



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: **Northwest Tri-County Intermediate Unit 5**

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 3, 2020)

As an Intermediate Unit, the majority of our staff will follow the anticipated launch dates of the schools served by our programs. Launch dates for teachers returning to in-person learning will vary by school district. Our IU serves students in 30 counties across the Commonwealth. In regard to the specific programs offered, we will follow the guidelines put forth by the districts, or facilities. Such programs include Special Education Services, Adult Education, ELECT, Migrant Education, Early Intervention, among many others in which our staff will be responsible for teaching either school age learners or adult learners.

For the staff that does not work in the field with students, we have an anticipated launch date for individuals to return to the office on June 29th following staggered schedules and only if it is absolutely necessary to work in the office. Telework is still being utilized throughout the summer if possible.

We have worked closely with the Erie County Department of Health (ECDH) and superintendents over the past several months to ensure continuity across the counties that the IU serves.

We will communicate our plan to the local community in a variety of ways. Our plan will be shared with superintendents and ECDH. We will present the plan to our Board of Directors. Once approved, we will ensure our plan is posted on our webpage. All Pennsylvania Department of Education programs that the IU serves will be notified of the plan and provided a copy upon request.

Once we re-open, the pandemic team will work closely with districts and programs to monitor changes in the number of cases and related concerns/changes that may occur. Due to the nature of the situation, regulatory guidance may change frequently; therefore, changes to our plan may be required to reflect any such stipulations.

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)
Yvonne Teed	Administration	Pandemic Coordinator
Carol Buckleitner	Special Education	Team Member
Marcie Morgan	Special Education	Team Member
Teryne Caldwell	Transportation	Team Member
J.T. Stewart	Finance	Team Member

Sally Hards	Human Resources	Team Member
Kevin Weber	School Improvement Services	Team Member
Heather Miller	Marketing	Team Member
Stephanie Williams	Community	Team Member
Brandi Stevens	Early Intervention	Team Member

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:

To ensure the building is cleaned thoroughly, we have hired a part time custodial employee in addition to our full time custodial staff. We will work closely with school districts to ensure their respective buildings are cleaned and ready to welcome our staff in the fall.

Throughout the past several months, we have been purchasing disinfecting supplies as identified by the CDC and state guidelines. We have applied for several grants to help offset these unforeseen costs.

Staff will be provided with necessary cleaning materials. They will be expected to wipe down their work area at the end of every shift and multiple times throughout the day. Additionally, all staff must wipe down copiers, vehicles, and any other surface they may come in contact with throughout the day. Staff working in the schools will follow protocols and procedures set forth in those districts.

During the August In-Service, we will provide additional guidance to staff.

The custodial staff at the IU will be trained in cleaning, sanitizing, and disinfecting the building. The training has already occurred. We will consult with our HVAC contractor about ensuring proper ventilation in the building. Additionally, the custodial staff will receive HIPAA/ADA professional development to ensure the confidentiality of our staff.

The pandemic team will participate in Contract Tracing hosted by John Hopkins University.

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>Drinking fountains, communal hand washing stations will be closed. Use of water bottle filling stations will be available.</p> <p>All workspaces will be cleaned throughout the day and at the end of each employee shift.</p> <p>The entire building will be cleaned throughout the day and thoroughly at the end of each day.</p>	<p>Drinking fountains, communal hand washing stations will be closed. Use of water bottle filling stations will be available.</p> <p>All workspaces will be cleaned throughout the day and at the end of each employee shift.</p> <p>The entire building will be cleaned throughout the day and thoroughly at the end of each day.</p>	FT/PT Custodian	Cleaning supplies	N
Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>We will consider a change in ventilation practices per HVAC recommendations.</p> <p>IU Car/Bus Fleet cleaning procedures will be established.</p>	<p>We will consider a change in ventilation practices per HVAC recommendations.</p> <p>IU Car/Bus Fleet cleaning procedures will be established.</p>	Administration	<p>Consultation with HVAC</p> <p>Cleaning supplies for vehicles</p>	N

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:

At the IU, every staff member has his/her own office or cubicle space. Conference rooms have been rearranged to ensure social distancing requirements. On-going summer programs will remain virtual regardless of phase. Once schools resume in the fall, our teachers that have classrooms in the various buildings will re-arrange learning environments that reflect CDC and state guidelines or the building guidelines, whichever is more stringent at the time.

