and students will be asked to complete self-checks (using a standard checklist) before arriving at school.</p> | <p>Students and staff with COVID-19 symptoms (fever, cough, shortness of breath, sore throat, body/muscle pains/aches, headache, diarrhea, loss of appetite, loss of sense of smell/taste, repeated shaking with chills) and/or has come in contact with someone with COVID-19 are asked not to report to school/work. Staff is required to notify a supervisor if they are experiencing symptoms and/or has come in contact with someone with COVID-19. Staff and students will be asked to complete self-checks (using a standard checklist) before arriving at school.</p> | <p>Rebecca Schaeffer</p> | | <p>Y</p> |
| <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> | <p>Staff and families will be informed that they (staff) or their children (families) should not come to school, and that they should notify school the school nurse if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.</p> <p>Staff and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school 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>Isolation rooms/areas will be established to separate anyone who has COVID-19 symptoms tests positive but does not have symptoms. Our school nurse will refer to Standard and Transmission-Based Precautions when caring for sick people.</p> | <p>Staff and families will be informed that they (staff) or their children (families) should not come to school, and that they should notify school the school nurse if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.</p> <p>Staff and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school 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>Isolation rooms/areas will be established to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. Our school nurse will refer to Standard and Transmission-Based Precautions when caring for sick people.</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) |
|--|---|---|---|--|-------------------------|
| | We will establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. These procedures will include contacting families to provide transportation and/or using school transportation. If we are calling an ambulance or bringing someone to the hospital, we will try to call first to alert them that the person may have COVID-19. | We will establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. This will include contacting families to provide transportation and/or using school transportation. If we call an ambulance or bring someone to the hospital, we will try to call first to alert them that the person may have COVID-19. | | | |
| * Returning isolated or quarantined staff, students, or visitors to school | CDC Guidelines will be followed. https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html | CDC Guidelines will be followed. https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html | Rebecca Schaeffer, School Nurse | | y |
| * Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | Staff and families will be notified in a timely manner through the communication systems listed in this plan. | Staff and families will be notified in a timely manner through the communication systems listed in this plan | Dave Reinbold, Administrative Director | | |

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?** CCTI will comply with the Governor's [Order Requiring Universal Face Coverings announced July 1, 2020](#) that designates that all staff and students will be required to wear a face mask or shield in all public areas in the [school](#) with the following exceptions: eating or drinking when space at least 6 feet apart; seated at desks or assigned work spaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (ex. face-covering breaks, etc.). Masks/shields may not display messages, slogans, or anything that violates dress policy.
- **What special protocols will you implement to protect students and staff at higher risk for severe illness?** Special protocols will be issued on a case-by-case basis. Higher risk students and staff may be required to wear additional PPE. We will seek advice from their medical providers. However, with all of CCTI's safety protocols in place it will be as if we are treating everyone as if they are at higher risk for severe illness. By maintaining social distancing, facial coverings for students and staff, extensive cleaning and disinfecting protocols in place, we hope to prevent the spread of COVID-19.
- **How will you ensure enough substitute teachers are prepared in the event of staff illness?** We are currently advertising for additional substitutes and reaffirming our current substitute list. Substitutes are being trained in distance learning.
- **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?** We have supplied many professional development activities on the use of Google Classroom, ZOOM, and other educational technology. This professional development will continue through the summer and school year. Various staff members deliver Chromebooks to students who need them for distance learning. Various staff members are used to prepare/print/deliver learning packets for those who need them. We have a team in place to monitor and act on attendance concerns, social emotional "red flags", and student and parent requests for mental health assistance.

Summary of Responses to Key Questions:

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and/or Supports Needed | PD Required (Y/N) |
|--|--|--|---|--|-------------------|
| * Protecting students and staff at higher risk for severe illness | Higher risk students and staff may be required to wear additional PPE. We will seek advice from their medical providers. However, with all of CCTI's safety protocols in place it will be as if we are | Higher risk students and staff may be required to wear additional PPE. We will seek advice from their medical providers. However, with all of CCTI's safety protocols in place it will be as if we are | Brent Borzak, Principal Dave Reinbold, Administrative Director | Masks, face shields | Y |

