Phased School Reopening
Health and Safety Plan Template

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

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

Table of Contents

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: Chester County Intermediate Unit

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 24, 2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator". For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Joseph Lubitsky	Director of Administrative Services	Pandemic Coordinator
George Fiore	Executive Director	Both (Plan Development and Response Team)
Paul Thompson	Director of Operations	Both (Plan Development and Response Team)
Jacalyn Auris	Director of Student Services	Both (Plan Development and Response Team)
Anita Riccio, Sam Ewing	Assistant Director of Student Services	Both (Plan Development and Response Team)

Kirk Williard	Director of Career and Technical Education	Both (Plan Development and Response Team)
Michael Katch	Assistant Director of Career and Technical Education	Both (Plan Development and Response Team)
Mary Curley	Director of Communications and Learning Solutions	Pandemic Crisis Response Team
John Demillion	Director of Information Technology	Pandemic Crisis Response Team
Noreen O'Neill	Director of Innovative Educational Services	Pandemic Crisis Response Team
Maureen Linahan and Danielle Schoeninger	Assistant Directors of Human Resources	Pandemic Crisis Response Team
Susan Mateka, Chamise Taylor, Kim Ring, Laurie Masino, Sue Lombardi, Frank McKnight, Ron Wilson, Joe Fullerton, Tamara Acuna, Deb Hiller	Building/Program Administrator	Both (Plan Development and Response Team)
Sandy Rocker	School Nurse	Both (Plan Development and Response Team)
Jeanne Casner	Chester County Health Director	Pandemic Crisis Response Team
23 Task Force Participants	Students	Health and Safety Plan Development
273 Task Force Participants	CCIU Staff	Health and Safety Plan Development
85 Task Force Participants	Parents	Health and Safety Plan Development

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:

- CCIU custodial staff and contracted custodial staff have conducted a deep cleaning and sanitization of all CCIU facilities following the guidelines of the Center for Disease Control (CDC) and Chester County Health Department.
- Our cleaning supplies meet or exceed OSHA and CDC requirements.
- Deep cleaning and sanitation procedures along with the increased/additional cleaning of high touch points and bathrooms will be implemented in accordance with facility usage and will occur daily.
- In addition to the daily cleaning, custodial staff will sweep the building routinely and disinfect high touch areas. Teachers, staff and/or students will use disinfectant wipes to clean desk and tabletops.
- Custodial staff have completed training relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the CCIU Phased Reopening Plan and be informed about daily disinfection procedures.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	General Considerations 1. Complete deep cleaning and sanitizing practices recommended by Health Department prior to reopening. 2. Implement/continue daily deep cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage. 3. Hand sanitizer to be made available at all staff and guest entrances. Touchless hand sanitizing dispensers will be installed near the bathrooms and at other high traffic common areas of the school buildings. 4. Disinfectant wipes will be available in classrooms so that	General Considerations 1. Complete deep cleaning and sanitizing practices recommended by Health Department prior to reopening. 2. Implement/ continue daily deep cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage. 3. Hand sanitizer to be made available at all staff and guest entrances. Touchless hand sanitizing dispensers will be installed near the bathrooms and at other high traffic common areas of the school buildings. 4. Disinfectant wipes will be available in classrooms where	Dr. George Fiore, CCIU Executive Director Paul Thompson, Director of Operations	Personal Protective Equipment provided to all staff. Cleaning, disinfecting and sanitizing materials available as needed. Daily cleaning, disinfecting and sanitizing supplies. Conversion of water fountains to water filler stations. Touchless hand sanitizing dispensers; portable hand sanitizers,	Y

staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested.)

5. Discontinue use of water fountains. Encourage use of water bottles from home or provide water bottles, when possible. Water bottle fillers will eventually replace traditional water fountains.
6. Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.
7. Close off areas of the building used by a sick person. Wait at least 24 hours before cleaning and disinfecting.
8. Vans will include sanitizing wipes, hand sanitizer, extra masks/face shields and gloves for use within the community.
9. Mobile and non-mobile devices such as laptops, iPads, desktop computers, monitors, keyboards, etc. will be sterilized along with other fixed surfaces.
10. Medical devices, therapy equipment, medical equipment, and materials used for instruction will be cleaned routinely between uses.
11. HVAC preventative maintenance protocol will be followed. This protocol was developed based on the American Society of Heating, Refrigeration and Air

Conditioning Engineers (ASRAE) Task Force. Bathrooms 12. Develop a high frequency cleaning and disinfecting schedule. 13. Bathrooms will be accessible and then closed for cleaning on a scheduled rotation so as to ensure all bathrooms are thoroughly cleaned periodically throughout the day. Classrooms 14. Use a misting machine or other methods to clean and disinfect equipment, keyboards, and desks/chairs. 15. All students and staff will be taught cleaning protocols and procedures, including how to properly use wipes and other cleaning materials to sanitize equipment and all other areas of their workstations. 16. Sharing of instructional materials (books, pencils, toys, tools, equipment, etc.) will be minimized. When necessary, shared materials will be wiped down between usage. 17. Visual reminders of proper hand washing protocols, appropriate to the student's developmental level, will be posted in learning areas and reviewed with students regularly.	Conditioning Engineers (ASRAE) Task Force. Bathrooms 12. Develop a high frequency cleaning and disinfecting schedule. 13. Bathrooms will be accessible and then closed for cleaning on a scheduled rotation so as to ensure all bathrooms are thoroughly cleaned periodically throughout the day. Classrooms 14. Use a misting machine or other methods to clean and disinfect equipment, keyboards, and desks/chairs. 15. All students and staff will be taught all cleaning protocols and procedures, including how to properly use wipes and other cleaning materials to sanitize equipment and all other areas of their workstations. 16. Sharing of instructional materials (books, pencils, toys, tools, equipment, etc.) will be minimized. When necessary, shared materials will be wiped down between usage. 17. Visual reminders of proper hand washing protocols, appropriate to the student's developmental level, will be posted in learning areas and reviewed with students regularly.	

