Fulton County Area Vocational Technical School

Health and Safety Plan

Phased Reopening Covid-19 Pandemic

2020-2021

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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.

The Fulton County Area Vocational Technical School is the only Career and Technology Center in the Commonwealth of Pennsylvania that does not have their own school building. The FCAVTS currently offers nine vocational programs and

our enrollment traditionally averages between 130-165 students. Our school serves three school districts within Fulton County. Central Fulton School District, Southern Fulton School District and Forbes Road School District. Our vocational programs are located within these school districts. In the Central Fulton School District High School, we offer Agricultural Production, Drafting and Design Technology, Construction Trades, Early Childhood Education, Allied Health and Computer Networking Technology. In the Southern Fulton School District High School, we offer Welding Technology and Agricultural Mechanic programs and in the Forbes Road School District we offer Welding Technology.

The students and staff of the FCAVTS participate in the emergency drills; procedures, All Hazard Plan and training that are identified and practiced within the district they are assigned.

The FCAVTS recognizes that our schools are a critical community institution. The threat of a highly infectious outbreak in our schools could be detrimental to the community. By following this COVID-19 Health and Safety Plan, we are dedicated to reducing the miscommunications that may encompass the chaotic nature of an outbreak of any highly infectious illness.

This plan outlines FCAVTS's strategy in preparing for, responding to, and recovering from a pandemic, specifically COVID-19, in a collective, community approach. It serves as a guide for the safe reopening the FCAVTS in the participating school districts in Fulton County. **This is a fluid document, based on local, state and federal guidelines, that will continue to develop over time.**

This document contains supplemental information from the Pennsylvania Department of Health (DOH), the Center for Disease Control (CDC), the Pennsylvania Department of Education (PDE), American Academy of Pediatrics (APA).

The FCAVTS Health and Safety Plan was created in accordance with advice provided by participating school districts of Fulton County.

PURPOSE

The intent of this Health and Safety Plan is to serve as the guidelines for reopening activities. The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives while minimizing educational and social disruption while reducing morbidity and mortality.

- Enable the FCAVTS to continue to operate and provide services as normally and effectively as possible with minimal academic, vocational training and economic losses.
- The response of FCAVTS will be directed by the Pennsylvania Department of Health and the Pennsylvania Department of Education's direction and guidance. This plan coordinates federal, state, and local agencies.
- Continue the essential core operations of the FCAVTS in the event of increased staff/student absences.
- Establish and maintain a coordinated command system to enable effective, timely, and sensitive decision-making regarding continuity of student learning needs to remain the core value and focal point.
- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention strategies and infection control strategies.
- Prepare and provide resources for mental health/crisis service needs of staff, students and families.

Likely Realities and Constraints

Our current situation may seem unpredictable; however, we believe that there are some likely realities that our staff, students, and families can anticipate. Some of those realities help our plans to reopen, while others may make it more challenging and constrain our efforts. It is important, as we plan, for everyone to be on the same page about what is likely so we can focus most of our effort on the most likely circumstances, while still ensuring that we plan for the various "what if" scenarios.

1. **The virus will not disappear by September, but its level of spread may change.** Covid-19 will be present throughout the summer and fall, although the size and localization of the outbreak is to be determined and may change as businesses and communities reopen. Knowing that the number of cases is not a fixed amount, the FCAVTS will remain committed to adjusting its approach based on the reality of the virus' spread in the region.
2. **The availability of Covid-19 testing will improve, but unclear by how much.** The state's capacity for Covid-19 testing is improving by the week and can likely support all those requesting tests by September, but it is unclear how frequently re-testing can occur, or when antibody tests will be available at scale.
3. **Schools will open for in-person learning in August.** Students will begin returning to school on August 19 and in-person instruction will be offered in schools. It is likely, however, that schedules, classroom spaces, and day-to-day operations may be adjusted to allow for social distancing and smaller groupings.

4. **Virtual instruction will be an option.** Even with schools opening in August for in-person instruction, the FCAVTS will continue to offer virtual learning to students if our county enters the Red Phase and schools are closed. These options, however, are predicated on the state providing districts more flexibility regarding instructional days.
5. **Funding is limited.** Revenue projections show that there must be short-term to medium-term budget cuts necessary for the FCAVTS and participating districts over the next two years. We should be clear that funding is, at best, lower than usual while the demand for new school programming and instructional models continue to be necessary.