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and/or Supports Needed | PD Required (Y/N) |
|---|--|--|------------------------------|--|-------------------|
| | treating everyone as if they are at higher risk for severe illness. By maintaining social distancing, facial coverings for students and staff, extensive cleaning and disinfecting protocols in place, we hope to prevent the spread of COVID-19. | treating everyone as if they are at higher risk for severe illness. By maintaining social distancing, facial coverings for students and staff, extensive cleaning and disinfecting protocols in place, we hope to prevent the spread of COVID-19. | | | |
| * Use of face coverings (masks or face shields) by all staff | All staff will be required to follow the Governor's Order Requiring Universal Face Coverings announced July 1, 2020. | All staff will be required to follow the Governor's Order Requiring Universal Face Coverings announced July 1, 2020. | Brent Borzak, Principal | Masks, face shields | Y |
| * Use of face coverings (masks or face shields) by older students (as appropriate) | CCTI will comply with the Governor's Order Requiring Universal Face Coverings announced July 1, 2020 that designates that all staff and students will be required to wear a face mask or shield in all public areas in the school with the following exceptions: eating or drinking when space at least 6 feet apart; seated at desks or assigned work spaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (ex. face-covering breaks, etc.). Masks/shields may not display messages, slogans, or anything that violates dress policy. | CCTI will comply with the Governor's Order Requiring Universal Face Coverings announced July 1, 2020 that designates that all staff and students will be required to wear a face mask or shield in all public areas in the school with the following exceptions: eating or drinking when space at least 6 feet apart; seated at desks or assigned work spaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (ex. face-covering breaks, etc.). Masks/shields may not display messages, slogans, or anything that violates dress policy. | Brent Borzak, Principal | Masks, face shields | Y |

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and/or Supports Needed | PD Required (Y/N) |
|---|---|---|--------------------------------|--|-------------------|
| <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> | <p>Special protocols will be issued on a case-by-case basis. Higher risk students and staff may be required to wear additional PPE. We will seek advice from their medical providers. However, with all of CCTI's safety protocols in place it will be as if we are treating everyone as if they are at higher risk for severe illness. By maintaining social distancing, facial coverings for students and staff, extensive cleaning and disinfecting protocols in place, we hope to prevent the spread of COVID-19.</p> | <p>Special protocols will be issued on a case-by-case basis. Higher risk students and staff may be required to wear additional PPE. We will seek advice from their medical providers. However, with all of CCTI's safety protocols in place it will be as if we are treating everyone as if they are at higher risk for severe illness. By maintaining social distancing, facial coverings for students and staff, extensive cleaning and disinfecting protocols in place, we hope to prevent the spread of COVID-19.</p> | <p>Brent Borzak, Principal</p> | | <p>Y</p> |
| <p>Strategic deployment of staff</p> | <p>All staff will be expected to perform their duties as assigned to deliver an educational program and maintain the health, safety, and welfare of all.</p> | <p>All staff will be expected to perform their duties as assigned to deliver an educational program and maintain the health, safety, and welfare of all.</p> | | | |

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 |
|--|-----------------------|---|---|--|--|-----------------|
| Distance/Remote Learning Using Google Classroom and Zoom | Instructors and aides | Brent Borzak, Principal | Zoom/online/face-to-face if feasible | Presenters from IU #21 | June 8 July 21 August 6 Sept. 1-3 2020 | 9/4/20 |
| Handwashing/sanitization/PPE | All staff | Rebecca Schaeffer, Nurse Ken Walters, Supervisor Buildings and Grounds | Zoom/online/e-mails face-to-face if feasible | Videos | Sept. 1-3, 2020 | 9/4/20 |
| Limiting interaction, Limiting use of communal areas, Staggering use of hallways, Limiting use of sharing materials | All staff | Rebecca Schaeffer, Nurse Ken Walters, Supervisor Buildings and Grounds Brent Borzak, Principal | Zoom/online/e-mails Face-to-face if feasible | | Week of August 31, 2020 | 9/4/20 |

| Topic | Audience | Lead Person and Position | Session Format | Materials, Resources, and or Supports Needed | Start Date | Completion Date |
|--|-----------|---|-------------------------------------|--|------------|-----------------|
| Health and Safety Trainings CDC/OSHA required/recommended trainings | All staff | Rebecca Schaeffer, Nurse Ken Walters, Supervisor Buildings and Grounds Brent Borzak, Principal | On-line Face-to-face if feasible | CDC/OSHA links | 8/1/20 | 9/4/20 |

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

| Topic | Audience | Lead Person and Position | Mode of Communications | Start Date | Completion Date |
|--|------------------|--|---|------------|--|
| Reopening for 20-21 school year | All stakeholders | Dave Reinbold, Administrative Director | SchoolMessenger, website, e-mail, US mail | 6/15/20 | Ongoing through summer and school year |