	18. Nonessential furniture and play materials will be removed from classrooms and high traffic areas. 19. Adaptive equipment will be cleaned between uses and users. Cafeterias will be utilized when social distancing requirements can be met. 20. All tables will be wiped and disinfected by staff members (maintenance staff and cafeteria monitors) between all lunch periods. 21. Students will not use pin-pads. A touchless scanning method will be used for student ID presentation.	18. Nonessential furniture and play materials will be removed from classrooms and high traffic areas. 19. Adaptive equipment will be cleaned between uses and users. Cafeterias will be utilized when social distancing requirements can be met. 20. All tables will be wiped and disinfected by staff members (maintenance staff and cafeteria monitors) between all lunch periods. 21. Students will not use pin-pads. A touchless scanning method will be used for student ID presentation.			
Other cleaning, sanitizing, disinfecting, and ventilation practices	1. The building HVAC systems are regularly inspected and air filters are changed frequently. Ventilation protocols and procedures comply with the ASRAE Epidemic Task Force guidance. 2. Buildings will maintain proper temperatures and air circulation. 3. Cleaning, sanitizing and disinfecting supplies meet or exceed OSHA and CDC requirements. 4. Janitorial staff use an EPA-registered, healthcare-grade disinfectant and a nine-step cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces,	1. The building HVAC systems are regularly inspected and air filters are changed frequently. Ventilation protocols and procedures comply with the ASRAE Epidemic Task Force guidance. 2. Buildings will maintain proper temperatures and air circulation. 3. Cleaning, sanitizing and disinfecting supplies meet or exceed OSHA and CDC requirements. 4. Janitorial staff use an EPA-registered, healthcare-grade disinfectant and a nine-step cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces,	Dr. George Fiore, CCIU Executive Director Paul Thompson, Director of Operations	Personal Protective Equipment has been provided to all staff. Cleaning, disinfecting and sanitizing materials are secured as needed. Daily cleaning, disinfecting and sanitizing supplies used by location to avoid cross contamination.	Y

	focusing on common gathering areas. 5. CCIU custodial employees and contracted services completed training relative to COVID-19, mitigating infection and proper cleaning procedures. 6. Extend the time that HVAC systems are operating to keep air moving longer and to ensure reasonable temperatures for evening cleaning staff. 7. Itinerant staff members will be provided cleaning supplies in order to clean their materials and various work areas.	focusing on common gathering areas. 5. CCIU custodial employees and contracted services completed training relative to COVID-19, mitigating infection and proper cleaning procedures. 6. Extend the time that HVAC systems are operating to keep air moving longer and to ensure reasonable temperatures for evening cleaning staff. 7. Itinerant staff members will be provided cleaning supplies in order to clean their materials and various work areas.			

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

- Classrooms will be arranged with all desks facing the same direction maintaining 6 feet of distance between students to the maximum extent possible.
- The same students and staff will be grouped together as much as possible throughout the day. If a change of teacher/staff is necessary, the teachers /staff will move to the different classroom rather than the students, minimizing the number of people moving throughout the building.
- All buildings and programs will follow the CCIU COVID-19 Phased Reopening Procedures. This plan utilizes the guidance of the CDC and the Chester County Health Department.
- Students will be able to access the school yard and playground for recess. Adult supervision will ensure that all safety protocols are followed. If appropriate, outdoor space may be utilized for instructional purposes. Students will access the community as part of the prevocational and/or travel training programs. Cleaning, disinfecting and sanitizing procedures will be completed after use.
- All staff and students will follow hygiene routines upon entry into the building, when using the restroom, before and after eating, before and after using outdoor spaces and when exiting the building. Staff will teach proper hand washing routines as well as proper use of hand sanitizer.
- Transportation will be staggered to allow students to safely exit the vehicle and enter the building using proper social distancing. The same procedure will be utilized when students leave the school for the day.
- Visitors to the building will be discouraged or if necessary, limited. Alternatively, the use of videoconferencing has proven successful and will continue during the initial reopening period to allow relevant stakeholders "access" to the building.
- Our buildings and programs service a wide range of students with special needs. All staff will be required to follow social distancing and safety protocols and support students with following the guidelines as well. All students with age level cognition and the mobility to don and take off a personal mask without assistance will be required to wear a mask and to follow all safety protocols. Students with limited mobility, medical conditions and/or social/emotional/behavior challenges that will make wearing a mask challenging will not be required to do so.
- All staff working in the buildings and programs will participate in a virtual training regarding safety protocols prior to returning to the building/program and routinely after opening.
- On the first staff day, the building and program administration will review all safety protocols. Building/program administration will continue to monitor consistent implementation and provide retraining as necessary.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**	1. Student capacity will be determined by the ability to meet the 6-foot social distancing guidelines. 2. If 6-feet physical distance cannot be maintained due to the health and safety needs of students, the use of PPE, including gowns, masks, face shields, and/or gloves will be used. 3. Use of tables or desks, all six feet apart, marked visually with tape or other representation. 4. Turn tables or desks so that they are facing in the same direction. Arrange furniture to avoid clustering of students or grouping together and breaking social distancing. 5. Utilize virtual teaching and/or video technology such as SWIVL and OWLs to allow students participate in the classroom remotely through technology. 6. Maintain one-way hallways and shut down certain traffic areas within the building. 7. Eliminate procedures/routines that require standing in line. 8. Use visuals like tape lines, decals to help visualize distancing within the classrooms and hallways. 9. Remove materials, equipment and furniture when not used on a routine basis.	1. Student capacity will be determined by the ability to meet the 6-foot social distancing guidelines. 2. If 6-feet physical distance cannot be maintained due to the health and safety needs of students, the use of PPE, including gowns, masks, face shields, and/or gloves will be used. 3. Continue use of individual desks, or tables, all six feet apart, marked visually with tape or other representation. 4. Turn desks so that they are facing in the same direction. Arrange furniture to avoid clustering of students or grouping together and breaking social distancing. 5. Utilize video technology such as SWIVL and OWLs to allow students participate in the classroom through technology. 6. Maintain one-way hallways and shut down certain traffic areas within the building. 7. Eliminate procedures/routines that require standing in line. 8. Use visuals like tape lines, decals to help visualize distancing within the classrooms and hallways. 9. Remove materials, equipment and furniture when not used on a routine basis.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Janitorial support to move furniture. Supplies dispersed to all facilities/vans. Additional tables or desks. Technology for instruction, such as SWIVL or OWLs.	Y

