



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 2020-2021 school year as we take on the important task of safely reopening our school for in-person instruction.

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

This plan provides an overview of scheduling based on classification of Red, Yellow, or Green; safety measures we will implement in each scenario; and the protocols we will use for responding to COVID-19 cases. This plan will be reviewed and revised as necessary before being presented to the Joint Operating Committee for approval on August 17, 2020. Reopening will launch on August 25th for our faculty and staff and on August 31st 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 | 5 |
| Pandemic Coordinator/Team | 6 |
| Key Strategies, Policies, and Procedures | 9 |
| Cleaning, Sanitizing, Disinfecting and Ventilation | 10 |
| Social Distancing and Other Safety Protocols | 15 |
| Monitoring Student and Staff Health | 19 |
| Health and Safety Plan Professional Development | 26 |
| Health and Safety Plan Communications | 28 |
| Health and Safety Plan Summary | 29 |
| Facilities Cleaning, Sanitizing, Disinfecting and Ventilation | 29 |
| Social Distancing and Other Safety Protocols | 29 |
| Monitoring Student and Staff Health | 30 |
| Other Considerations for Students and Staff | 31 |
| Health and Safety Plan Governing Body Affirmation Statement | 33 |

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. Governor Wolf's 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 distance 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 school directors) and posted on the school entity's publicly available website.

Based on our county's current designation (i.e., red, yellow, green) and the best interests of our local community, we plan to implement the following reopening plan:

GREEN PHASE: Total reopen for all students and staff.

YELLOW PHASE: Blended reopening that balances in-person learning and remote learning for all students

RED PHASE: Total remote learning for all students.

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 the red, yellow, or green phase. It is likely that North Montco Technical Career Center will need to change

Addressing Community Spread
LEVEL OF COMMUNITY SPREAD (AS DETERMINED BY STATE AND LOCAL HEALTH OFFICIALS)

| Red Phase (Substantial Spread) | Yellow Phase (Minimal/Moderate Spread) | Green Phase (Low Spread) |
|---|---|---|
| <ul style="list-style-type: none"> ● Schools that are closed, remain closed. Implement distance/remote learning (see Supporting Teaching and Learning). ● Coordinate with local and state DPH health officials ● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible) ● Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting. ● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations) | <ul style="list-style-type: none"> ● Schools may provide in-person instruction only in accordance with Department of Education guidance ● 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) and posted on the school entity's publicly available website. ● Establish and maintain communication with local and state DPH health officials. ● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible). ● Implement enhanced social distancing measures. ● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. ● COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols. ● Establish a protocol for students/staff who feel ill/experience symptoms when they come to school. ● Isolate and deep clean impacted classrooms and spaces ● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. ● Schools have the authority and flexibility to close school buildings and utilize distance/remote learning as needed. | <ul style="list-style-type: none"> ● Schools Subject to CDC and Commonwealth Guidance ● 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) and posted on the school entity's publicly available website. ● Establish and maintain communication with local and state DPH health officials ● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible) ● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. ● COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols ● Establish a protocol for students/staff who feel ill/experience symptoms when they come to school. ● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. |

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.

For additional guidance on addressing community spread, see the [CDC's Consideration for Schools](#)

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?
 - Face Coverings will be required
- 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?

- 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 31, 2020

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 |
| Megan Gruber | Academic 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 |
| David McCauley | CTE Staff | Health and Safety Plan Development |
| Robert Lacivita | Administrative Staff | Health and Safety Plan Development |
| Chris Maiden | Facilities Staff | Health and Safety Plan Development |

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|-------------------------|--|---|
| John Bell | IT - Administration Staff | Both (Plan Development and Response Team) |
| Nicole Fisher | Special Education Staff | Health and Safety Plan Development |
| Tiffany Trego | Special Education Staff | Health and Safety Plan Development |
| Eileen Bechtel | CTE Staff | Health and Safety Plan Development |
| Stephen Monastra | Administrative Staff | Both (Plan Development and Response Team) |
| Suzette McHugh | Support Staff - Communications | Both (Plan Development and Response Team) |
| Tammy Albanesius | Academic Staff | Health and Safety Plan Development |
| Carol Karr | Clerical Support Staff | Both (Plan Development and Response Team) |
| Steve Norman | Academic Staff | Health and Safety Plan Development |
| Charles Cole | CTE Staff | Health and Safety Plan Development |
| Jeri Reinking | HR/Financial Consultant, Administrative Staff | Both (Plan Development and Response Team) |
| Patrick Hanrahan | CTE Staff | Health and Safety Plan Development |
| Jennifer Allwein | Parent | Health and Safety Plan Development |
| Josh Bradigan | Facilities Staff | Pandemic Crisis Response Team |
| Beth Ann Haas | Assistant Director | Pandemic Coordinator - Implementation |
| Gina Pardovich | Administrative Director | Pandemic Coordinator – All Covid Communication |