Health and Safety Plan Summary: **Carbon Career & Technical Institute**

Anticipated Launch Date: **September 8, 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 |
|--|---|
| * Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) | <p>We will use a CDC approved disinfectant on all high touch areas daily.</p> <p>Ventilation: On a continuous basis we bring in a minimum of 10% outside air to our building (former ASHREA recommendation). We are working on the new/latest ASHREA recommendations prompted by the COVID-19 outbreak by bringing in the “maximum amount of outside air” allowable by system design. We’ve accomplished this by instituting an automatic scheduled daily building flush. This brings in 100% outside air to the building overnight on each weekday. We will also complete unscheduled “manual” building purges when we have any confirmed case of COVID-19.</p> <p>Instructors/staff will wipe down desks, tools, devices with disinfectant as needed. Bathrooms and water fountains will be disinfected periodically throughout the day.</p> <p>Disposable cups will be required to be used at all water fountains.</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 germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> | <p>6 feet of separation between desks/tables/students/teacher workspaces in classrooms will be established.</p> <p>Congregate settings will be restricted. Meals may be served in classrooms or in small groups in cafeteria.</p> <p>Sanitize/wash hands when entering and exiting spaces such as classrooms, bathrooms, tool rooms, etc. Hand sanitizing stations will be set up at appropriate locations.</p> <p>Signs will be prominently placed throughout classrooms and highly visible locations.</p> <p>Sports programs not applicable.</p> |
| <p>Limiting the sharing of materials among students</p> | <p>Sharing will be limited by encouraging “bring your own tools and electronic devices” when feasible. We will provide as much 1 to 1 electronic devices, tools, toolboxes, books, etc. as feasible.</p> |
| <p>Staggering the use of communal spaces and hallways</p> | <p>Employing the two-day rotation schedule, serving lunches in classrooms, holding virtual class meetings, assemblies, etc., will greatly reduce the use and crowding of communal spaces.</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>Employ the two-day rotation schedule to reduce the number of students needing bus transportation on a given day. Two students per seat maximum with masks/face shields. Permitting students to drive and park on campus. Encourage parent transportation.</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>Two-day rotation schedule to limit the number of students in classrooms and labs to enable effective social distancing.</p> |
| | <p>N/A</p> |

Monitoring Student and Staff Health

| | |
|---|---|
| <p>* Monitoring students and staff for symptoms and history of exposure</p> | <p>Students and staff with COVID-19 symptoms (fever, cough, shortness of breath, sore throat, body/muscle pains/aches, headache, diarrhea, loss of appetite, loss of sense of smell/taste, repeated shaking with chills) and/or has come in contact with someone with COVID-19 are asked not to report to school/work. Staff is required to notify a supervisor if they are experiencing symptoms and/or has come in contact with someone with COVID-19. Staff and students will be asked to complete self-checks (using a standard checklist) before arriving at school.</p> |
| <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> | <p>Several spaces throughout the building have been designated as quarantine isolation areas. The goal is for students and staff to spend a minimal amount of time in isolation before being transported to their appropriate destination.</p> |
| <p>* Returning isolated or quarantined staff, students, or visitors to school</p> | <p>CDC Guidelines will be followed: https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html</p> |
| <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p> | <p>Changes/Closures-Decisions will be based on government/PDE/CDC directives/recommendations, and outbreaks within the school and local community. All stakeholders will be notified of closures and modifications to operations. Decisions will be made by administration in conjunction with our JOC</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>Higher risk students and staff may be required to wear additional PPE. We will seek advice from their medical providers. However, with all of CCTI's safety protocols in place it will be as if we are treating everyone as if they are at higher risk for severe illness. By maintaining social distancing, facial coverings for staff, extensive cleaning and disinfecting protocols in place, we hope to prevent the spread of COVID-19.</p> |

| Requirement(s) | Strategies, Policies and Procedures |
|--|---|
| <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>Strategic deployment of staff</p> | <p>CCTI will comply with the Governor's Order Requiring Universal Face Coverings announced July 1, 2020 that designates that all staff and students will be required to wear a face mask or shield in all public areas in the school with the following exceptions: eating or drinking when space at least 6 feet apart; seated at desks or assigned work spaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (ex. face-covering breaks, etc.). Masks/shields may not display messages, slogans, or anything that violates dress policy..</p> <p>All staff will be expected to perform their duties as assigned to deliver a high quality educational program and maintain the health, safety, and welfare of all.</p> |

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Carbon Career & Technical Institute** reviewed and approved the Phased School Reopening Health and Safety Plan on July 29, 2020.

The plan was approved by a vote of:

 5 **Yes**

 0 **No**

Affirmed on: **July 29, 2020**

By:

(Signature* of Board President)

Gerald Strubinger

(Print Name of Board President)

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

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

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