	10. Itinerant staff who are scheduled to interact briefly with multiple students across classrooms and buildings will be scheduled virtually to the maximum extent possible. 11. When working with students in one-to-one or small group situations where there is no possibility to maintain 6-feet and/or students can't or refuse to wear masks, a plexiglass divider will be used, as practical.	10. Itinerant staff who are scheduled to interact briefly with multiple students across classrooms and buildings will be scheduled virtually to the maximum extent possible. 11. When working with students in one-to-one or small group situations where there is no possibility to maintain 6-feet and/or students can't or refuse to wear masks, a plexiglass divider will be used, as practical.			
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	1. Do not use the cafeteria for lunches unless six feet social distancing is feasible; have staff procure/deliver meals as needed to limit contact and wear appropriate/needed PPE when doing so. CCIU provided meals will be limited to prepackaged options. 2. Use disposable food service items. 3. Have staff and students bring their own meals from home when feasible/appropriate that do not require the use of the microwave or refrigeration. 4. If the use of microwave or refrigeration is necessary for students on special diets, the appliances will be cleaned and sanitized after each use. 5. In student bathrooms, urinals that do not have proper spacing will be blocked to limit to use one at a time. In some instances, staff	1. Continue to have staff and students bring their own meals from home when feasible or appropriate that do not require the use of the microwave or refrigeration. CCIU provided meals will be limited to prepackaged options. 2. Students may access cafeteria space if individual seating at 6-foot social distancing is feasible. 3. Students will be served and eat at their assigned seat. There will be limited use of cafeteria. 4. Use disposable food service items. 5. If the use of microwave or refrigeration is necessary for students on special diets, the appliances will be cleaned and sanitized after each use. 6. Make sure all food items and materials are handled with gloves and needed PPE. 7. In student bathrooms, urinals that do not have proper spacing will	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Packaged breakfasts and lunches. Possible modifications to bathrooms. Disposable containers for packaging meals. Scanner to read bar codes for touchless POS.	Y

	may limit bathroom use to one student at a time. 6. Monitor and limit the number of students entering restrooms at one time to allow for social distancing. Community Based Instruction Setting 1. Staff will identify lunchroom location in community work setting, businesses, or availability of outdoor seating. 2. If community space does not ensure social distancing requirements, consider abbreviated time in the community and return to home or classroom for lunch.	be blocked to limit to use one at a time. In some instances, staff may limit bathroom use to one student at a time. 8. Monitor and limit the number of students entering restrooms at one time to allow for social distancing. Community Based Instruction Setting 1. Staff will identify lunchroom location in community work setting, businesses, or availability of outdoor seating. 2. If community space does not ensure social distancing requirements, consider abbreviated time in the community and return to home or classroom for lunch.			
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	1. Students and staff will wash or sanitize their hands upon entering the classroom and prior to leaving the building; before and after eating; after using the bathroom or after touching contaminated surfaces/items. 2. Bathroom breaks will be staggered to eliminate congregating. 3. Sanitize or wash hands if an individual touches face, coughs, sneezes, etc. 4. Sanitize or wash hands before putting on PPE and after taking it off. 5. Sanitize or wash hands upon entering/exiting community	1. Students and staff will wash or sanitize their hands upon entering the classroom and prior to leaving the building; before and after eating; after using the bathroom or after touching contaminated surfaces/items. . 2. Bathroom breaks will be staggered to eliminate congregating. 3. Hand washing/sanitizing if an individual touches face, coughs, sneezes, etc. 4. Sanitize or wash hands before putting on PPE and after taking it off. 5. Sanitize or wash hands upon entering/exiting community	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Disinfectants PPE Signs Handwashing video	Y

settings and vans. Follow the hygiene guidelines of the job site. 6. Utilize the same driver for to/from work site. Van will be wiped down with disinfecting wipes upon return and prior to next use. 7. Make video/provide instruction on thoroughly washing for 20 seconds. 8. Staff required to complete hand washing routines for before, during, and after food prep/delivery. 9. Use PA system/global reminders for sanitizing throughout the day/overall reminders for social distancing. 10. Teach and reinforce the use of masks/face shields for staff and students. (Provide language interpretation for students who are non-English speaking.) All staff and students, who do not meet one of the exceptions for wearing masks as per the Governor's orders, are required to wear masks/face shields. Student masks will be required as long as the Governor's orders for wearing mask remain in effect. Should the Governor's orders change, staff will continue to wear masks and face coverings. All students of cognitive ability and mobility that can independently take off masks without assistance will be highly encouraged to wear a mask all day, even if the Governor's	settings and vans. Follow the hygiene guidelines of the job site. 6. Utilize the same driver for to/from work site. Van will be wiped down with disinfecting wipes upon return and prior to next use. 7. Make video/provide instruction on thoroughly washing for 20 seconds. 8. Staff required to complete hand washing routines for before, during, and after food prep/delivery. 9. Use PA system/global reminders for sanitizing throughout the day/overall reminders for social distancing. 10. Teach and reinforce the use of masks/face shields for staff and students. (Provide language interpretation for students who are non-English speaking.) All staff and students, who do not meet one of the exceptions for wearing masks as per the Governor's orders, are required to wear masks/face shields. Student masks will be required as long as the Governor's orders for wearing mask remain in effect. Should the Governor's orders change, staff will continue to wear masks and face coverings. All students of cognitive ability and mobility that can independently take off masks without assistance will be highly encouraged to wear a mask all day, even if the Governor's