SCOPE

The scope of this Health and Safety Plan covers FCAVTS reopening as it pertains to COVID-19 (Coronavirus).

COVID-19 (Coronavirus) – Symptoms of COVID-19 have reportedly had mild to severe respiratory illness accompanied with fever, cough, and shortness of breath. Symptoms may appear 2-14 days after exposure. The virus is spread person-to-person between people within close contact (about 6 feet), via respiratory droplets produced when an infected person sneezes or coughs, and these droplets can land in the mouths or noses of people who are nearby where the droplets are inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, but this is not thought to be the main way of transmission.

- People with these symptoms may have COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat

- o Congestion or runny nose
- o Nausea or vomiting
- o Diarrhea
- https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

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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?

☒ 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 19, 2020

Pandemic Coordinator/Team

Pandemic Team:

1. Erik Damgaard - FCAVTS Executive Director
2. April Harman – FCAVTS Administrative Assistant
3. Dani Brady – FCAVTS Business Manager
4. Crystal Glee – FCAVTS IT Networking Teacher

- **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)
Erik Damgaard	FCAVTS Executive Director	Both
April Harman	FCAVTS Administrative Assistant	Both
Dani Brady	FCAVTS Business Manager	Both
Crystal Glee	FCAVTS Computer Networking Teacher	Both
Hervey Hann	Central Fulton School District Interim Superintendent	Both
Tara Will	Southern Fulton School District Superintendent	Both
Maria Scott Bolman	Forbes Road School District Superintendent	Both

School Safety Taskforce	Central Fulton School District School Health and Safety Task Force	Both
Hillary Alexander	Central Fulton School Nurse	PCRT
Kelly Morton	Southern Fulton School Nurse	PCRT
Beth Locke	Forbes Road School Nurse	PCRT
Brent Seville	Central Fulton Director of Building and Grounds	PCRT
John Bain	Southern Fulton Director of Building and Grounds	PCRT
Chris Seymore	Forbes Road Director of Building and Grounds	PCRT
Brian Barton	Fulton County Emergency Management Agency	Both

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:

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)**	Increased use of PPE required (face coverings, gloves etc.) Increase Social Distancing & Hygiene Practices The participating school districts and/or contracted services will follow the CDC's Guidance for Cleaning & Disinfecting Schools CDC Guidance for Cleaning and Disinfecting Schools Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door	Increased use of PPE required (face coverings, gloves etc.) Increase Social Distancing & Hygiene Practices The participating school districts and/or contracted services will follow the CDC's Guidance for Cleaning & Disinfecting Schools CDC Guidance for Cleaning and Disinfecting Schools Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door	Contracted Custodial Services, Participating School District's Director of Buildings & Grounds Students and Staff	PPE CDC Website Custodial Supervisor Inspection Form/Cleaning Log	Yes

	handles, sink handles. Water fountains will be taken out of operation and replaced with water bottle refilling stations Increase ventilation in lab areas when possible. Operate infection control air purifier in smaller office area and in quarantine area.	handles, sink handles. Water fountains will be taken out of operation and replaced with water bottle refilling stations Increase ventilation in lab areas when possible. Operate infection control air purifier in smaller office area and in quarantine area.			
Other cleaning, sanitizing, disinfecting, and ventilation practices	The use of saran wrap around computer keyboards at computer stations wherever possible. Classrooms and shop areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.	The use of saran wrap around computer keyboards at computer stations wherever possible. Classrooms and shop areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.	Students and Staff	Saran Wrap Sanitizing Wipes	Yes

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:

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**	Rearrange student desks in theory rooms to allow 6 feet of separation among students and staff. In computer station areas such as Drafting Design and IT Networking, Plexiglas barriers will be installed between workstations.	Rearrange student desks in theory rooms to allow 6 feet of separation among students and staff. In computer station areas such as Drafting Design and IT Networking, Plexiglas barriers will be installed between workstations.	Executive Director Staff and Students	Plexiglas Barriers	No
* **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**	Not Applicable	Not Applicable			

