



# **Greater Altoona Career & Technology Center Phased School Reopening Health and Safety Plan**

---

**2020-2021**



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

<b>Health and Safety Plan</b> .....	3
Type of Reopening .....	4
Pandemic Coordinator/Team .....	5
Key Strategies, Policies, and Procedures .....	6
Cleaning, Sanitizing, Disinfecting and Ventilation.....	8
Social Distancing and Other Safety Protocols .....	11
Monitoring Student and Staff Health.....	19
Other Considerations for Students and Staff .....	24
Health and Safety Plan Professional Development.....	27
Health and Safety Plan Communications.....	29
<b>Health and Safety Plan Summary</b> .....	30
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....	30
Social Distancing and Other Safety Protocols.....	30
Monitoring Student and Staff Health .....	31
Other Considerations for Students and Staff .....	32
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	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: The Greater Altoona Career and Technology Center

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): 8/26/2020**

## 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)
Eric Palmer	Executive Director	Both
Mike Selvenis	Principal	Pandemic Coordinator
Shawn Cerully	Dean of Students	Both

<b>Brad Howard</b>	Facilities Management Coordinator	Both
<b>Nicole Zernick</b>	Administration	Both
<b>Melissa Hagan</b>	School Health Assistant	Pandemic Crisis Response Team
<b>Julie Patosky</b>	Adult Education Coordinator	Both
<b>Andrea Lascoli</b>	Dental Assisting Instructor	Pandemic Crisis Response Team
<b>Lisa Kuhn</b>	Retail Marketing and Entrepreneurship Instructor	Pandemic Crisis Response Team
<b>John Williamson</b>	Technology Integration Coach	Pandemic Crisis Response Team
<b>Kathy Depiro</b>	Logistics and Materials Management Instructor	Pandemic Crisis Response Team
<b>Heather McCloskey</b>	Culinary Arts Instructor	Pandemic Crisis Response Team
<b>Alisha Clingerman</b>	Health Occupations Instructional Assistant	Pandemic Crisis Response Team
<b>Dusty Mauk</b>	Drafting and Design Instructor	Pandemic Crisis Response Team

## 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:** As the pandemic and school closure commenced, a great effort has been made to implement enhanced, thorough cleaning and disinfecting of high contact areas (door handles, railings, etc.) throughout the school on a frequent and consistent basis. This has not stopped and will continue, with adjustments as we learn more. A monumental effort has also been put into de-cluttering several areas of the school in order to aide in the effectiveness of cleaning methods and efficiency. Maintenance and operations leadership has stayed current on supplies, supply chain, and recommended tools and supplies that most effectively, efficiently and sustainably aid in the disinfection of the school. Daily cleaning cycles will be established to disinfect high contact areas throughout the building common areas (hallways, door handles, elevator buttons, etc.) Program instructors and paraprofessional staff will be trained in methods they can employ in their areas to reduce the spread of illness. This will be specialized per program as the needs vary from a woodworking shop to a computer lab to a salon. This training will take place first in virtual format and then on an individual basis per program/cluster.

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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>• Daily Cleaning Cycle for high frequency areas, door knobs, handrails, restrooms, light switches, and other touch points.</li> <li>• Frequent Cleaning of classrooms on a daily basis (between sessions) with Buckeye E23 Neutral Disinfectant, Spartan Steriphene Spray</li> <li>• Disinfectant cleaner/wipes provided to each classroom.</li> <li>• Disinfectant will be available to all students/staff and all learning spaces at all times</li> <li>• Promote frequent handwashing</li> <li>• Cleaning routines are in place to sanitize and disinfect frequently used items and high-traffic areas throughout the day to help prevent the spread of the virus.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily Cleaning Cycle for high frequency areas, door knobs, handrails, restrooms, light switches, and other touch points.</li> <li>• Frequent Cleaning of classrooms on a daily basis (between sessions) with Buckeye E23 Neutral Disinfectant, Spartan Steriphene Spray</li> <li>• Disinfectant cleaner/wipes provided to each classroom.</li> <li>• Disinfectant will be available to all students/staff and all learning spaces at all times</li> <li>• Promote frequent handwashing</li> <li>• Cleaning routines are in place to sanitize and disinfect frequently used items and high-traffic areas throughout the day to help prevent the spread of the virus.</li> </ul>	<p>Brad Howard, Maintenance and Operations Coordinator, Professional teaching staff</p>	<p>Cleaning/Disinfectant Supplies</p>	<p>Y</p>

