



North Montco Technical Career Center Phased School Reopening Health and Safety Plan

North Montco Technical Career Center's Health and Safety Plan serves to formalize and communicate the guidelines used for the 2022-2023 school year.

This plan was developed through consultation with the five sending school districts, North Penn, Souderton, Perkiomen Valley, Wissahickon, and Methacton; a review of the most current State and Local CDC Guidelines, and a task force of stakeholder volunteers.

This plan provides an overview of recommendations from the Montgomery County Office of Public Health for responding to COVID-19 cases. This plan was reviewed by the Joint Operating Committee and approved on August 15, 2022. Reopening will launch on August 24, 2022, for our faculty and staff and on August 30, 2022, for all students.

North Montco Technical Career Center's Health and Safety Plan is subject to change in order to reflect and be consistent with the current status of public health conditions. To ensure that the Health and Safety Plan is current and up-to-date, North Montco will continually monitor all orders, rules, regulations, guidance and other relevant information issued by the Office of Governor, the Department of Health, the Department of Education, the Montgomery County Department of Health, local authorities and other agencies or departments having jurisdiction. Based on the most current information available, North Montco's Health and Safety Plan will be updated by the Administrative Director.

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	7
Cleaning, Sanitizing, Disinfecting and Ventilation.....	7
Social Distancing and Other Safety Protocols	11
Monitoring Student and Staff Health.....	13
Health and Safety Plan Professional Development.....	17
Health and Safety Plan Summary	18
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....	18
Social Distancing and Other Safety Protocols.....	18
Monitoring Student and Staff Health	19
Other Considerations for Students and Staff	19
Health and Safety Plan Governing Body Affirmation Statement	22

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

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.

Please note that depending upon the public health conditions in our county, 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 low, moderate or substantial level of transmission. It is likely that North Montco Technical Career Center will need to change based on designation. The Health and Safety Plan will help to ensure fluid transition between more and less restrictive conditions in each of the phase requirements as needed.

Please see the current guidance at www.montcopa.org/3524/COVID-19-Guidance from the Montco Office of Public Health. The Health and Safety Plan will help to ensure fluid transmission between more and 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?
 - Students will be in-person daily.
 - Individuals positive for COVID-19 must isolate at home. Once recovered, individuals can return to school 5 days after symptoms begin if they are no longer symptomatic, are fever-free for 24 hours without fever-reducing medication,, and wear a mask for 5 additional days.
- How did you engage stakeholders in the type of re-opening your school entity selected?
 - Surveys, Social Media
- How will you communicate your plan to your local community?
 - Website, Social Media
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
 - Total Attendance of students, staff, and community spread

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

Pandemic Coordinator/Team

North Montco Technical Career Center identified 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. North Montco Technical career Center's Reopening Taskforce and each member's role is identified:

- **Pandemic Coordinator:** Individual will lead the development and implementation of the Health & Safety Plan and will handle all COVID-19 related communication
- **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)
Peggy Bossert	CTE Staff	Health and Safety Plan Development
Justin DiBonaventura	School Police Officer	Both (Plan Development and Response Team)
Denise Collins	Adult Education Staff	Both (Plan Development and Response Team)
Elizabeth Shine	Special Education Staff	Health and Safety Plan Development
Dr. Beth Ann Haas	Administrative Staff	Health and Safety Plan Development
Joshua Bradigan	Facilities Staff	Health and Safety Plan Development

Roles and Responsibilities for Pandemic Crisis Response Team:

- Prevent accidents, injuries, and work/school-related illnesses in the schools.
- Create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by staff.
- Create and implement health and safety procedures/protocols/practices in accordance with the latest guidance and recommendations for the Department of Health (DOH) and Center for Disease Control (CDC) and to ensure that these procedures/protocols/practices are implemented by staff.
- Create a Health and Safety Plan and ensure it's regularly updated to reflect any changes to the law and/or guidance from federal, state, and local health officials. It's their responsibility.
- Ensure that each member of staff is aware of and adheres to the Health and Safety Plan.
- Provide regular inspections and risk assessments, and ensure that any hazards or defects are rectified immediately.
- Maintain records and thoroughly investigate any accident, community spread illness, and recommend any improvements in health and safety standards if required.
- Provide training to all staff in health and safety issues, and advising them on protective clothing and equipment where necessary.
- Serve as the key point of contact for any member of staff who has a query or concern regarding the health and safety of the workplace.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- **How will you ensure the building is cleaned and ready to safely welcome staff and students?**
 - NMTCC will follow the lead of all five sending districts. If they alternate students, we will accommodate these students and schedules. The school building underwent a deep cleaning this summer. All spaces occupied by staff and students will be thoroughly cleaned followed by a disinfection process that is effective against COVID-19.

- **How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?**
 - Procurement began in spring, and levels checked by Facilities Operation Manger regularly and replenished as they drop.

- **How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?**
 - Signage will be clearly evident. Staff and students will be trained on handwashing and face covering options. Once the school year begins, custodial staff will clean sanitize and disinfect each workspace and common areas daily. They will also disinfect high touch areas twice a day at the end of each session when rooms are vacant. Air handlers' outside dampers will be opened to allow more outside air into the ventilation system. A disinfecting system for air handlers is being explored.

- **What protocols will you put in place to clean and disinfect throughout an individual school day?**
 - A disinfecting system for air handlers is being explored. A regular spray sanitizing schedule will be followed several times a day. Hand sanitizing stations available and maintained regularly. North Montco is adding additional disinfectant sprayers, and cleaners to quickly disinfect. In addition, specific members of the custodial staff shall be reassigned to work during the school day to maintain cleanliness of the building while the building is occupied. Water fountains are

disabled, however, water bottle refills are available for students and staff and will be cleaned several times a day along with the rest room. Hand dryers in the rest room are disabled.

- **Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided?**
 - All staff and teachers will be trained through in-person and video demonstrations.

- **How will preparedness to implement as a result of the training be measured?**
 - It will be monitored.

Summary of Responses to Key Questions:

North Montco Technical Career Center will ensure the school building is cleaned and ready to safely welcome staff and students by August 24, 2022.

Requirements	Action Steps
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Prevention Practices</p> <p>Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school specific protocols.</p> <p>Encourage COVID-19 testing.</p> <p>All occupied spaces cleaned multiple times daily. High touch area disinfected daily. I.e. desktops, switches, handrails, door handles, etc.</p> <p>Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products. All spaces occupied by staff and students will be thoroughly cleaned, followed by a disinfection process utilizing a disinfectant that is effective against the coronavirus.</p> <p>All occupied spaces cleaned daily.</p> <p>High touch area disinfected daily. I.e. desktops, switches, handrails, door handles, etc.</p> <p>Restrooms additionally disinfected multiple times a day.</p> <p>Air handler's outside air damper opened to allow more outside air into the ventilation system.</p> <p>NMTCC staff will be trained on proper distancing and safety protocols.</p> <p>Department of Health signage will be displayed in classrooms, offices and public spaces.</p> <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective equipment will be utilized by staff and in accordance with current CDC and DOH recommendations.</p>

	<p>Wall mounted hand sanitizer at all sinks.</p> <p>Wall/post mounted sanitizer in common areas.</p> <p>CDL / Behind the Wheel Driver Education Training has specific sanitizing procedures for within the vehicles.</p> <p>Hand pump sanitizer in all classrooms.</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.</p> <p>Signage will be posted at entrances, restrooms, and throughout the facility.</p> <p>Limiting the sharing of materials among students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and DOH guidelines after use.</p> <p>Avoid sharing electronic devices, when feasible.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible.</p> <p>Limit use of supplies and equipment by one group of students at a time and clean and equipment, tools and machinery used by multiple students will be disinfected between each use.</p> <p>COVID-19 Exposure: The area used by individuals with COVID-19 will be closed off and disinfected after waiting 24-hours.</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Ventilation System filters will be changed < 3 months. Employing a sanitizing process for air circulation in high traffic areas</p>