	orders are lifted. (CCIU provided masks/face shields or personal masks are acceptable.) 11. Although it is recommended that staff wear masks at all times, they may remove their masks in private offices or non-congregate areas when they are able to maintain social distancing. 12. Staff who work with students who may be unable to control coughing, sneezing, spitting, are able to consider change of clothing/scrubs; use of disposable changing sheets for changing areas. 13. Provide training to staff, students, and families on effective use of PPE, prevention of COVID, signs of COVID, when to seek medical assistance, etc.	orders are lifted. (CCIU provided masks/face shields or personal masks are acceptable.) 11. Although it is recommended that staff wear masks at all times, they may remove their masks in private offices or non-congregate areas when they are able to maintain social distancing. 14. Staff who work with students who may be unable to control coughing, sneezing, spitting, are able to consider change of clothing/scrubs; use of disposable changing sheets for changing areas. 12. Provide training to staff, students, and families on effective use of PPE, prevention of COVID, signs of COVID, when to seek medical assistance, etc.			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	1. Staff to complete health and wellness screening questions prior to entry and students upon entry. 2. Post signs in highly visible areas including: • Directional signage in hallways • Hand-washing guidelines at all sinks • Guidelines for use of masks/face shields • Guidelines for safe food consumption • Sanitization guidelines	1. Staff to complete health and wellness screening questions prior to entry and students upon entry. 2. Post signs in highly visible areas including: • Directional signage in hallways • Hand-washing guidelines at all sinks • Guidelines for use of masks/face shields • Guidelines for safe food consumption • Sanitization guidelines	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Pictures and social stories related to social distancing, stopping the spread of germs, and wearing masks. Signage for hallways and sinks.	Y

	• Procedures for outsiders/non-essential individuals at entrance • Info/signs on COVID warning signs for staff and students 3. Use tape to provide space markers in classrooms. 4. Broadcast regular announcements with pertinent information/staff videos. 5. Job trainers and travel trainers will have pictorial signage and social stories to review with students prior to each session relative to stopping the spread of germs. 6. Clipboard and signage in the vans will be wiped down with disinfectant wipes.	• Procedures for outsiders/non-essential individuals at entrance • Info/signs on COVID warning signs for staff and students 3. Use tape to provide space markers in classrooms. 4. Broadcast regular announcements with pertinent information/staff videos. 5. Job trainers and travel trainers will have pictorial signage and social stories to review with students prior to each session relative to stopping the spread of germs. 6. Clipboard and signage in the vans will be wiped down with disinfectant wipes.			
* Identifying and restricting non-essential visitors and volunteers	1. School team meetings to be coordinated by teleconference. 2. No visitors allowed in the building. 3. Related service providers/ community agency supports encouraged to conduct services through telehealth. 4. Specific drop off/pick up procedure implemented through phone and staff escort. 5. Conduct all tours virtually. 6. Limit deliveries to a specific location and do not allow entrance into the building.	1. To the greatest extent possible, school team meetings and related service providers/ community agency supports to be coordinated by teleconference. 2. Visitors by appointment only with limited frequency and length of time. 3. Non-essential visitors at the community sites will be limited to designated area while exercising protective safety measures of the site. 4. Limit deliveries to a specific location and do not allow entrance into the building.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Virtual tours	Y

* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	1. Playgrounds/gym will be free of additional toys and sporting equipment. 2. No more than two classes at a time on the recess yard. 3. Conduct outdoor activities that promote more social distancing. 4. Use of gym for physical education will be discouraged. 5. Sanitization of equipment between classes. 6. No youth sports at this time. 7. Pool area to remained closed.	1. Monitor number of classes on the playground or in the gym with defined scheduled times with time to sanitize the space between. 2. Classes to bring non-shared sporting equipment. 3. Conduct outdoor activities that promote more social distancing. 4. Sanitization of equipment between classes. 5. Youth sports and pool opening under the guidance of the Special Olympics practices. 6.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Class schedule for gym/recess areas. Sanitation schedule. Individual equipment for class.	Y
Limiting the sharing of materials among students	1. No sharing of materials, when possible. 2. If necessary, students may alternate use of materials after sanitization. 3. Increased use of technology over paper and/or manipulatives to the maximum extent feasible. 4. Use of identified storage space for personal items. 5. Families to supply personal care items. 6. Limit use of materials to those that are easily/quickly cleaned and or disinfected.	1. No sharing of materials, when possible. 2. If necessary, students may alternate use of materials after sanitization. 3. Increased use of technology over paper and/or manipulatives, to the maximum extent feasible. 4. Continue identified storage space for personal items. 5. Continue to have families supply personal care items. 6. Shared materials will be disinfected after each use, if needed on the worksite. Students will wash hands or use hand sanitizer before transitioning to next assigned task.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Personal technology for staff and students. Individual items for children as feasible. Sanitizer and area store materials waiting for sanitation.	Y