	<ul style="list-style-type: none"> <li>• Shared materials/resources (tools, devices, machines) and communal areas will be cleaned and disinfected between uses.</li> <li>• Movement within the buildings will be reduced as much as possible.</li> <li>• Ensure ventilation systems operate properly.</li> </ul>	<ul style="list-style-type: none"> <li>• Shared materials/resources (tools, devices, machines) and communal areas will be cleaned and disinfected between uses.</li> <li>• Movement within the buildings will be reduced as much as possible.</li> <li>• Ensure ventilation systems operate properly.</li> </ul>			
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<ul style="list-style-type: none"> <li>• Monitor the proper operation of HVAC systems according to manufacturer’s guidelines.</li> <li>• Monitor inventory of soap, hand sanitizer w/60% alcohol, paper towels, tissues, no-touch trashcans, etc. to support healthy hygiene behavior.</li> <li>• The faculty and administration will be provided disinfection supplies to be used in classrooms and offices during the school day and will be trained on proper procedures before the school year commences.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the proper operation of HVAC systems according to manufacturer’s guidelines.</li> <li>• Monitor inventory of soap, hand sanitizer w/60% alcohol, paper towels, tissues, no-touch trashcans, etc. to support healthy hygiene behavior.</li> <li>• The faculty and administration will be provided disinfection supplies to be used in classrooms and offices during the school day and will be trained on proper procedures before the school year commences.</li> </ul>	Brad Howard, Maintenance and Operations Coordinator	HVAC monitoring tools, soap, 60% alcohol sanitizer, towels, tissues, trigger sprayers, disinfectant.	Y

--	--	--	--	--	--

## 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:** To minimize the spread of virus(es), measures will be taken in each program are to limit the number of students in common areas in order to achieve social distancing. The GACTC has adopted, in conjunction with its partner sending schools, a hybrid learning schedule that limits capacity of students to approximately 50%. Program instructors have also engaged in the process of classroom and learning space design to ensure social distancing to the maximum extent possible. For example, students may be split into groups to attend to lecture or demonstration in different areas. This will allow greater distancing between students and instructors while maintaining students' ability to attend to learning. Technology, like cameras and video displays, will play a major role in the distancing protocols in certain programs. Fortunately, in the Greater Altoona Career and Technology Center (GACTC), there is limited movement of students throughout the building as switching of classes is not necessary

and students primarily stay in their program areas. Many program areas also contain their own restroom facilities. Time will be taken to directly teach students the appropriate and most effective way to wash hands. When students are done using a tool, machine, or other communal object, then will wipe down appropriate areas, like handles or keyboard. Students will continually be encouraged to wash hands, cover coughs, distance themselves from one another, and avoid sharing of items that is unnecessary. Staff will be trained on the expectations of the school as a whole, their program areas specifically, on August 24<sup>th</sup>.

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><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>Remove excess classroom items and distance student desks for easier access to cleaning.</li> <li>Require physical distancing of at least 6 feet whenever possible. Create spaces and provide for technology that will allow for students to access learning while distanced to their respective program area</li> </ul>	<ul style="list-style-type: none"> <li>Remove excess classroom items and distance student desks for easier access to cleaning.</li> <li>Require physical distancing of at least 6 feet whenever possible. Create spaces and provide for technology that will allow for students to access learning while distanced to their respective program area</li> </ul>	<p>Mike Selvenis, Principal</p>	<ul style="list-style-type: none"> <li>ViewSonic mobile, large screen computers/interactive boards.</li> <li>Mobile phones with cameras</li> <li>Canvas LMS</li> </ul>	<p>Y</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><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>• Avoid/restrict assembling in common areas.</li> <li>• No meals will be served at the GACTC.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid/restrict assembling in common areas.</li> <li>• No meals will be served to students at the GACTC.</li> <li>• Food services may be provided by the Culinary department to only employees on a limited scale.</li> <li>• Plexiglass will be installed in food service lines.</li> <li>• Utensils and condiments will be pre-packaged and provided to customers by workers.</li> <li>• Markings will be used on floor to indicate 6 foot distances.</li> </ul>	<p>Mike Selvenis, Principal</p>	<p>Plexiglass, signs</p>	<p>N</p>

