



# Dauphin County Technical School Phased School Reopening Health and Safety Plan Template

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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: Dauphin County Technical School</b>	<b>4</b>
Type of Reopening	5
Key Questions	5
Pandemic Coordinator/Team	6
Key Strategies, Policies, and Procedures	9
Cleaning, Sanitizing, Disinfecting, and Ventilation	10
Key Questions	10
Social Distancing and Other Safety Protocols	13
Key Questions	13
Monitoring Student and Staff Health	23
Key Questions	23
Other Considerations for Students and Staff	28
Key Questions	28
Health and Safety Plan Professional Development	31
Health and Safety Plan Communications	33
<b>Health and Safety Plan Summary: Dauphin County Technical School</b>	<b>35</b>
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	35
Social Distancing and Other Safety Protocols	36

Monitoring Student and Staff Health	40
Other Considerations for Students and Staff	43
<b>Health and Safety Plan Governing Body Affirmation Statement</b>	<b>45</b>

*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: Dauphin County Technical School

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? (SELECT ONE BOX BELOW)**

- 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

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)
Dr. Karen Pflugh Pandemic Co-Coordinator	Administrative Director - Building Administration	Both
Ms. Maria Zaharick Pandemic Co-Coordinator	Business Administrator - Building Administration	Both

Mr. Keith Oellig	School Board Member	Plan Development
Mr. Ralph Miller	Building and Grounds	Both
Mr. Andrew Frentz	Building and Grounds	Plan Development
Mr. Tom Gray	Building and Grounds	Plan Development
Mrs. Andrea Bennett	Human Resources - Building Administration	Both
Mr. Dwain Messersmith	Safety and Security/Asst Principal - Building Administration	Both
Mrs. Denise Green	Food Service Director - Building Administration	Both
Ms. Sally Rowe	School Nurse	Both
Mr. David Wright	Principal - Building Administration	Both
Dr. Jan Zeager	Special Education Director - Special Education Administration	Both
Dr. Gwen Mosteller	Assistant Principal - Building Administration	Both
Mr. Jason Wuchter	DCTSEA Representative - Teachers' Union Representative	Plan Development
Mr. Jim Carson	DCTSESP Representative - Support Staff Union Representative	Plan Development
Mrs. Brenda Scheidler	Teacher Representative	Plan Development
Mr. Robert Brightbill	Teacher Representative	Plan Development
Mr. Dan Altland, Esq	Solicitor	Plan Development
Mr. Adam Dawson	Technology Director - Building Administration	Both
Mrs. Shelly Milbrand	School Counselor	Plan Development
Mrs. Sandie Pensiero	School Counselor	Plan Development
Mr. Brian Deal	School Counselor	Plan Development

Mrs. Elizabeth Maurer	School Social Worker	Plan Development
Dr. Charles Resavy	School Psychologist	Plan Development
Mrs. Sharon Deiling	School Instructional Coach	Plan Development
Mrs. Megan Motto	School Instructional Coach	Plan Development
Mrs. Samantha Schultz	School Instructional Coach	Plan Development
Mrs. Chris Hannold	Front Office Representative	Plan Development
Ms. Christy Phillips	Attendance Representative	Plan Development
Mrs. Paula Grumbling	Parent	Plan Development
DCTS Families (via Survey)	Families and Students	Plan Development
DCTS Teachers (via Survey)	Teachers	Plan Development

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:** Maintenance and custodial staff have worked hard this summer to clean and sanitize our building and prepare for the safe return of students and staff. Cleaning, sanitizing, and disinfecting procedures have been updated and reviewed with the staff. One day a week, specific assigned areas will be more thoroughly cleaned. Currently, all disinfection supplies meeting OSHA or CDC requirements for COVID-19 are on hand and additional supplies have been ordered. CDC guidelines for cleaning, sanitizing, and disinfecting each building will continue to be followed. Staff have been assigned to ensure high touch points are cleaned to the extent possible throughout each school day. One day a week, specific assigned areas will be more thoroughly cleaned. All custodial and maintenance staff personnel have been trained in the process and proper cleaning products and most effective cleaning methods. Supervisors will conduct regular area checks to ensure all assigned areas are cleaned to the specific guidelines. Ventilation protocols will be adjusted to allow for increased fresh air throughout the building.