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**	All staff and students will be trained on healthy hygiene practices so they can teach these to students. Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available a hand sanitizing station will be located and hands are not visibly dirty, use of alcohol-based hand sanitizer that contains at least 60% alcohol. CDC - handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits.	All staff and students will be trained on healthy hygiene practices so they can teach these to students. Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available a hand sanitizing station will be located and hands are not visibly dirty, use of alcohol-based hand sanitizer that contains at least 60% alcohol. CDC - handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits.	Staff and Students	Hand soap Alcohol Based Sanitizer Training	Yes
* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**	Post CDC Germs Are Everywhere and Wash Your Hands Posters in all program areas and other high traffic areas. CDC Germs are Everywhere CDC Wash Your Hands Translated Posters	Post CDC Germs Are Everywhere and Wash Your Hands Posters in all program areas and other high traffic areas. CDC Germs are Everywhere CDC Wash Your Hands Translated Posters	Participating District's Director of Buildings & Grounds and Building Maintenance	CDC Website Germs Are Everywhere Posters Wash Your Hands Posters	No

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)
* Identifying and restricting non-essential visitors and volunteers	Restrict nonessential visitors, volunteers, and activities that involve other groups. All visitors will require preapproval from participating district administration. No scheduled large group activities including, but not limited to Open House and Career Fair. Program Occupational Advisory Committees will be held virtually	Restrict nonessential visitors, volunteers, and activities that involve other groups. All visitors will require preapproval from participating district administration. Minimalize scheduled large group activities. Those that may be scheduled will follow CDC guidelines. Program Occupational Advisory Committees will be held virtually	Executive Director Participating School District's Building Administration	N/A	NO
* 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	No
Handling Music Activities and Classes	N/A	N/A	N/A	N/A	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	Clean and disinfect shared items between uses. Attempt to keep each student's belongings separated from others. Encourage student to use backpacks instead of lockers to maintain personal belongings Ensure adequate tools, PPE, textbooks and supplies to minimize sharing of high touch materials to the extent possible. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.	Clean and disinfect shared items between uses. Attempt to keep each student's belongings separated from others. Encourage student to use backpacks instead of lockers to maintain personal belongings Ensure adequate tools, PPE, textbooks and supplies to minimize sharing of high touch materials to the extent possible. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.	Staff and Students Executive Director	Cleaning and Satiation Supplies	No
Staggering the use of communal spaces and hallways	Separate students within common areas (i.e. theory room) ● Arrival ● Dismissal Lines Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held	Separate students within common areas (i.e. theory room) ● Arrival ● Dismissal Lines Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held	Staff and Students Participating School District's Building Administration	Hallway Signage	No

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)
Adjusting transportation schedules and practices to create social distance between students	Students traveling to other participating school districts to attend FCAVTS programs will enter the building through the entrance closest to their program to reduce contact to other students Students will adhere to the Health and Safety Plan for their participating school district. FCAVTS educational field trips will be restricted.	Students traveling to other participating school districts to attend FCAVTS programs will enter the building through the entrance closest to their program to reduce contact to other students Students will adhere to the Health and Safety Plan for their participating school district. FCAVTS educational field trips will be limited and only assessed/approved on an individual basis.	Participating School District's Transportation Coordinator	Bussing Contractors	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	The FCAVTS will adhere to the schedules (i.e. hybrid) identified by participating districts in their Health and Safety Plans. Limiting the number of individuals in classrooms and other learning spaces will be directed by the administration (no more than 25). To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible. Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff Limit interactions between groups of students such as CTSO meetings.	Classrooms will operate at normal capacity. To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible. Limit interactions between groups of students such as CTSO meetings.	Executive Director Staff and Students	N/A	No

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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Update the FCAVTS website with any protocol and operational revisions.	Update the FCAVTS website with any protocol and operational revisions.	Administrative Assistant	FCAVTS Website	No
Other social distancing and safety practices	Installation of classroom barrier shields between computer stations in Drafting & Design and Computer Networking programs.

Construction to prevent face-to-face contact in administrative offices. | Installation of classroom barrier shields between computer stations in Drafting & Design and Computer Networking programs.

Construction to prevent face-to-face contact in administrative offices. | Participating District's Director of Buildings & Grounds and Building Maintenance | Plexiglas Barriers

Breezeway, Reception Window and Buzz-in Lock Construction | No |

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:

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**	Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms should be sent on a bus or brought to school. All FCAVTS staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill. Temperature screening will not be required upon entrance to school for students or staff. Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the nurse immediately if feeling symptomatic. FCAVTS and participating school districts will periodically share resources with the school community to help families understand when to keep children home. AAP When to Keep Your Child Home	Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms should be sent on a bus or brought to school. All FCAVTS staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill. Temperature screening will not be required upon entrance to school for students or staff. Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the nurse immediately if feeling symptomatic. FCAVTS and participating school districts will periodically share resources with the school community to help families understand when to keep children home. AAP When to Keep Your Child Home	Student Parents/Guardian Staff Participating School District School Nurses	Self-Screen and Reporting Procedures Staff training Parent and Community Resources	Yes