<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>• Teach and reinforce <a href="#">handwashing</a> with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.</li> <li>• Teach and reinforce use of face coverings among all staff and students. Teach students proper cleaning of face covering. (cover nose and mouth)</li> <li>• Encourage the use of hand sanitizer, available in all classrooms and shops and communal areas upon entry of the area.</li> <li>• Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.</li> <li>• If soap and water are not readily available, hand sanitizer that contains at</li> </ul>	<ul style="list-style-type: none"> <li>• Teach and reinforce <a href="#">handwashing</a> with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.</li> <li>• Teach and reinforce use of face coverings among all staff and students. Teach students proper cleaning of face covering. (cover nose and mouth)</li> <li>• Encourage the use of hand sanitizer, available in all classrooms and shops and communal areas upon entry of the area.</li> <li>• Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.</li> <li>• If soap and water are not readily available, hand sanitizer that contains at</li> </ul>	<p>Mike Selvenis, Principal, First Aid Assistant Instructors</p>	<p>Hand sanitizing stations Hand sanitizer Hand Soap Dispensers</p>	<p>Y</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)
	least 60% alcohol can be used.	least 60% alcohol can be used.			
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<ul style="list-style-type: none"> <li>Social Distancing (hallways) and Hand Washing Signs (above sinks) place throughout the building</li> </ul>	<ul style="list-style-type: none"> <li>Social Distancing (hallways) and Hand Washing Signs (above sinks) place throughout the building</li> </ul>	Sean Cerully, Dean of Students	Signage	N
<b>* Identifying and restricting non-essential visitors and volunteers</b>	<ul style="list-style-type: none"> <li>Restrict nonessential visitors to the building.</li> <li>Encourage phone and virtual meetings and emails when possible.</li> <li>Visitors who come to pick up students, whether sick or for appt. will wait in the main entrance vestibule. Greeter will notify front office to summon student. (scan out/sign out)</li> </ul>	<ul style="list-style-type: none"> <li>Restrict nonessential visitors to the building.</li> <li>Encourage phone and virtual meetings and emails when possible.</li> <li>Visitors who come to pick up students, whether sick or for appt. will wait in the main entrance vestibule. Greeter will notify front office to summon student. (scan out/sign out)</li> </ul>	Administrative Team	Videoconferencing Capabilities	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)
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	N/A	N/A	N/A	N/A	N/A
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>Students do not share issued tools where applicable (welding chip hammers, strikers, trowels, tape measures, shears, etc.)</li> <li>Students will be required to bring their devices issued by their sending school.</li> </ul>	<ul style="list-style-type: none"> <li>Students do not share issued tools where applicable (welding chip hammers, strikers, trowels, tape measures, shears, etc.)</li> <li>Students will be required to bring their devices issued by their sending school.</li> </ul>	Mike Selvenis, Principal: Instructors	Portable computer devices	Y
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>Occupancy restrictions placed on restrooms and locker rooms.</li> <li>Student arrival and dismissal is staggered.</li> </ul>	<ul style="list-style-type: none"> <li>Occupancy restrictions placed on restrooms and locker rooms.</li> <li>Student arrival and dismissal is staggered.</li> </ul>	Mike Selvenis, Principal: Instructors	Signage	N
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>If a student develops COVID-19 related symptoms a parent/guardian will be contacted and the student will not be permitted to ride the bus to his/her sending school.</li> </ul>	<ul style="list-style-type: none"> <li>If a student develops COVID-19 related symptoms a parent/guardian will be contacted and the student will not be permitted to ride the bus to his/her sending school.</li> </ul>	Mike Selvenis, Principal First Aid Assistant		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>Students are limited to interacting with only those fellow students in their program. As noted, other program areas will be utilized in an effort to create distance between students and instructors.</li> <li>Hybrid instructional schedule limiting student capacity by 50%.</li> </ul>	<ul style="list-style-type: none"> <li>Students are limited to interacting with only those fellow students in their program. As noted, other program areas will be utilized in an effort to create distance between students and instructors.</li> <li>Hybrid instructional schedule limiting student capacity by 50%.</li> </ul>	Mike Selvenis, Principal, Instructors	Additional unused classrooms	N
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	N/A	N/A			