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
 - Social distancing will be encouraged. Check for details www.montcopa.org/3524/COVID-19-Guidance
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
 - As safely as possible / social distance when possible.
- What policies and procedures will govern use of other communal spaces within the school building?
 - Lunch areas will be setup to allow for 6 feet of social distancing.
- How will you utilize outdoor space to help meet social distancing needs?
 - HPE classes access to fresh air.
- What hygiene routines will be implemented throughout the school day?
 - Hand sanitizers will be available throughout the building. Hand washing encouraged.
- How will you adjust student transportation to meet social distancing requirements?
 - NA
- What visitor and volunteer policies will you implement to mitigate spread?
 - All visitors will follow school guidance.
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
 - No
- Which stakeholders will be trained on social distancing and other safety protocols?
 - All Staff and Students
- When and how will the training be provided?
 - Staff – ASAP/Students – First day of school.
- How will preparedness to implement as a result of the training be measured?
 - Students – testing/Staff - Observations

Requirements	Actions Steps
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hand sanitizing stations will be placed at each entrance and hallway throughout the school</p> <p>All staff and students will be trained on handwashing and other hygiene related to the prevention of the spread of COVID-19.</p> <p>All staff and students will sanitize/wash hands before and after eating.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be posted in highly visible locations that promote everyday protective measures and good hygiene practices</p>

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?**
 - Educate staff, students, and parents/guardians on the signs and symptoms of COVID-19.
 - Communicate to parents/guardians that they are not to send students to school if they are exhibiting COVID-19 symptoms. Require staff to notify a Supervisor if they are experiencing COVID-19 symptoms, or have come in contact with someone with COVID19.
 - Communicate to students that if they exhibit COVID-19 symptoms while at North Montco, they are to notify their teacher to contact the Nurse.
- **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?**

Communication to notify families and staff of a confirmed staff or student illness or exposure that results in changes to the North Montco Health & Safety Plan will be communicated with through Social Media messaging and posting on the website.

- **Which stakeholders will be trained on protocols for monitoring students and staff health? When and how will the training be provided? How will preparedness to implement? as a result of the training be measured?**

All staff will be trained on the protocols for monitoring students' and staff members' health.

The Pandemic Crisis Response Team will continue to monitor staff and students for compliance and offer additional training if necessary.

Summary of Responses to Key Questions:

Professional Development will be delivered to faculty and staff. Students will receive training on handwashing and face coverings, as well as the importance of cleaning their workstations. Signage and communication through email, social media and the North Montco Website will keep families informed of evolving situations.

Requirements	Action Steps
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>All students, staff, parents/guardians will be educated on the signs and symptoms of COVID-19 and how to self-monitor daily at home before sending children to school and/or reporting to work.</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Test to stay will be available.</p> <p>All staff will be educated on the importance of staying home if symptomatic.</p> <p>The School Safety Officer/Nurse, along with Administration will work with parents/guardians to identify any existing health concerns such as asthma, allergies, migraines, digestive issues that may present as COVID-19 symptoms.</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Staff and Students will follow CDC protocols for quarantining prior to returning to school/work</p>

Other Considerations for Students and Staff

Key Questions

- **What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?**
 - During episodes of illness, after 5 day isolation, or during a classroom outbreak, all staff and students will wear face coverings, in classrooms, lab areas, common areas, and during transitions with the exception of lunch breaks.

- **What special protocols will you implement to protect students and staff at higher risk for severe illness?**
 - A student-specific plan will be developed for students at higher risk that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff.