Staggering the use of communal spaces and hallways	1. Restrict and/or eliminate non-essential transitions. 2. Have staff strategically posted for directional assistance. 3. Use multiple entrances at scheduled times. 4. Post highly visible signs and mark communal and hallway spaces in 6ft increments. 5. Use bell schedule or similar notification system to limit crowded hallways. 6. In the community/worksite, students and staff will be required to wear masks/face shields. 7. If possible, use flexible work sites (e.g. telework) and flexible work hours (e.g. staggered shifts) to help establish practices for social distancing.	1. Staggered transitions and continue the practice of limited transitions and elimination of non-essential transitions. 2. Consider and pilot the return to flexible instructional groups. 3. Maintain highly visible signs in communal spaces/hallways. 4. Maintain use of a bell schedule or similar notification to limit crowded hallways. 5. In the community/worksite, students and staff will be required to wear masks/face shields.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Schedules for classrooms and buildings. Signage for hallways, shared spaces.	Y
Adjusting transportation schedules and practices to create social distance between students	1. Staggered district arrivals and singular bus on and off board within a 10-minute window. 2. Place markings on the sidewalks to adhere to six feet distancing. 3. Follow the transportation guidelines of sending schools for cleaning buses, wearing masks/face shields and maintaining social distancing guidelines. CCIU transportation coordinator will maintain communication with LEAs to ensure protocols are followed. 4. For community- based instruction van occupancy will be limited to two staff and two students. Staff and students will wear PPE.	1. Continued staggered arrival but with increased vehicles and frequency of off boarding/on boarding. 2. Place markings on the sidewalks to adhere to six feet distancing. 3. Follow the transportation guidelines of sending schools for cleaning buses, wearing masks/face shields and maintaining social distancing guidelines. CCIU transportation coordinator will maintain communication with LEAs to ensure protocols are followed. 4. Continued community-based van occupancy of two staff and two	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Additional transportation resources Schedules Markings for sidewalks Extra masks for vans, buses	Y

		students. Staff and students will wear PPE.			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	1. Set up classroom spaces to include the number of students/staff allowable with 6-foot social distancing. 2. Access additional classrooms and furniture to facilitate distance requirements. 3. Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff all day to the maximum extent feasible. 4. Eliminate or limit the mixing of groups of students and staff as feasible. 5. Review of community partner sites to determine ability to accommodate 6-foot social distancing with assigned work tasks/environment.	1. Set up classroom spaces to include the number of students/staff allowable with 6-foot social distancing. 2. Access additional classrooms and furniture to facilitate distance requirements. 3. Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff all day to the maximum extent feasible. 4. Eliminate or limit the mixing of groups of students and staff as feasible. 5. Review of community partner sites to determine ability to accommodate 6-foot social distancing with assigned work tasks/environment. 6. Begin training on public transit use, utilizing social distancing and preventative strategies to minimize risk for transmission of COVID. Call ahead to assess volume on public transit.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Teacher/Student furniture Occupancy signs Tape	Y
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or	1. Survey to parents regarding participation and transportation needs 2. Ongoing communication with stakeholders (LEAs, transportation companies, community partners, etc.)	1. Defined protocols and communication with stakeholders.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE		Y

modified school-year calendars			Dr. Anita Riccio and Mr. Sam Ewing, Student Services	
Other social distancing and safety practices	1. Medication to be provided in classroom by nurse. 2. Elimination of flexible groups and special area classes 3. Defined response protocols for crisis behaviors 4. System for monitoring staff completion of required trainings.	1. Medication to be provided in classroom by nurse. 2. Decreased transitions to special area classes. 3. Defined response protocols for crisis behaviors.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services	Y