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)
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>• Parent/guardian will screen student prior to school.</li> <li>• Employees will self-screen prior to arriving at work.</li> <li>• Students and employees are directed to consult with physician if possible exposure.</li> <li>• Teach students and employees how to properly wear face covering (cover nose and mouth)</li> <li>• Each person, student, faculty, staff, administration, or visitor to the school must wear a mask when in the building. Employees may remove masks only when alone in their own area, or when eating/drinking.</li> <li>• Eliminate scheduling of large group activities with employees and students.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian will screen student prior to school.</li> <li>• Employees will self-screen prior to arriving at work.</li> <li>• Students and employees are directed to consult with physician if possible exposure.</li> <li>• Teach students and employees how to properly wear face covering (cover nose and mouth)</li> <li>• Each person, student, faculty, staff, administration, or visitor to the school must wear a mask when in the building. Employees may remove masks only when alone in their own area, or when eating/drinking.</li> <li>• Eliminate scheduling of large group activities with employees and students.</li> </ul>	Administration, Instructional Staff	Face coverings	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:** Any student who presents with a fever may be issued a second temp check within 15 minutes to ensure accuracy. Any student who presents with a confirmed fever will be asked to return home for observation by a family member. Any staff member who presents with a fever may be issued a second temp check within 15 minutes to ensure accuracy. A staff member who presents with a fever may be asked to return home and not return until he/she is fever free. Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (health suite and/or designated nearby room) until he/she is able to safely leave the campus. Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's note saying that returning to school is safe for both the individual who recovered and for others in the building. All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families and employees through School Messenger, the school's website, and social media outlets.

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><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>• Symptom screening should be conducted by all parents/guardians and employees at home each morning.</li> <li>• Students and employees will report directly to the First Aid Assistant/Isolation Room if symptomatic while at the GACTC.</li> <li>• First Aid Assistant will conduct temp checks (non-contact) and contact history on any student or staff who report illness.</li> <li>• A second temperature check for fevers will be conducted within 15 minutes to ensure accuracy.</li> <li>• Anyone who presents with a fever or symptoms consistent with those associated with Covid-19 will be sent home. (parent/guardian will be contacted to pick up student).</li> <li>• A staff member who presents with a fever or symptoms will be sent home and must consult with physician prior to return.</li> </ul>	<ul style="list-style-type: none"> <li>• Symptom screening should be conducted by all parents/guardians and employees at home each morning.</li> <li>• Students and employees will report directly to the First Aid Assistant/Isolation Room if symptomatic while at the GACTC.</li> <li>• First Aid Assistant will conduct temp checks (non-contact) and contact history on any student or staff who report illness.</li> <li>• A second temperature check for fevers will be conducted within 15 minutes to ensure accuracy.</li> <li>• Anyone who presents with a fever or symptoms consistent with those associated with Covid-19 will be sent home. (parent/guardian will be contacted to pick up student).</li> <li>• A staff member who presents with a fever or symptoms will be sent home and must consult with physician prior to return.</li> </ul>	<p>Administrative Team First Aid Assistant</p>	<p>Thermometer  Hand Sanitizer Face coverings Gloves Screening Procedure/Questions</p>	<p>Y</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><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>Any student, staff, or visitor who demonstrates symptoms will be quarantined in isolation room adjacent to health suite until sent home.</li> <li>Notify and work with local health officials in regard to contact tracing and over preventive measures to minimize spread.</li> </ul>	<ul style="list-style-type: none"> <li>Any student, staff, or visitor who demonstrates symptoms will be quarantined in isolation room adjacent to health suite until sent home.</li> <li>Notify and work with local health officials in regard to contact tracing and over preventive measures to minimize spread.</li> </ul>	<p>Administrative Team First Aid Assistant</p>	<p>Isolation Room  PPE</p>	<p>Y</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>Follow DOH and CDC protocols for quarantining students and staff after exposure.</li> <li>Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building.</li> </ul>	<ul style="list-style-type: none"> <li>Follow DOH and CDC protocols for quarantining students and staff after exposure.</li> <li>Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building.</li> </ul>	<p>Mike Selvenis, Principal</p>		<p>Y</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><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>• Communication of school closures and changes in safety protocols to families must be done in conjunction with the sending school.</li> <li>• Any school closure, change in calendar or other reportable changes will be available through one or more of the following.               <ul style="list-style-type: none"> <li>○ Written correspondence</li> <li>○ School Messenger</li> <li>○ School Website</li> <li>○ Social Media</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Communication of school closures and changes in safety protocols to families must be done in conjunction with the sending school.</li> <li>• Any school closure, change in calendar or other reportable changes will be available through one or more of the following:               <ul style="list-style-type: none"> <li>○ Written correspondence</li> <li>○ School Messenger</li> <li>○ School Website</li> <li>○ Social Media</li> </ul> </li> </ul>	<p>Administrative Team</p>	<p>School Messenger School Website Social Media Platforms</p>	<p>N</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)
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>Encourage parents to keep sick children home.</li> <li>Encourage staff to stay home if ill.</li> <li>Reinforce handwashing technique and cough hygiene protocol</li> <li>Provide PPE upon request</li> <li>Continue cleaning &amp; disinfecting of equipment, beds, etc. with each use</li> <li>Notify state/local health officials, staff, and families of exposure or confirmed case(s) while maintaining confidentiality.</li> <li>Students going on educational field trips or staff that travel will be required to follow DOH and CDC guidelines upon their return.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage parents to keep sick children home.</li> <li>Encourage staff to stay home if ill.</li> <li>Reinforce handwashing technique and cough hygiene protocol</li> <li>Provide PPE upon request</li> <li>Continue cleaning &amp; disinfecting of equipment, beds, etc. with each use</li> <li>Notify state/local health officials, staff, and families of exposure or confirmed case(s) while maintaining confidentiality.</li> <li>Students going on educational field trips or staff that travel will be required to follow DOH and CDC guidelines upon their return.</li> </ul>	Mike Selvenis, Principal	PPE Disinfectant	N