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>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e.,</b>	Increased use of PPE required (masks, gloves, face-shields).  Increase social distancing & Hygiene Practices.	Increased use of PPE required (masks, gloves, face coverings).  Increase Social Distancing & Hygiene Practices.	Maria Zaharick, Business Administrator  Jason Civetello, Assistant to the Director for Student	PPE  CDC Website  COVID-19 Daily Cleaning Job Card	Y

<p><b>restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>The school will follow the CDC's Guidance for Cleaning &amp; Disinfecting Schools.</p> <p><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></p> <p>Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles, and drinking fountains.</p> <p>Steps will be taken to limit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</p> <p>Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities as specified on the Daily and Weekly COVID-19 Job Cards.</p> <p>Increase ventilation rates from OCC Hours only to 24/7 Operation.</p> <p>Increase OA% from 10% to 40%.</p>	<p>The school will follow the CDC's Guidance for Cleaning &amp; Disinfecting Schools.</p> <p><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></p> <p>Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles, and drinking fountains.</p> <p>Steps will be taken to limit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</p> <p>Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities as specified on the Daily and Weekly COVID-19 Job Cards.</p> <p>Increase ventilation rates from OCC Hours only to 24/7 Operation.</p> <p>Increase OA% from 10% to 40%.</p>	<p>and Facilities Management</p>	<p>COVID-19 Weekly Cleaning Job Card</p> <p>Custodial Supervisor Inspection Form</p> <p>HVAC/BAS System Checklist</p> <p><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></p>	
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Weekly use of Electrostatic Spray Disinfectant.</p> <p>Classrooms and common areas will be ventilated with additional circulation of outdoor air when</p>	<p>Weekly use of Electrostatic Spray Disinfectant.</p> <p>Classrooms and common areas will be ventilated with additional circulation of outdoor air when</p>	<p>Maria, Zaharick, Business Administrator</p> <p>Jason Civetello, Assistant to the</p>	<p>Electrostatic Spray Disinfectant</p> <p>Fans</p>	<p>Y</p>

	possible, using windows, doors, and/or fans.	possible, using windows, doors, and/or fans.	Director for Student and Facilities Management		
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## 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:** All classrooms, learning spaces, common areas, and office areas will be evaluated and reorganized for social distancing to the maximum extent possible in order to mitigate the spread of COVID-19. Hand sanitizer will be available for staff and student use in each classroom and office area. The class schedule has been assessed and reconfigured to minimize physical contact throughout the school day. The use of communal spaces will be evaluated and utilized only when social distancing can occur. All staff and students will be provided additional training on appropriate hygiene to mitigate the spread of COVID-19. The education of hygiene practices will include increased hand washing and/or sanitizing, appropriate utilization of face coverings, minimizing touch points and how to sanitize shared equipment and materials. All staff and students will be provided with one mask and one face shield and will be required to wear one face covering while in the building. Face coverings will be required for all staff and students unless this mandate is lifted by the Pennsylvania Department of Education. School visitors and outside vendors will be limited to essential support school personnel only. Procedures for parent and guardian access to the school office will be shared prior to the start of the school year and updated as needed to follow recommended safety guidelines. Safety protocols will be monitored by administration and staff to ensure proper implementation.

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>	<p>Master Schedule will stagger attendance to a maximum of 50% of the student body in the building at a time using a “hybrid” model; remaining 50% of the students will be working from home on-line.</p> <p>Limit the number of individuals in a classroom or other space when possible.</p> <p>Supervise the configuration of spacing desks allowed by social distancing protocols according to CDC guidelines. Document room capacity for each classroom to be used when scheduling classes.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p> <p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p>	<p>Master Schedule will stagger attendance to a maximum of 50% of the student body in the building at a time using a “hybrid” model; remaining 50% of the students will be working from home on-line.</p> <p>Limit the number of individuals in a classroom or other space when possible.</p> <p>Supervise the configuration of spacing desks allowed by social distancing protocols according to CDC guidelines. Document room capacity for each classroom to be used when scheduling classes.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p> <p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p>	<p>David Wright, Building Principal</p>	<p>Building Level Schedule</p>	<p>Y</p>