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

- All staff will complete the self-screening tool that reviews COVID-19 symptoms and other risk factors at home each morning prior to leaving for work. Any symptoms will be reported to supervisors. All parents of students will be asked to complete the screening each morning. If symptoms exist, the student should remain at home.
- Staff will self-report from home prior to leaving for work, daily. Parents will complete the health screening daily each morning and keep any child with symptoms home. If symptoms exist, staff or students will remain at home and contact the appropriate administrator. Students capable of responding will be asked the health screening questions upon entry into the building and will be sent to the quarantine room if symptoms are present.
- Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick. Staff or students with a probable or confirmed exposure will be sent to the isolation room or home.
- The school nurse, in consultation with building/program administration, will direct staff or students to their healthcare provider or Chester County Health Department for decisions regarding quarantine.
- Staff or students will be allowed to return to the building/program with a doctor's note or a negative test result. Staff who are unable or uncomfortable with returning will be asked to work with their supervisor and Human Resources team to determine eligibility for leave and/or accommodations.
- Students and parents, in coordination with their health care professional and with regard to Chester County Health Department guidelines, will determine if the students are able to return.
- Families will be notified of the need for potential school closures through the SchoolMessenger system. This system calls, emails and texts information to parents/guardians in English or native language. Information will also be posted on the website and social media outlets.
- All staff working directly with students will be trained to monitor students for symptoms. Adults will be expected to monitor their own symptoms and report concerns to the school nurse or building/program administrator. Training will occur prior to the return to the building/program and will be reinforced by the administrators and nurse at an in-person meeting on the first day the staff member returns to work. Administrators will monitor the staff and provide on-going training as deemed necessary.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Monitoring students and staff for symptoms and history of exposure**	1. Staff and students are required to adhere to all sign-in/sign-out procedures. 2. Staff will conduct wellness checks prior to leaving their home each morning. If staff experience any symptoms, he/she is to remain home and contact supervisor per protocol. 3. A backup staffing plan will be established and include a roster of trained/back up staff to use in the event employees are out sick.	1. Staff, parents, visitors and students are required to adhere to all sign-in/sign-out procedures and/or wellness checks. 2. Staff will conduct wellness checks prior to leaving their home each morning. If staff experience any symptoms, he/she is to remain home and contact supervisor per protocol. 3. A backup staffing plan will be established and include a roster of trained/back up staff to use in the event employees are out sick.	Dr. George Fiore, CCIU Executive Director Building Principals and/or Program Administration	Technology for data collection.	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)
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	1. Staff or students with COVID-19 symptoms should stay home and notify their supervisor and/or school officials immediately. 2. If symptoms occur in the building, staff or students will be isolated in a quarantine room. 3. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms. 4. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. 5. If necessary, establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19. 6. If staff or student reports a history of exposure, he/she will be placed in isolation or sent home.	1. Staff or students with COVID-19 symptoms should stay home and notify their supervisor and/or school officials immediately. 2. If symptoms occur in the building, staff or students will be isolated in a quarantine room. 3. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms. 4. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. 5. If necessary, establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19. 6. If staff or student reports a history of exposure, he/she will be placed in isolation or sent home.	Dr. George Fiore, CCIU Executive Director Building Principals and/or Program Administration	Isolation Space Additional nursing staff Decision tree to determine the level of symptoms warranting admittance to the isolation space and supervision of the isolation space.	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)
* **Returning isolated or quarantined staff, students, or visitors to school**	1. Follow the protocol for safely returning staff and students to school based on guidance from the Chester County Health Department. 2. Implement flexible attendance policies that enable students to stay at home when they are sick, have been exposed, or are caring for someone sick.	1. Follow the protocol for safely returning staff and students to school based on guidance from the Chester County Health Department. 2. Implement flexible attendance policies that enable students to stay at home when they are sick, have been exposed, or are caring for someone sick.	Dr. George Fiore, CCIU Executive Director Building Principals and/or Program Administration	Isolation space Additional nursing staff Technology	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	1. Activate the School Messenger system to quickly notify staff and families of school closures. 2. Provide communications in English or native language. 3. Establish/update a webpage with health information. 4. Post announcements on the CCIU website and other forms of social media. 5. Monitor district plans and coordinate/review school closings and operational procedures with member school districts. 6. Contact transportation and staffing providers to implement and coordinate prevention efforts. 7. In accordance with state and local requirements, notify local health department officials.	1. Activate the School Messenger system to quickly notify staff and families of school closures. 2. Provide communications in English or native language. 3. Establish/update a webpage with health information. 4. Post announcements on the CCIU website and other forms of social media. 5. Monitor district plans and coordinate/review school closings and operational procedures with member school districts. 6. Contact transportation and staffing providers to implement and coordinate prevention efforts. 7. In accordance with state and local requirements, notify local health department officials.	Dr. George Fiore, CCIU Executive Director Building Principals and/or Program Administration	Technology	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)
Other monitoring and screening practices	1. Follow the Chester County Department of Health, Center for Disease Control (CDC) and state department guidance, guidelines, recommendations, and protocols for operation in the yellow phase. 2. Establish procedures with partner agencies (such as Source4Teachers/CCRES/ Austill's, etc.), whose employees work at CCIU sites, to verify wellness checks. 3. CCIU employees that work in the community will verify CCIU wellness and screening procedures with partner agencies and families. 4. Conduct regular monitoring, social distancing and disinfect and cleaning of all work and student spaces in the community setting. 5. Development of program specific protocols with regard to staff administering personal care assistance to students in order to protect staff and students.	1. Follow the Chester County Department of Health, Center for Disease Control (CDC) and state department guidance, guidelines, recommendations, and protocols for operation in the green phase. 2. Establish procedures with partner agencies (such as Source4Teachers/CCRES/ Austill's, etc.), whose employees work at CCIU sites, to verify wellness checks. 3. CCIU employees that work in the community will verify CCIU wellness and screening procedures with partner agencies and families. 4. Conduct regular monitoring, social distancing and disinfect and cleaning of all work and student spaces in the community setting. 5. Development of program specific protocols with regard to staff administering personal care assistance to students in order to protect staff and students.	Dr. George Fiore, CCIU Executive Director Building Principals and/or Program Administration	Technology CCIU Self-screening Tool	Y