### 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:** Students, staff and visitors will be required to wear face coverings at all times when in the building. The GACTC provides career and technical education to students from all over Blair County and into Clearfield County. By the nature of the GACTC’s role in the Greater Altoona area, the school is unique in hosting students from every community in the county. It is therefore the goal of the GACTC leadership to ensure that every safety precaution be taken due to the potential to spread the virus from one community to the other.

It is the school leadership’s goal to ensure that every precaution is taken to prevent the spread of the virus to all individuals, specifically those who are at higher risk. Fortunately, due to the school closures in the Spring of 2020, the GACTC has implemented online learning opportunities for all students to continue learning while at home, virtually. Simultaneously, great efforts have been made to ensure that all students, specifically those with learning disabilities, have access to the learning opportunities. This was and will continue to be accomplished by frequent communication and availability of both learning support, general support staff and instructors in real time to help ensure that students are appropriately accommodated and meet with success.

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)
* <b>Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>• Staff will be addressed on a case-by-case basis</li> <li>• Staff are encouraged to avoid gathering in groups of any size and avoid common areas such as staff lounges.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will be addressed on a case-by-case basis</li> <li>• Staff are encouraged to avoid gathering in groups of any size and avoid common areas such as staff lounges.</li> </ul>	Administrative Team		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>Staff and visitors will be required to wear face coverings at all times when in the building. Employees may remove masks only when alone in their own area, or when eating/drinking.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and visitors will be required to wear face coverings at all times when in the building. Employees may remove masks only when alone in their own area, or when eating/drinking.</li> </ul>	Administrative Team	Self-provided masks	N
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>Students will be required to wear face coverings at all times when in the building.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be required to wear face coverings at all times when in the building.</li> </ul>	Administrative Team	Self-provided masks	N
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>Protocols will be addressed on a case-by-case basis.</li> <li>Appropriate accommodations will be made to fully support safety and learning.</li> </ul>	<ul style="list-style-type: none"> <li>Protocols will be addressed on a case-by-case basis.</li> <li>Appropriate accommodations will be made to fully support safety and learning.</li> </ul>	Administrative Team Special Education Staff School Health Professional		N
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>Support staff will be strategically placed during transitions (arrival and departure of students) to promote social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>Support staff will be strategically placed during transitions (arrival and departure of students) to promote social distancing.</li> </ul>	Teaching and Support Staff	Duty schedule	N