<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Students will be encouraged to use hand sanitizer provided at stations within the cafeteria prior to consuming food.</p> <p>Parents/guardians will be encouraged to deposit funds using the online payment portal, avoiding the handling of cash.</p> <p>Cafeteria staff will wear gloves and a face covering at all times.</p> <p>Students will be provided with disposable fork, spoon, knife, and napkin packets.</p> <p>Meal condiments will be limited and provided to students on the serving trays.</p> <p>Students will not be permitted to serve themselves for items such as fruit and/or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.</p> <p>Student dining areas and cafeteria serving areas will be thoroughly cleaned and sanitized before the start of each lunch.</p>	<p>Students will be encouraged to use hand sanitizer provided at stations within the cafeteria prior to consuming food.</p> <p>Parents/guardians will be encouraged to deposit funds using the online payment portal, avoiding the handling of cash.</p> <p>Cafeteria staff will wear gloves and a face covering at all times.</p> <p>Students will be provided with disposable fork, spoon, knife, and napkin packets.</p> <p>Meal condiments will be limited and provided to students on the serving trays.</p> <p>Students will not be permitted to serve themselves for items such as fruit and/or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.</p> <p>Student dining areas and cafeteria serving areas will be thoroughly cleaned and sanitized before the start of each lunch.</p>	<p>Denise Green, Food Service Director</p> <p>David Wright, Building Principal</p> <p>Dr. Gwen Mosteller, Assistant Principal</p> <p>Dwain Messersmith, Assistant Principal</p>	<p>N/A</p>	<p>N</p>
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<b>Procedures for restricting the use of cafeteria and serving meals in classroom</b>	Parents/guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash.	Parents/guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash.	Denise Green, Food Service Director	Back to School letter in Packet for Students/Parents	
<b>Serve meals in classrooms or other spaces as an alternative to cafeteria</b>	Students will be spaced to enter into the cafeteria eating area and serving area to one way in and one way out.	Students will be spaced to enter into the cafeteria eating area and serving area to one way in and one way out.	Dr. Gwen Mosteller, Assistant Principal	Spacing Markers on Floor	

<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>All staff will be trained on healthy hygiene practices so they can teach these to students.</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol will be used.</p> <p>CDC - handwashing resources that include <a href="#">health promotion materials</a>, information on <a href="#">proper handwashing technique</a>, and <a href="#">tips for families to help children develop good hand washing habits</a>.</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</p>	<p>All staff will be trained on healthy hygiene practices so they can teach these to students.</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol will be used.</p> <p>CDC - handwashing resources that include <a href="#">health promotion materials</a>, information on <a href="#">proper handwashing technique</a>, and <a href="#">tips for families to help children develop good hand washing habits</a>.</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</p>	<p>David Wright, Building Principal</p> <p>Dr. Gwen Mosteller, Assistant Principal</p> <p>Dwain Messersmith, Assistant Principal</p> <p>Andrea Bennett, Assistant Business Administrator</p>	<p>Hand soap</p> <p>Alcohol Based Sanitizer</p> <p>Training</p> <p>Slide Presentation/video on proper handwashing</p>	<p>Y</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and</b></p>	<p>Post Signs in the cafeteria, restrooms and other high traffic areas. Examples include but are not limited to the following:</p>	<p>Post Signs in the cafeteria, restrooms and other high traffic areas. Examples include but are not limited to the following:</p>	<p>Adam Dawson, Technology Director</p> <p>David Wright, Building Principal</p>	<p>Posters</p> <p>Print shop</p>	<p>N</p>