Staff will be encouraged to work virtually even if we are in green or yellow to limit the number of individual staff that they may come into contact with throughout their workday. Once schools resume in the fall, our teachers that have classrooms in the various buildings will group students according to CDC and state guidelines or the building guidelines, whichever is more stringent at the time.

The use of communal spaces will be discouraged at the IU unless absolutely necessary. If such a meeting is required, we will follow all CDC and health department guidelines. Visitors will be permitted into the building by appointment only. Non-essential staff will continue teleworking as possible. Teachers in districts will follow policies and procedures set forth by the building or district.

The IU does not utilize outdoor space during the normal working day. Teachers in districts will follow policies and procedures set forth by the building or district.

Disinfectant wipes, hand sanitizer, and facial tissues are readily available throughout the building. Staff will be expected to wipe down their work area at the end of every shift and multiple times throughout the day. Additionally, all staff must wipe down copiers, vehicles, and any other surface they may come in contact with throughout the day. Staff working in the schools will follow protocols and procedures set forth in those districts.

Transportation will follow guidelines set forth by the Department of Health and/or the CDC.

Visitors will be permitted into the building by appointment only. Arrows for traffic flow that limits contact with other individuals and ensures social distancing have been taped to the floor throughout the IU. Barrier shields were installed at the reception desk.

Social distancing and other safety protocols for staff will not differ based on age. By having individuals enter by appointment we will be able to meet any specific needs that may arise to ensure the safety of our visitors as well as staff.

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	<p>Employee offices and cubicles are at least 6 feet apart.</p> <p>Conference space has been arranged to maintain social distancing.</p> <p>Teachers will arrange classroom spaces per CDC, health department guidelines, or district procedures, whichever is most stringent.</p>	<p>Employee offices and cubicles are at least 6 feet apart.</p> <p>Conference space has been arranged to maintain social distancing.</p> <p>Teachers will arrange classroom spaces per CDC, health department guidelines, or district procedures, whichever is most stringent.</p>	Administration of IU or various program directors.		N
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>Kitchens/Break Rooms are closed at the IU for dining/break purposes. Signs will be posted.</p> <p>Staff in schools and external sites will follow site guidelines.</p>	<p>Open with social distancing of six or more feet. Signs will be posted.</p> <p>Staff in schools and external sites will follow site guidelines.</p>	Administration	Signs	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)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Signs are posted in all restrooms, communal areas, and hallways at the IU. Hygiene practices will be reviewed with all staff during the in-service days before teachers return to schools.	Signs are posted in all restrooms, communal areas, and hallways at the IU. Hygiene practices will be reviewed with all staff during the in-service days before teachers return to schools.	Administration and Classroom Teachers	Signs Soap Hand Sanitizers	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs are posted in all restrooms, communal areas, and hallways.	Signs are posted in all restrooms, communal areas, and hallways.	Wellness Committee	Signs	N
* Identifying and restricting non-essential visitors and volunteers	Each IU department has identified and submitted individual employee schedules. We will greet visitors at the door and only essential staff permitted.	Each IU department has identified and submitted individual employee schedules. We will greet visitors at the door and only essential staff permitted.	Front desk receptionist and Department Directors		N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	N/A	N/A			N/A
Limiting the sharing of materials among students	Teachers will limit exposure as much as possible.	Teachers will limit exposure as much as possible.	Classroom Teachers		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)
Staggering the use of communal spaces and hallways	Communal spaces/meeting rooms are properly set to meet social distance guidelines. Virtual meetings are strongly encouraged. Hallways are marked with one-way traffic patterns.	Communal spaces/meeting rooms are properly set to meet social distance guidelines. Virtual meetings are strongly encouraged. Hallways are marked with one-way traffic patterns.	Administration		N
Adjusting transportation schedules and practices to create social distance between students	Work with Transportation contractors to ensure social distancing and overall student safety.	Work with Transportation contractors to ensure social distancing and overall student safety.	Transportation Specialist		N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	N/A	N/A			N/A
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			N/A
Other social distancing and safety practices					

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:

If an employee has any flu-like (shortness of breath, fever, cough, sore throat) symptoms, the employee will not report to work and notify their supervisor. The supervisor will then reach out to human resources. If the employee is already at work, the employee should notify their supervisor immediately and will be sent home. Once again, human resources will be notified. The employee may return to work when they are symptom free for 72 hours. All employees will be encouraged to stay home when feeling ill. If an employee is confirmed to have COVID-19, CDC and health department guidelines and regulations will be followed.