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Daily Cleaning Cycle</b>	Custodial Staff	Brad Howard	Lecture/ Demonstration	Disinfectant/spray bottle/Kyvac Steamer/	8/24/2020	8/24/2020
<b>Routine Disinfection of Classrooms and High Traffic Areas</b>	Custodial and Instructional Staff	Mike Selvenis, Principal Brad Howard, Facilities Management Coordinator	Lecture/ Demonstration	Disinfectant/spray bottle/disposable towels	8/24/2020	8/24/2020
<b>Handwashing Protocol</b>	Employees and Students	Mike Selvenis, Principal	Lecture/ Demonstration	Handwashing, Social Distancing Protocols, Staff/Student Safety Procedures-CDC Guidelines	8/24/2020	8/24/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Shared Equipment Disinfecting Protocol</b>	Employees and Students	Mike Selvenis, Principal	Lecture/ Demonstration	Disinfectant/spray bottle/disposable towels	8/24/2020	9/1/2020
<b>Shared computer technology (and similar) Disinfection Protocol</b>	Employees and Students	Rob Gutshall, Technology Coordinator	Lecture/ Demonstration	Disinfectant/spray bottle/disposable towels	8/24/2020	9/1/2020
<b>Technology Training</b>	Instructional Staff	John Williamson, Technology Integration Coach	Lecture/ Demonstration	Software, ViewSonic Boards	8/24/2020	Ongoing
<b>Visitor Restrictions</b>	Greeters	Mike Selvenis, Principal	Lecture/ Demonstration	N/A	8/26/2020	8/26/2020
<b>Limit Sharing of Materials</b>	Employees and Students	Mike Selvenis, Principal	Lecture/ Demonstration	N/A	8/24/2020	9/1/2020
<b>Proper use of Face Coverings</b>	Employees and Students	Mike Selvenis, Principal	Lecture/ Demonstration	CDC Guidelines, Signs	8/24/2020	Ongoing
<b>Signs and Symptoms of COVID-19</b>	Faculty and Staff	Mike Selvenis, Principal	Lecture/ Demonstration	Signs and Symptoms of COVID-19 – CDC Guidelines	8/24/2020	Ongoing
<b>Isolating or quarantining students, staff, or visitors</b>	First Aid Assistant	Mike Selvenis, Principal	Lecture/ Demonstration	Isolation room, PPE	8/24/2020	Ongoing

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Health and Safety Re-Opening Plan</b>	All Stakeholders	Administrative Team	Website, Faculty Meeting, Social Media, School Messenger, Mailings	Ongoing	Ongoing
<b>General School Updates</b>	All Stakeholders	Mike Selvenis, Principal	Website, Social Media, School Messenger	Ongoing	Ongoing

## Health and Safety Plan Summary: The Greater Altoona Career and Technology Center

**Anticipated Launch Date: 8/24/2020**

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
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>In both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water fountains, door handles, light switches, desk surface areas, cabinet knobs, etc.) are cleaned frequently in student/staff occupied areas. Disinfectant will be available to all students/staff and all learning spaces at all times. Instructional and support staff will promote student cleaning of shared equipment/tools/machines and execute cleaning and disinfection of the same as needed throughout the day. There will be a focused cleaning of the building nightly or prior to student arrival. The Facilities Management Coordinator will provide professional development to all maintenance staff, building operators, and cleaning personnel.</p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Instructors, in conjunction with administration, have designed learning spaces with respect to social distancing to the maximum extent possible. School and program capacity has been reduced by 50% and a hybrid method of instructional delivery, including both in-person and virtual delivery, has been adopted. Building administration will limit or eliminate large assemblies of students both for regularly-scheduled events (New Student Orientation, School-wide Kick-Off Assembly) in late summer and during the school day in</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>an effort to avoid large congregations of people. Visitors, volunteers, presenters, and parent visitors will be restricted when feasible. Meals will not be served to students. Large group gatherings will be restricted based on CDC and DOH guidance.</p> <p>The students and staff will have access to handwashing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be shared via staff instructions and signage. Students and staff will receive training and reminders through school announcements including training and reminders on hand-washing best practices, good hygiene, and social distancing.</p> <p>Arrival and departure times by school will be limit traffic in hallways. Sending schools will be providing transportation and social distancing students as possible.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Faculty and Staff will receive professional development related to the signs and symptoms of COVID-19. Any student who presents with a fever may be issued a second temperature check within 15 minutes to ensure accuracy. Any student who has a fever may be asked to return home for observation by a family member.</p> <p>Any staff member who presents with a fever may be issued a second temperature check within 15 minutes to ensure accuracy. A staff member who presents with a fever may be asked to return home and not return until he/she is fever free.</p> <p>Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse's office, conference room,</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>etc.) until he/she is able to safely leave the campus. Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building. The GACTC will follow DOH and CDC guidance in the event a student or employee test positive. Notifications of changes regarding safety protocols and/or school closures will be made through the student management system, social media, school website, school messenger, and/or mail.</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Staff or students at high risk of suffering a severe case of Coronavirus will be addressed on a case-by-case basis. Staff members and students must wear a face covering/mask at all times. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case-by-case basis. Appropriate accommodations will be made to fully support their safety and learning. All individuals will be required to use face coverings at all times except during mask breaks, while eating, or when in office/classroom without any other person.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for The Greater Altoona Career and Technology Center reviewed and approved the Phased School Reopening Health and Safety Plan on **August 24, 2020**.

The plan was approved by a vote of:

110 Yes  
0 No

Affirmed on: **August 24, 2020**

By:



\_\_\_\_\_  
(Signature\* of Board President)  
Vice



\_\_\_\_\_  
(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.