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.

Key Strategies, Policies, and Procedures

The following table represent the steps that North Montco Technical Career Center will take as part of its Health & Safety Plan. Action steps for the Red Phase are excluded because in this phase, all instruction will take place remotely and students will not report to North Montco. In the following tables, an asterisk (*) denotes an element of the plan that is mandated by the Pennsylvania Department of Education. All other requirements are highly encouraged to the extent possible.

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?**
 - NMTCC will follow the lead of all five sending districts. If they alternate students, we will accommodate these students and schedules. The school building will undergo a deep cleaning this summer beginning in June 1, 2020. All spaces occupied by staff and student 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. This training will begin in July 2020, and will continue throughout the summer, and/or as more information that is relevant is provided by the CDC, PA Dept. of Health, W.H.O., or similar. Custodial staff members have been trained virtually utilizing GCN.com tutorials and in person on cleaning, sanitizing, disinfecting and ventilation protocols. All training is documented, and kept on file to verify it sufficiently completed.

- **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 31, 2020.

| 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) |
|--------------|------------------------------------|-----------------------------------|---------------------------------|--|-------------------------|
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| <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. All occupied spaces cleaned daily.</p> <p>High touch area disinfected daily. I.e. desktops, switches, handrails, door handles, etc.</p> | <p>Same as Yellow</p> | <p>Josh Bradigan Facilities Manager</p> <p>Gina Pardovich Administrative Director</p> <p>Beth Ann Haas Assistant Director</p> | <p>Sanitation supplies</p> <p>Disinfectant Soap</p> <p>Hand sanitizing stations</p> <p>Face</p> <p>Coverings</p> <p>Water bottle filling stations</p> <p>Assisted Misters</p> | <p>Yes</p> |
|---|---|-----------------------|---|---|------------|

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| | <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. Training will be provided via an on-line platform encompassing CDC and Pa. Department of Health guidelines. Guidelines and protocols will be shared with students both on-line and during in person instruction. Materials from both CDC and Pa.</p> <p>Department of Health 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</p> | | | | |
|--|--|--|--|--|--|

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--|---|--------------------------------|-------------------------------------|--|-------------------|
| | <p>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> | | | | |
| Other cleaning, sanitizing, disinfecting, and ventilation practices | Ventilation System filters will be changed < 3 months. Employing a sanitizing process for air circulation in high traffic areas | Same as Yellow | Josh Bradigan Facilities Manager | Vendor Provided Material | No |

Social Distancing and Other Safety Protocols

Key Questions

- **How will classrooms/learning spaces be organized to mitigate spread?**
 - Face Coverings will be required at all times in the building since 6 feet of social distancing cannot be consistent in most of the facility.
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
 - Face Coverings will be required at all times in the building since 6 feet of social distancing will be cannot be consistent in the facility.
- 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?
 -
- 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?
 - No visitors permitted
- 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

Summary of Responses to Key Questions:

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. This will require all students and staff to wear face coverings at all times in all areas except for lunch breaks.

| 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 | Face Coverings required in the building by all students and staff. | Face Coverings required in the building by all students and staff. | Beth Ann Haas, Assistant Director | Posters | Yes |