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)
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	FCAVTS will work with participating school district administrators, and school nurses to identify an isolation room or area to separate anyone who has COVID-19 symptoms. An isolation room will also be available in the FCAVTS administrative office to include an air purifying system. Any area used by a person testing positive for COVID-19 will not be used before cleaning and disinfecting. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection. FCAVTS will adhere to participating district's Health and Safety Plan procedure of notifying staff and families of a confirmed case while maintaining confidentiality.	FCAVTS will work with participating school district administrators, and school nurses to identify an isolation room or area to separate anyone who has COVID-19 symptoms. An isolation room will also be available in the FCAVTS administrative office to include an air purifying system. Any area used by a person testing positive for COVID-19 will not be used before cleaning and disinfecting. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection. FCAVTS will adhere to participating district's Health and Safety Plan procedure of notifying staff and families of a confirmed case while maintaining confidentiality.	Participating School District School Nurses	Quarantine Area	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Returning isolated or quarantined staff, students, or visitors to school**	Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation as directed by their healthcare provider or under the following conditions: 10 days from the onset of symptoms. Resolution of fever without the use of fever-reducing medications for the previous 72 hours. Improvement in respiratory symptoms (e.g., cough, shortness of breath) OR 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)	Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation as directed by their healthcare provider or under the following conditions: 10 days from the onset of symptoms. Resolution of fever without the use of fever-reducing medications for the previous 72 hours. Improvement in respiratory symptoms (e.g., cough, shortness of breath) OR 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)	Pandemic Team	N/A	No

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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Health and Safety Plan will be posted on the FCAVTS Website Provide regular update information when necessary, on FCAVTS website and through participating school district "All Call" system. Prepare parents and families for remote learning if school is temporarily dismissed.	Health and Safety Plan will be posted on the FCAVTS Website Provide regular update information when necessary, on FCAVTS website and through participating school district "All Call" system. Prepare parents and families for remote learning if school is temporarily dismissed.	Pandemic Team	Website Participating District's "All Call" System	No
Other monitoring and screening practices					

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:

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	Restrict all non-essential travel Make every effort to adhere to guidelines set forth in the (FFCRA) Families First Coronavirus Response Act Discourage the implementation of perfect attendance awards and incentives.	Limit all non-essential travel Make every effort to adhere to guidelines set forth in the (FFCRA) Families First Coronavirus Response Act Discourage the implementation of perfect attendance awards and incentives.	Executive Director Pandemic Team Staff	N/A	No

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)
* Use of face coverings (masks or face shields) by all staff	Face coverings are recommended but required when staff and students are unable to maintain 6 feet of social distancing. * Students and staff wear face coverings in public spaces, including the classroom, as per the Governor's directive July 1, 2020. Subject to change. https://www.paprincipals.org/news?newsID=516AA911-C369-4A59-ABDB-EF75491E22C0	Face coverings are recommended but required when staff and students are unable to maintain 6 feet of social distancing. * Students and staff wear face coverings in public spaces, including the classroom, as per the Governor's directive July 1, 2020. Subject to change. https://www.paprincipals.org/news?newsID=516AA911-C369-4A59-ABDB-EF75491E22C0	Pandemic Team Staff	Face Coverings Signage Regarding Expectations	No
* Use of face coverings (masks or face shields) by older students (as appropriate)	Face coverings are recommended but required on busses and when staff and students are unable to maintain 6 feet of social distancing. * Students and staff wear masks in public spaces, including the classroom, as per the Governor's directive July 1 ,2020. Subject to change. https://www.paprincipals.org/news?newsID=516AA911-C369-4A59-ABDB-EF75491E22C0	Face coverings are recommended but required on busses and when staff and students are unable to maintain 6 feet of social distancing. * Students and staff wear masks in public spaces, including the classroom, as per the Governor's directive July 1 ,2020. Subject to change. https://www.paprincipals.org/news?newsID=516AA911-C369-4A59-ABDB-EF75491E22C0	Pandemic Team Staff and Students	Signage Regarding Expectations	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing face coverings, students unable to maintain proper social distancing. For these reasons, extra precautions will be implemented. These precautions include: If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student. The use of gloves by staff is recommended. If used, personal student Chromebooks and devices should be disinfected/sanitized each time a student enters or exits the classroom. Students should be encouraged to wear face coverings while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways.	Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing face coverings, students unable to maintain proper social distancing. For these reasons, extra precautions will be implemented. These precautions include: If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student. The use of gloves by staff is recommended. If used, personal student Chromebooks and devices should be disinfected/sanitized each time a student enters or exits the classroom. Students should be encouraged to wear face coverings while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways.	Staff and Students	Hand soap Alcohol Based Sanitizer Training Cleaning and Sanitation Supplies	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.	Executive Director	N/A	No