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

- All staff will wear masks/face shields unless it is unsafe for them to do so. Staff should wear appropriate PPE based on specific interactions they are having with students. All students, who do not meet one of the exceptions for wearing masks as per the Governor's orders, are required to wear masks/face shields. Training/guidance will be provided.
- The CCIU COVID-19 Phased Reopening Plan provides staff and students with confidentiality in the event that they are high risk. The plan addresses options for students and staff to limit their risk of exposure such as working from home, virtual learning for students and limit job responsibilities that require face-to-face interaction/exposure.
- Current practice allows buildings/programs to have regular building substitutes. These teachers and instructional aides are familiar with our students and programming. These individuals will complete the same training protocols as regular staff. Administration will provide oversite and guidance.
- The CCIU has a full array of instructional, behavioral, school counseling and mental health staff to address the needs of our students and families. Teachers, instructional aides, behavior staff, licensed mental health therapists, school counselors and social workers are available to address concerns related to COVID-19 and the return to school.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	1. Offer options for students and staff that limit their risk of exposure like working from home, virtual learning for students, and limit job responsibilities that require face-to-face interaction/exposure. 2. Maintain policies to protect the privacy of people at higher risk of illness.	1. Offer options for students and staff that limit their risk of exposure like working from home, virtual learning for students, and limit job responsibilities that require face-to-face interaction/exposure. 2. Maintain policies to protect the privacy of people at higher risk of illness.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services Building Principals and/or Program Administration	PPE	Y
* Use of face coverings (masks or face shields) by all staff	1. All staff will wear masks/face shields unless it is unsafe for them to do so. 2. Staff should wear appropriate PPE based on specific interactions they are having with students. 3. Staff should wear appropriate PPE in care areas of suspected individuals with COVID symptoms. 4. Disposable face masks will be provided by the organization.	1. All staff will wear masks/face shields unless it is unsafe for them to do so. 2. Staff should wear appropriate PPE based on specific interactions they are having with students. 3. Staff should wear appropriate PPE in care areas of suspected individuals with COVID symptoms. 4. Disposable face masks will be provided by the organization.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services Building Principals and/or Program Administration	PPE	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)
* **Use of face coverings (masks or face shields) by older students (as appropriate)**	1. Students will need to wear face masks/face shields when in the school buildings. 2. Teach and reinforce the use of masks/face shields for all students. All students, who do not meet one of the exceptions for wearing masks as per the Governor's orders, are required to wear masks/face shields. Student masks will be required as long as the Governor's orders for wearing mask remain in effect. Students of cognitive ability and mobility that can independently take off masks without assistance will be highly encouraged to wear a mask all day, even if the Governor's orders are lifted. 3. Students may choose to wear clean, personal masks. 4. Disposable face masks will be provided by the organization for students that don't have one.	1. Students will need to wear face masks/face shields when in the school buildings. 2. Teach and reinforce the use of masks/face shields for all students. All students, who do not meet one of the exceptions for wearing masks as per the Governor orders, are required to wear masks/face shields. Student masks will be required as long as the Governor 's orders for wearing mask remain in effect. Students of cognitive ability and mobility that can independently take off masks without assistance will be highly encouraged to wear a mask all day, even if the Governor's orders are lifted. 3. Students may choose to wear clean, personal masks. 4. Disposable face masks will be provided by the organization for students that don't have one.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services Building Principals and/or Program Administration	PPE	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)
Unique safety protocols for students with complex needs or other vulnerable individuals	1. Students with medical needs or disability should not wear PPE if it would interfere with their ability to breathe. 2. Teach students how to properly put on and remove masks/face shields. 3. First responders to a behavior crisis should be relieved as soon as possible if they are not wearing appropriate PPE. 4. Dispose or clean PPE immediately after physical intervention. 5. Staff should have a change of clothes available in case of possible contamination. 6. School health professionals should work with primary care providers to identify alternatives to certain treatments. 7. Consider needs of staff/students who must be able to see the face of speaker. 8. Account for possible interpreter for students or staff, if needed.	1. Students with medical needs or disability should not wear PPE if it would interfere with their ability to breathe. 2. Teach students how to properly put on and remove masks/face shields. 3. First responders to a behavior crisis should be relieved as soon as possible if they are not wearing appropriate PPE. 4. Dispose or clean PPE immediately after physical intervention. 5. Staff should have a change of clothes available in case of possible contamination. 6. School health professionals should work with primary care providers to identify alternatives to certain treatments. 7. Consider needs of staff/students who must be able to see the face of speaker. 8. Account for possible interpreter for students or staff, if needed.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services Building Principals and/or Program Administration	PPE	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)
Strategic deployment of staff	1. Staff will report to the building/program where they are currently working. 2. For vacancies, properly trained substitutes will be assigned to familiar classrooms. 3. Building/Program administrators will ensure that staff are maintaining safety protocols and social distancing.	1. Staff will report to the building/program where they are currently working. 2. For vacancies, properly trained substitutes will be assigned to familiar classrooms. 3. Building/Program administrators will ensure that staff are maintaining safety protocols and social distancing.	Dr. George Fiore, CCIU Executive Director Dr. Kirk Williard and Mr. Michael Katch, CTCE Dr. Anita Riccio and Mr. Sam Ewing, Student Services Building Principals and/or Program Administration	Substitute teachers and aides	Y

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Center for Disease Control and Prevention Trainings: Symptoms of Coronavirus; Use of Face Coverings; Social Distancing; What to Do If You Are Sick	Staff and students Offered to parents	Dr. George Fiore, CCIU Executive Director Human Resources Team	Online video	Technology & Internet	August 7, 2020	September 4, 2020
Trauma & COVID 19	Staff	Dr. George Fiore, CCIU Executive Director Human Resources Team	Online video	Technology & Internet	August 7, 2020	September 4, 2020
Training of the Proper Use of Face Masks for Students	Staff with student interaction	PSE Supervisors / Building/Program Administration/CTE Principals	Video, social stories, in-person training	Technology, social stories	August 7, 2020	September 4, 2020
Sanitation/Disinfection and Use of PPE Training	Staff and parents	PSE Supervisors; Building/Program Administration / CTE Principals	Power Point, social stories, video and/or in person	Power Point, social stories, technology, internet	August 7, 2020	September 4, 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
Initial Communication about the Phased School Reopening Plan	Parents/Guardians CCIU Staff	Mary Curley, Communications Director	Electronic through SchoolMessenger which calls, emails and texts parents/guardians and written communication (English or native language versions)	6/22/20	7/10/20
Phased Reopening Plan	Parents/Guardians CCIU Staff	Mary Curley, Communications Director	Website, Facebook page, Instagram, and Twitter accounts	8/20/20	ongoing
Communication about Staff/Student Illness and Plan for Opening/Closing Schools	Parents/Guardians CCIU Staff Chester County Health Department	Mary Curley, Communications Director	Electronic through SchoolMessenger which calls, emails and texts parents/guardians and written communication (English or native language versions)	6/22/20	Ongoing
Communication about Task Force Meetings for Health & Safety Plan Development.	Parents/Guardians CCIU Staff Students	Mary Curley, Communications Director	Electronic through SchoolMessenger which calls, emails and texts parents/guardians	07/08/20	07/08/20