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--|---|--|---|--|-------------------|
| * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | <p>One student a time to restroom.</p> <p>Social distancing will be maintained in lunchroom and monitored.</p> <p>Limit the use of cafeteria and other congregate settings</p> <p>All individuals to sanitize/wash hands before and after eating.</p> | <p>One student a time to restroom.</p> <p>Social distancing will be maintained in lunchroom and monitored.</p> <p>Create hallways and stairs for one way travel.</p> | Beth Ann Haas, Assistant Director | <p>Posters</p> <p>Signs</p> | No |
| * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices | <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> | Same as Yellow | <p>Beth Ann Haas, Assistant Director</p> <p>Nurses</p> | <p>Video</p> <p>Signs</p> | Yes |
| * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs | Signs will be posted in highly visible locations that promote everyday protective measures and good hygiene practices | Same as Yellow | <p>Josh Bradigan, Facilities Manager</p> <p>Beth Ann Haas, Assistant Director</p> <p>Suzette McHugh, PR</p> | Signs | No |

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|--|---|-----------------------------------|--|-------------------|
| * Identifying and restricting non-essential visitors and volunteers | <p>No Visitor Policy</p> <p>No Volunteers</p> <p>Vendors/Contractors volunteers will comply with all school screening and monitoring processes; they will be requiring to sign in using Raptor Visitor Management System in the event contact tracing is required.</p> | <p>No Visitor Policy</p> <p>No Volunteers</p> | Beth Ann Haas, Assistant Director | <p>Raptor Visitor Management System</p> <p>COVID Screening app</p> | Yes |
| * Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports | NA | NA | NA | NA | NA |
| Limiting the sharing of materials among students | Student will be required to wipe workspace and tools after each session. | Student will be required to wipe workspace and tools after each session. | Teachers | Disinfecting wipes | No |
| Staggering the use of communal spaces and hallways | <p>Create one-way travel on stairwells.</p> <p>Students entrances will be spaced and staggered to reduce congestion</p> | <p>Create one-way travel on stairwells.</p> <p>Students entrances will be spaced and staggered to reduce congestion</p> | Security | <p>Signage</p> <p>Face Coverings</p> | No |

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|---|-----------------------------------|---|--|-------------------|
| Adjusting transportation schedules and practices to create social distance between students | NA – Districts Transport Students | NA – Districts Transport Students | NA | NA | No |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | <p>Desks and work areas positioned in staggered rows facing the same direction using social distancing, where feasible.</p> <p>Face coverings required at all times except for lunches</p> <p>Assign seating in classrooms, and congregate settings when feasible, to facilitate contact tracing, when necessary.</p> | Same as Yellow | <p>Teachers</p> <p>Beth Ann Haas, Assistant Director</p> <p>Tammy Albanesius Dean of Students</p> | <p>Signage</p> <p>Lecture tables</p> <p>Flexible instruction</p> <p>Face Coverings</p> | Yes |
| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | No field trips, work-based education students will follow employer guidelines | Same As Yellow | <p>Gina Pardovich, Administrative Director</p> <p>Stephen Monastra, Principal</p> | <p>Signage</p> <p>Face Coverings</p> <p>Website Notices</p> | |
| Other social distancing and safety practices | | | | | |

Monitoring Student and Staff Health

Key Questions

- **How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?**
 - 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. Notify local, state, and federal governmental agencies as required.

- **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. Training will be conducted during July for 12-month staff and faculty and in August for 10-month staff. The training will be provided virtually.

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 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 | 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. | Same as Yellow | Nurse Gina Pardovich, Administrative Director Beth Ann Haas, Assistant Director Jeri Reinking, HR Consultant | COVID-19 Health Screening app GCN tutorials NMTCC website resource site, pamphlets COVID-19 Health Assessment Checklist | Yes |

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|--|--------------------------------|------------------------------|--|-------------------|
| * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | <p>All staff will complete a daily self-health assessment using the COVID-19 Health Screening app.</p> <p>All staff will be educated on the importance of staying home if symptomatic.</p> <p>The 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> | | | | |
| * Returning isolated or quarantined staff, students, or visitors to school | <p>Staff and Students will follow CDC protocols for quarantining prior to returning to school/work</p> <p>No visitor policy in place</p> | | | | |
| | | | | | |
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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 Yellow and Green Phases, 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.
 - A staff-specific plan will be developed for staff who are at high risk that facilitates his/her safe return to school using increased social distancing strategies, where feasible. An alternative work schedule shall also be considered.
 - Those students and staff at higher risk for severe illness will be provided clear face shields, as an alternative to face masks. When appropriate, Child find will be activated

- **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 post-secondary degrees will be approved through PDE as substitute teachers.