Based on CDC and health department guidelines, IU administrators will be responsible for making decisions regarding quarantine or isolation of staff.

Staff must work with HR if they have any underlying health issues that prevent them from working.

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)
* Monitoring students and staff for symptoms and history of exposure	Individual questionnaire of all staff will be conducted.	Individual questionnaire of all staff will be conducted.	Human Resources	Questionnaire	N
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	We will follow CDC and health department guidelines for all teachers and staff.	We will follow CDC and health department guidelines for all teachers and staff.	Human Resources		N
* Returning isolated or quarantined staff, students, or visitors to school	Any individual who was directed to quarantine or isolate, must contact Human Resources prior to returning. Individual may need to provide documentation by a health care professional and/or ECDH confirming that isolation/quarantine has been completed.	Any individual who was directed to quarantine or isolate, must contact Human Resources prior to returning. Individual may need to provide documentation by a health care professional and/or ECDH confirming that isolation/quarantine has been completed.	Human Resources		N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	All staff will be kept up-to-date on all changes via email.	All staff will be kept up-to-date on all changes via email.	Administration		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)
Other monitoring and screening practices	N/A	N/A			N/A

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:

Following the guidelines of the CDC, ECDH, and local infectious disease physician's, masks will be required in the office when there is any face-to-face contact within six feet. Students and staff in off-site locations will follow the guidelines identified by that location or the IU guidelines, whichever is more stringent. Use of a mask upon entering and exiting the building, travel within hallways, will be required. Mask may be removed once an employee is seated at his/her desk and socially distanced.

Staff who feels they are high risk should contact human resources.

We will continue to operate the Emergency Sub Consortium for the IU and our districts. The emergency sub consortium helps provide districts in the tri-county area with substitute teachers when they are in need.

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	Alteration of instructional and/or workday.	Alteration of instructional and/or workday.	Human Resources		N
* Use of face coverings (masks or face shields) by all staff	Facemasks required. Additional protection can be used based on teacher preference.	Facemasks recommended. Additional protection can be used based on teacher preference.	Administration	Masks Additional protection as requested	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	Facemasks required within six feet.	Facemasks recommended within six feet.	Administration	Masks	N
Unique safety protocols for students with complex needs or other vulnerable individuals	Handle on a case-by-case basis.	Handle on a case-by-case basis.	Human Resources		N
Strategic deployment of staff	Handle on a case-by-case basis.	Handle on a case-by-case basis.	Human Resources		N

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

***Many of the below activities will be on going based on a case-by-case basis and in conjunction with guidance received.**

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Social Emotional Well Being	All Staff					Ongoing
COVID-19	All Staff					Ongoing
Department of Health Guidelines	All Staff					Ongoing
CDC Guidelines	All Staff					Ongoing
State Guidelines (PDE)	All Staff					Ongoing
Re-Entry Plan	All Staff					Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Overall Health & Wellness	All Staff					Ongoing
HIPAA/ADA	Administration and Custodial	Human Resources			June, 2020	July, 2020
Fingerprinting Guidelines	Clerical Staff	Human Resources			May, 2020	Ongoing
Virtual Instruction	Professional Staff	Department Directors				Ongoing
Use of Online Platform for Virtual Meetings	All Staff	Innovative Technology Services				Ongoing
Trauma Informed Instruction	All Staff					Ongoing
Contract Tracing	Pandemic Team	Human Resources	Virtual			July, 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 & Safety Plan	Parents, Staff	Pandemic Coordinator	Facebook, social media, letters, email, telephone calls, text messages	6/29/2020	Ongoing
Erie County Department of Health	Health Officials	Pandemic Coordinator	Email, telephone calls	6/29/2020	Ongoing
PA Department of Education	Administration	Executive Director	Letters, email, telephone calls, meetings	6/29/2020	Ongoing