Health and Safety Plan Summary: CHESTER COUNTY INTERMEDIATE UNIT

Anticipated Launch Date: August 24, 2020

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	- CCIU custodial staff and contracted custodial staff have conducted a deep cleaning and sanitization of all CCIU facilities following the guidelines of the Center for Disease Control (CDC) and Chester County Health Department. - Our cleaning supplies meet or exceed OSHA and CDC requirements. - Deep cleaning and sanitation procedures along with the increased/additional cleaning of high touch points and bathrooms will be implemented in accordance with facility usage and will occur daily. - In addition to the daily cleaning, custodial staff will sweep the building routinely and disinfect high touch areas. Teachers, staff and/or students will use disinfectant wipes to clean desk and tabletops. - Custodial staff have completed training relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the CCIU Phased Reopening Plan and be informed about daily disinfection 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**	• Classrooms will be arranged with all desks facing the same direction maintaining six feet of distance between students to the maximum extent possible. • The same students and staff will be grouped together as much as possible throughout the day. If a change of teacher/staff is necessary, the teachers/staff will move to the different classroom rather than the students, minimizing the number of people moving throughout the building. • All buildings/programs will follow the CCIU COVID-19 Phased Reopening Procedures. This plan utilizes the guidance of the CDC and the Chester County Health Department. • Students will be able to access the school yard and playground for recess. Adult supervision will ensure that all safety protocols are followed. If appropriate, outdoor space may be utilized for instructional purposes. Cleaning, disinfecting and sanitizing procedures will be completed after use. • Students will access the community as part of the prevocational and/or travel training programs. • All staff and students will follow hygiene routines upon entry into the building, when using the restroom, before/after eating, before/after using outdoor spaces and when exiting the building and after touching contaminated surfaces/items. Staff will teach proper hand washing routines as well as proper use of hand sanitizer. • Transportation will be staggered to allow students to safely exit the vehicle and enter the building using proper social distancing. The same procedure will be utilized when students leave the school for the day.

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**	• Visitors to the building will be discouraged or if necessary, limited. Alternatively, the use of videoconferencing has proven successful and will continue during the initial reopening period to allow relevant stakeholders "access" to the building. • Our buildings/programs service a wide range of students with special needs. All staff will be required to follow social distancing and safety protocols and support students with following the guidelines as well. All students with age level cognition and the mobility to don and take off a personal mask without assistance will be required to wear a mask and to follow all safety protocols. Students with limited mobility, medical conditions and/or social/emotional/behavior challenges that will make wearing a mask challenging will not be required to do so. • All staff working in the buildings/programs will participate in a virtual training regarding safety protocols prior to returning to the building/program and routinely after opening. • On the first staff day, the building/program administration will review all safety protocols. Building/program administration will continue to monitor consistent implementation and provide retraining as necessary.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	• All staff will complete the self-screening tool that reviews COVID-19 symptoms and other risk factors at home each morning prior to leaving for work. Any symptoms will be reported to supervisors. All parents of students will be asked

Requirement(s)	Strategies, Policies and Procedures
* 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** **Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**	to complete the screening each morning. If symptoms exist, the student should remain at home. • Staff will self-report from home prior to leaving for work, daily. Parents will complete the health screening daily each morning and keep any child with symptoms home. If symptoms exist, staff or students will remain at home and contact the appropriate administrator. • Students capable of responding will be asked the health screening questions upon entry into the building and will be sent to the quarantine room if symptoms are present. • Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick. Staff or students with a probable or confirmed exposure will be sent to the isolation room or home. • The school nurse, in consultation with building/program administration, will direct staff or students to their healthcare provider or Chester County Health Department for decisions regarding quarantine. • Staff or students will be allowed to return to the building/program with a doctor's note or a negative test result. Staff who are unable or uncomfortable with returning will be asked to work with their supervisor and Human Resources team to determine eligibility for leave and/or accommodations. • Students and parents, in coordination with their health care professional and with regard to Chester County Health Department guidelines, will determine if the students are able to return. • Families will be notified of the need for potential school closures through the SchoolMessenger system. This system calls, emails and texts information to parents/guardians in

Requirement(s)	Strategies, Policies and Procedures
	English or native language. Information will also be posted on the website and social media outlets.
	• All staff working directly with students will be trained to monitor students for symptoms. Adults will be expected to monitor their own symptoms and report concerns to the school nurse or building/program administrator. Training will occur prior to the return to the building/program and will be reinforced by the administrators and nurse at an in-person meeting on the first day the staff member returns to work. Administrators will monitor the staff and provide on-going training as deemed necessary.

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** *** 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**	• All staff will wear masks/face shields unless it is unsafe for them to do so. Staff should wear appropriate PPE based on specific interactions they are having with students. All students, who do not meet one of the exceptions for wearing masks as per the Governor's orders, are required to wear masks/face shields. Training/guidance will be provided. • The CCIU COVID-19 Phased Reopening Plan provides staff and students with confidentiality in the event that they are high risk. The plan addresses options for students and staff to limit their risk of exposure such as working from home, virtual learning for students and limit job responsibilities that require face-to-face interaction/exposure. • Current practice allows buildings/programs to have regular building substitutes. These teachers and instructional aides are familiar with our students and programming. These

Requirement(s)	Strategies, Policies and Procedures
	individuals will complete the same training protocols as regular staff. Administration will provide oversite and guidance. • The CCIU has a full array of instructional, behavioral, school counseling and mental health staff to address the needs of our students and families. Teachers, instructional aides, behavior staff, licensed mental health therapists, school counselors and social workers are available to address concerns related to COVID-19 and the return to school.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Chester County Intermediate Unit** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 19, 2020.**

The plan was approved by a vote of:
    __11__ **Yes**
    __0__ **No**

Affirmed on: **August 19, 2020**

By:

Bonnie J. Wolff

(Signature* of Board President)

Bonnie J. Wolff

(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.