- **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 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 | 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. | Same as Yellow | | Face Coverings PPE Plexiglas Separator | No |
| * Use of face coverings (masks or face shields) by all staff | Face Coverings are required by all staff and students as part of a school rule already in effect | Same as Yellow | | Face Coverings | No |
| * Use of face coverings (masks or face shields) by older students (as appropriate) | Face Coverings are required by all staff and students as part of a school rule already in effect | Same as yellow | | Face Coverings | No |
| 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. | Same as Yellow | | Separators Face Coverings CDC Guidance | No |

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------------------------------|--|--------------------------------|------------------------------|---|-------------------|
| Strategic deployment of staff | <p>Staff will be assigned to work in specific areas of the school to support social distancing and limit exposure.</p> <p>Instructional Assistants will assist in classroom where social distancing requires the class to divide between classroom and lab areas</p> | | | <p>Teacher Duty Assignment Chart</p> <p>IA Assignment Chart</p> | <p>No</p> |

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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 | Administrative Director, Gina Pardovich | In-service | NM Health & Safety Plan PowerPoint Presentation CDC Information | | |
| Review NM Health & Safety Plan | 10 month employees | Administrative Director, Gina Pardovich Assistant Director, Beth Ann Haas | In-service | NM Health & Safety Plan PowerPoint Presentation CDC Information | | |
| Pandemic Preparedness | All Staff | Carol Karr, Administrative Assistant | On-line GCN | Computer | | |
| Personal Protective Equipment | All Staff | Carol Karr, Administrative Assistant | On-line GCN | Computer | | |

| Topic | Audience | Lead Person and Position | Session Format | Materials, Resources, and or Supports Needed | Start Date | Completion Date |
|---|-----------|--------------------------------------|----------------|--|------------|-----------------|
| COVID19 - Plan, Prepare and Respond (for Educational Institutions) | All Staff | Carol Karr, Administrative Assistant | On-line GCN | Computer | | |
| COVID19 - How to Wear a Mask | All Staff | Carol Karr, Administrative Assistant | On-line GCN | Computer | | |
| COVID19 - Proper Handwashing | All Staff | Carol Karr, Administrative Assistant | On-line GCN | Computer | | |

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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 |
|-----------------------------|-----------------------------|---|--|---------------|-----------------|
| Virtual Platform Survey | Teachers | Gina Pardovich Administrative Director | Survey Monkey | July 8, 2020 | July 21, 2020 |
| Available Options Statement | Students/Families | Gina Pardovich Administrative Director | NM Website | July 17, 2020 | July 17, 2020 |
| Reopening School Update | Students, Families, & Staff | Gina Pardovich Administrative Director | School Alert System (email, phone calls) Website | July 30, 2020 | |

Health and Safety Plan Summary: North Montco Technical Career Center

Anticipated Launch Date: August 31, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

| Requirement(s) | Strategies, Policies and Procedures |
|---|--|
| <p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p> | <p>North Montco Technical Career Center will ensure the school building is cleaned and ready to safety welcome staff and student by August 31, 2020.</p> <ul style="list-style-type: none"> ○ Face Coverings will be required at all times in the building since 6 feet of social distancing cannot be consistent in most of the facility. ○ Lunch areas will be setup to allow for 6 feet of social distancing. ○ Hand sanitizers will be available throughout the building. Hand washing encouraged. ○ No visitors permitted ○ 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>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. This</p> |

| Requirement(s) | Strategies, Policies and Procedures |
|--|--|
| <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p> | <p>will require all students and staff to wear face coverings at all times in all areas except for lunch breaks.</p> |

Monitoring Student and Staff Health

| Requirement(s) | Strategies, Policies and Procedures |
|---|--|
| <ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p> | <p>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.</p> |

Other Considerations for Students and Staff

| Requirement(s) | Strategies, Policies and Procedures |
|--|---|
| <ul style="list-style-type: none"> * 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) <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</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> <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. Special Education Case</p> |

| Requirement(s) | Strategies, Policies and Procedures |
|----------------|--|
| | <p>Managers and Guidance Counselors will support students in-person and students who are working virtually, this is achieved through Google Classroom and Zoom meetings.</p> |

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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 August 17, 2020.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)*

(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.