- **How will you ensure enough substitute teachers are prepared in the event of staff illness?**
 - Additional substitute teachers will be recruited and prepared in the event of staff illness. All Instructional Assistants with appropriate backgrounds will be approved through PDE as substitute teachers.
 - Increase substitute pay rateN

- **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?**
 - North Montco TCC is conducting strategic professional development sessions to educate all teachers on utilizing the Learning Management System (LMS), Canvas and Google Classroom so that they are prepared if distance learning is necessary.
 - North Montco plans to continue its use of the LMS, Canvas and Google Classroom for all students, and is working with our sending school districts to ensure all students have access to a device to work on learning materials remotely. When necessary, accommodations will be provided for students who need learning packets or printed materials. Special Education Case Managers and Guidance Counselors will support students in-person and students who are working virtually, this is achieved through Google Classroom and Zoom meetings.

Requirements	Action Steps
* Protecting students and staff at higher risk for severe illness	A student-specific plan will be developed for students at higher risk that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff.
Unique safety protocols for students with complex needs or other vulnerable individuals	CDC Recommendations and considerations from medical professionals, IEP teams, and legal representation are used to determine needs and accommodations.

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
Review NM Health & Safety Plan	12 month employees JOC	Administrative Director, Gina Pardovich	In-service	NM Health & Safety Plan PowerPoint Presentation CDC Information Use Vector Solutions to disseminate information.		

Health and Safety Plan Summary: North Montco Technical Career Center

Anticipated Launch Date: August 24, 2022

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>North Montco Technical Career Center will ensure the school building is cleaned and ready to safely welcome staff and students by August 24, 2022.</p> <ul style="list-style-type: none"> ○ Hand sanitizers will be available throughout the building. Hand washing encouraged. ○ All Staff and Students will be trained on safety precautions, Staff- ASAP/Students – First day of school. ○ This plan will be monitored daily

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Social Distancing at 6' cannot be consistently maintained in North Montco because of the large number of students and size of labs and theory rooms except in the lunchroom.</p> <p>NMTCC will continue to post and discuss precautions.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.</p> <p>Limiting the sharing of materials among students</p> <p>Carefully monitoring recommendations from Montgomery County Department of Public Health.</p>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Staff and students are encouraged to stay home if ill.</p> <p>Testing will be available upon request.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness.</p>	<p>North Montco TCC is conducting strategic professional development sessions to educate all teachers on utilizing the Learning Management System (LMS), Canvas and Google Classroom so that they are prepared if distance learning is necessary.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>North Montco plans to continue its use of the LMS, Canvas and Google Classroom for all students, and is working with our sending school districts to ensure all students have access to a device to work on learning materials remotely. When necessary, accommodations will be provided for students who need learning packets or printed materials.</p>

Adult Education COVID Safety Plan

Because of the highly unusual set of circumstances created by the COVID-19, pandemic North Montco made the following modifications to the evening adult classes. Adult instruction is scheduled to begin immediately using the following safety protocols:

Safety Protocols

1. Safety protocols for the Adult Education courses will be posted on the North Montco website. The Continuing Education Department will send North Montco safety protocols to the students through email prior to the first class.
2. North Montco's maintenance staff will sanitize the classroom before and after evening classes.
3. Instructors will inform students of North Montco's COVID safety standards in class. Students will be required to follow North Montco's safety protocols while attending training programs.
4. Instructors and students will be asked to follow all classroom and signage.
5. Classroom cleaning supplies will be available for Instructors and students to wipe down their local areas (desks, phones, etc.) before leaving class for the evening

Health and Safety Plan Governing Body Affirmation Statement

The North Montco Technical Career Center’s Joint Operating Committee reviewed and approved the Phased School Reopening Health and Safety Plan on August 15, 2022.

The Administrative Director will also have the discretion to move to modify its model of educational delivery in the event that the Administrative Director determines that on a regular basis there is insufficient staffing to operate the school in accordance with the approved reopening plan or, if by virtue of the COVID19 positivity rate for employees and students, the delivery of education becomes unreasonably unsafe or extremely difficult in accordance with PDE guidelines.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **August 15, 2022**

By:

(Signature of Board President)*

William Brong

(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.

(8/8/2022)