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
Cleaning, sanitizing and disinfecting areas used by staff	All Staff	Pandemic Team	In-servicing/Handout Resources	CDC Guidance for Cleaning and Disinfecting Schools	August 16, 2020	August 19, 2020
Cleaning, sanitizing and disinfecting areas used by students	All Staff and Students	Staff	Online/Video Training		August 19, 2020	August 21, 2020
Ventilating learning spaces	All Staff	Pandemic Team	In-servicing/Handout Resources		August 16, 2020	August 19, 2020
Healthy Hygiene Practices for Staff	All Staff	Staff	Online Training		August 16, 2020	August 19, 2020
Healthy Hygiene Practices for Students	All Staff and Students	Online/Video Training	Online/Video Training		August 19, 2020	August 21, 2020
COVID-19 Health and Safety Plan Discussion	All Staff	Pandemic Team	Participating District In-Service		August 16, 2020	August 19, 2020
Implementing the FCAVTS Health and Safety Plan	All Staff and Students	Staff and Students			August 19, 2020	Ongoing

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
Participating School District Parent Survey Results	Parents/Guardians	Participating School District Superintendents	Online Survey	June 10, 2020	July 3, 2010
Joint Operating Committee Health and Safety Plan Approval	Participating District's Board of Directors, Community	Participating District Board of Directors	Face-to-Face Meeting	July 16, 2020	July 16, 2020
Health and Safety Plan Posted on Website	Parents/Guardians Community	Administrative Assistant	Online	July 22, 2020	July 22, 2020
FCAVTS Reopening Website/Social Media Announcement	Community	Executive Director Administrative Assistant	Online/Social Media	August 9, 2020	August 9, 2020
Staff Updates	Staff	Executive Director	Email, Video, Faculty Meetings	Ongoing	Ongoing
Health and Safety Taskforce Updates	Taskforce Members	Pandemic Team	Email, Video, Virtual Meetings	Ongoing	Ongoing
PA Department of Health Updates	All Stakeholders	Executive Director	Email, Video, Virtual Meetings	Ongoing	Ongoing

Health and Safety Plan Summary: <u>Fulton County Area Vocational Technical School</u>

Anticipated Launch Date: <u>August 9, 2020</u>

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)**	Increased use of PPE required (face coverings, gloves etc.) Increase Social Distancing & Hygiene Practices The participating school districts and/or contracted services will follow the CDC's Guidance for Cleaning & Disinfecting Schools [CDC Guidance for Cleaning and Disinfecting Schools](#) Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles. Water fountains will be taken out of operation and replaced with water bottle refilling stations Increase ventilation in lab areas when possible. Operate infection control air purifier in smaller office area and in quarantine area. The use of saran wrap around computer keyboards at computer stations wherever possible. Classrooms and shop areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.

Requirement(s)	Strategies, Policies and Procedures

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible *** Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms** *** Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices** *** Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs** *** Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes** **Limiting the sharing of materials among students** **Staggering the use of communal spaces and hallways** **Adjusting transportation schedules and practices to create social distance between students** **Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**	Rearrange student desks in theory rooms to allow 6 feet of separation among students and staff. In computer station areas such as Drafting Design and IT Networking, Plexiglas barriers will be installed between workstations. All staff and students will be trained on healthy hygiene practices so they can teach these to students. Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available a hand sanitizing station will be located and hands are not visibly dirty, use of alcohol-based hand sanitizer that contains at least 60% alcohol. CDC - handwashing resources that include [health promotion materials](#), information on [proper handwashing technique](#), and [tips for families to help children develop good handwashing habits](#). Post CDC Germs Are Everywhere and Wash Your Hands Posters in all program areas and other high traffic areas. [CDC Germs are Everywhere](#) [CDC Wash Your Hands](#) [Translated Posters](#) Restrict nonessential visitors, volunteers, and activities that involve other groups. All visitors will require preapproval from participating district administration.