Health and Safety Plan Summary: Northwest Tri-County Intermediate Unit

Anticipated Launch Date: 6/29/2020

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>	<p>To ensure the building is cleaned thoroughly, we have hired a part time custodial employee in addition to our full time custodial staff. We will work closely with school districts to ensure their respective buildings are cleaned and ready to welcome our staff in the fall.</p> <p>Throughout the past several months, we have been purchasing disinfecting supplies as identified by the CDC and state guidelines. We have applied for several grants to help offset these unforeseen costs.</p> <p>Staff will be provided with necessary cleaning materials. They will be expected to wipe down their work area at the end of every shift and multiple times throughout the day. Additionally, all staff must wipe down copiers, vehicles, and any other surface they may come in contact with throughout the day. Staff working in the schools will follow protocols and procedures set forth in those districts.</p> <p>During the August In-Service, we will provide additional guidance to staff.</p> <p>The custodial staff at the IU will be trained in cleaning, sanitizing, and disinfecting the building. The training has already occurred. We will consult with our HVAC contractor about ensuring proper ventilation in the building. Additionally, the custodial staff will receive HIPAA/ADA professional development to ensure the confidentiality of our staff.</p> <p>The pandemic team will participate in Contract Tracing hosted by John Hopkins University.</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</p>	<p>At the IU, every staff member has his/her own office or cubicle space. Conference rooms have been rearranged to ensure social distancing requirements. On-going summer programs will remain</p>

Requirement(s)	Strategies, Policies and Procedures
<p>throughout the day, to the maximum extent feasible</p> <ul style="list-style-type: none"> * 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 <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>virtual regardless of phase. Once schools resume in the fall, our teachers that have classrooms in the various buildings will re-arrange learning environments that reflect CDC and state guidelines or the building guidelines, whichever is more stringent at the time.</p> <p>Staff will be encouraged to work virtually even if we are in green or yellow to limit the number of individual staff that they may come into contact with throughout their workday. Once schools resume in the fall, our teachers that have classrooms in the various buildings will group students according to CDC and state guidelines or the building guidelines, whichever is more stringent at the time.</p> <p>The use of communal spaces will be discouraged at the IU unless absolutely necessary. If such a meeting is required, we will follow all CDC and health department guidelines. Visitors will be permitted into the building by appointment only. Non-essential staff will continue teleworking as possible. Teachers in districts will follow policies and procedures set forth by the building or district.</p> <p>The IU does not utilize outdoor space during the normal working day. Teachers in districts will follow policies and procedures set forth by the building or district.</p> <p>Disinfectant wipes, hand sanitizer, and facial tissues are readily available throughout the building. Staff will be expected to wipe down their work area at the end of every shift and multiple times throughout the day. Additionally, all staff must wipe down copiers, vehicles, and any other surface they may come in contact with throughout the day. Staff working in the schools will follow protocols and procedures set forth in those districts.</p> <p>Transportation will follow guidelines set forth by the Department of Health and/or the CDC.</p> <p>Visitors will be permitted into the building by appointment only. Arrows for traffic flow that limits contact with other individuals and ensures social distancing have been taped to the floor throughout the IU. Barrier shields were installed at the reception desk.</p>

Requirement(s)	Strategies, Policies and Procedures
Other social distancing and safety practices	Social distancing and other safety protocols for staff will not differ based on age. By having individuals enter by appointment we will be able to meet any specific needs that may arise to ensure the safety of our visitors as well as staff.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>If an employee has any flu-like (shortness of breath, fever, cough, sore throat) symptoms, the employee will not report to work and notify their supervisor. The supervisor will then reach out to human resources. If the employee is already at work, the employee should notify their supervisor immediately and will be sent home. Once again, human resources will be notified. The employee may return to work when they are symptom free for 72 hours. All employees will be encouraged to stay home when feeling ill. If an employee is confirmed to have COVID-19, CDC and health department guidelines and regulations will be followed.</p> <p>Based on CDC and health department guidelines, IU administrators will be responsible for making decisions regarding quarantine or isolation of staff. Staff must work with HR if they have any underlying health issues that prevent them from working.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	Following the guidelines of the CDC, ECDH, and local infectious disease physician's, masks will be required in

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>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>the office when there is any face-to-face contact within six feet. Students and staff in off-site locations will follow the guidelines identified by that location or the IU guidelines, whichever is more stringent. Use of a mask upon entering and exiting the building, travel within hallways, will be required. Mask may be removed once an employee is seated at his/her desk and socially distanced. Staff who feels they are high risk should contact human resources.</p> <p>We will continue to operate the Emergency Sub Consortium for the IU and our districts. The emergency sub consortium helps provide districts in the tri-county area with substitute teachers when they are in need.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Northwest Tri-County Intermediate Unit** reviewed and approved the Phased School Reopening Health and Safety Plan on **June 24, 2020**

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **June 24, 2020**

By:

(Signature of Board President)*

Robert N. Snyder

(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.