Requirement(s)	Strategies, Policies and Procedures
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars **Other social distancing and safety practices**	No scheduled large group activities including, but not limited to Open House and Career Fair. Program Occupational Advisory Committees will be held virtually Clean and disinfect shared items between uses. Attempt to keep each student's belongings separated from others. Encourage student to use backpacks instead of lockers to maintain personal belongings Ensure adequate tools, PPE, textbooks and supplies to minimize sharing of high touch materials to the extent possible. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use. Separate students within common areas (i.e. theory room) ● Arrival ● Dismissal Lines Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Students traveling to other participating school districts to attend FCAVTS programs will enter the building through the entrance closest to their program to reduce contact to other students Students will adhere to the Health and Safety Plan for their participating school district.

Requirement(s)	Strategies, Policies and Procedures
	FCAVTS educational field trips will be restricted. The FCAVTS will adhere to the schedules (i.e. hybrid) identified by participating districts in their Health and Safety Plans. Limiting the number of individuals in classrooms and other learning spaces will be directed by the administration (no more than 25). To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible. Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff Limit interactions between groups of students such as CTSO meetings. Update the FCAVTS website with any protocol and operational revisions. Installation of classroom barrier shields between computer stations in Drafting & Design and Computer Networking programs. Construction to prevent face-to-face contact in administrative offices.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* **Monitoring students and staff for symptoms and history of exposure**	Symptom screening will be done by all parents/guardians at home each morning before the school day.
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	No children with symptoms should be sent on a bus or brought to school.

Requirement(s)	Strategies, Policies and Procedures
* Returning isolated or quarantined staff, students, or visitors to school **Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**	All FCAVTS staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill. Temperature screening will not be required upon entrance to school for students or staff. Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the nurse immediately if feeling symptomatic. FCAVTS and participating school districts will periodically share resources with the school community to help families understand when to keep children home. AAP When to Keep Your Child Home FCAVTS will work with participating school district administrators, and school nurses to identify an isolation room or area to separate anyone who has COVID-19 symptoms. An isolation room will also be available in the FCAVTS administrative office to include an air purifying system. Any area used by a person testing positive for COVID-19 will not be used before cleaning and disinfecting. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection. FCAVTS will adhere to participating district's Health and Safety Plan procedure of notifying staff and families of a confirmed case while maintaining confidentiality.

Requirement(s)	Strategies, Policies and Procedures
	Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation as directed by their healthcare provider or under the following conditions: 10 days from the onset of symptoms. Resolution of fever without the use of fever-reducing medications for the previous 72 hours. Improvement in respiratory symptoms (e.g., cough, shortness of breath) OR 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) Health and Safety Plan will be posted on the FCAVTS Website Provide regular update information when necessary, on FCAVTS website and through participating school district "All Call" system. Prepare parents and families for remote learning if school is temporarily dismissed.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **Protecting students and staff at higher risk for severe illness** * **Use of face coverings (masks or face shields) by all staff**	Restrict all non-essential travel Make every effort to adhere to guidelines set forth in the (FFCRA) Families First Coronavirus Response Act Discourage the implementation of perfect attendance awards and incentives.

Requirement(s)	Strategies, Policies and Procedures
* Use of face coverings (masks or face shields) by older students (as appropriate) **Unique safety protocols for students with complex needs or other vulnerable individuals** **Strategic deployment of staff**	Face coverings are recommended but required when staff and students are unable to maintain 6 feet of social distancing. Face coverings are recommended but required on busses and when staff and students are unable to maintain 6 feet of social distancing. *** Students and staff wear masks in public spaces, including the classroom, as per the Governor's directive July 1 ,2020. Subject to change.** **https://www.paprincipals.org/news?newsID=516AA911-C369-4A59-ABDB-EF75491E22C0** Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing face coverings, students unable to maintain proper social distancing. For these reasons, extra precautions will be implemented. These precautions include: If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student. The use of gloves by staff is recommended. If used, personal student Chromebooks and devices should be disinfected/sanitized each time a student enters or exits the classroom. Students should be encouraged to wear face coverings while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways. Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.

Health and Safety Plan Governing Body Affirmation Statement

The Joint Operating Committee for **the Fulton County Area Vocational Technical School** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 16, 2020**.

The plan was approved by a vote of:

_____ Yes

_____ No

Affirmed on: July 16, 2020

By:

_____

(*Signature* of JOC Chairperson*)

_____

(*Print Name of JOC Chairperson*)

*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.