<p><b>how to stop the spread of germs</b></p>	<p><a href="#">CDC Germs are Everywhere</a> - Hallways, Bathrooms, Cafeteria, classrooms, Nurse's Office</p> <p><a href="#">Translated Posters</a></p> <p>DCTS "Symptoms of COVID-19" signs - Entrances, attendance and Nurse's office</p> <p>DCTS "Social Distancing" Signs- Hallways</p> <p>DCTS "Wash Your Hands" signs - Bathrooms, Cafeteria and Nurse's office</p> <p>DCTS "Wait Here" Floor Stickers - Cafeteria lines and other locations where students line up</p>	<p><a href="#">CDC Germs are Everywhere</a> - Hallways, Bathrooms, Cafeteria, classrooms, Nurse's Office</p> <p><a href="#">Translated Posters</a></p> <p>DCTS "Symptoms of COVID-19" signs - Entrances, attendance and Nurse's office</p> <p>DCTS "Social Distancing" Signs- Hallways</p> <p>DCTS "Wash Your Hands" signs - Bathrooms, Cafeteria and Nurse's office</p> <p>DCTS "Wait Here" Floor Stickers - Cafeteria lines and other locations where students line up</p>	<p>Ralph Miller, Maintenance Team Leader</p>		
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Restrict nonessential visitors, volunteers, and activities that involve other groups.</p> <p>No outside individuals or agencies renting facilities under Policy 707.</p> <p>All outside services provided by the CTE program of study will be restricted to curb-side service.</p>	<p>Restrict nonessential visitors, volunteers, and activities that involve other groups.</p> <p>No outside individuals or agencies renting facilities under Policy 707. (This will be re-evaluated in the future)</p> <p>All outside services provided by the CTE program of study will be restricted to curb-side service.</p>	<p>David Wright, Building Principal</p> <p>School Resource Officer</p> <p>Stephanie Hanford, Adult &amp; Continuing Education Director</p>	<p>N/A</p>	<p>N</p>

<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p><b>Physical Education</b></p> <p>Safe opportunities for exercise for students will be selected.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <li>• Physical proximity of students</li> <li>• Amount of touching of shared equipment</li> <li>• Ability to engage in social distancing while not engaged in active play</li> <li>• Number of students in class</li> <li>• Limit group games following social distancing guidelines</li> <li>• Train teachers and staff on all safety protocols</li> </ul>	<p><b>Physical Education</b></p> <p>Safe opportunities for exercise for students will be selected.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <li>• Physical proximity of students</li> <li>• Amount of touching of shared equipment</li> <li>• Ability to engage in social distancing while not engaged in active play</li> <li>• Number of students in class</li> <li>• Limit group games following social distancing guidelines</li> <li>• Train teachers and staff on all safety protocols</li> </ul>	<p>David Wright, Building Principal</p> <p>Physical Education Department</p>		<p>Y</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Clean and disinfect shared equipment items between uses.</p> <p>Keep each student's belongings separated and kept in individual lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use such as:</p> <ul style="list-style-type: none"> <li>• Textbooks that are shared</li> <li>• Technology</li> <li>• Science equipment</li> <li>• PE equipment</li> </ul>	<p>Clean and disinfect shared equipment items between uses.</p> <p>Keep each student's belongings separated and kept in individual lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use such as:</p> <ul style="list-style-type: none"> <li>• Textbooks that are shared</li> <li>• Technology</li> <li>• Science equipment</li> <li>• PE equipment</li> </ul>	<p>David Wright, Building Principal</p>	<p>Cleaning materials</p>	<p>Y</p>

	<ul style="list-style-type: none"> <li>• Skill development equipment/tools</li> </ul> <p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>	<ul style="list-style-type: none"> <li>• Skill development equipment/tools</li> </ul> <p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>			
<b>Staggering the use of communal spaces and hallways</b>	<p>Create one-way traffic patterns in hallways.</p> <p>Separate students within common areas.</p> <ul style="list-style-type: none"> <li>• Arrival entrance</li> <li>• Dismissal exit</li> <li>• Cafeteria</li> <li>• Bathrooms</li> </ul> <p>Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.</p>	<p>Create one-way traffic patterns in hallways.</p> <p>Separate students within common areas.</p> <ul style="list-style-type: none"> <li>• Arrival entrance</li> <li>• Dismissal entrance</li> <li>• Cafeteria</li> <li>• Bathrooms</li> </ul> <p>Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.</p>	<p>David Wright, Building Principal</p> <p>Dr. Gwen Mosteller, Assistant Principal</p> <p>Dwain Messersmith, Assistant Principal</p>	Hallway Signage	N
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>Students will be required to wear a face covering while being transported to school-related activities. They will also be encouraged to sit apart from other students.</p> <p>Roof hatches and windows will be opened whenever possible to allow for the best ventilation.</p>	<p>Students will be required to wear a face covering while being transported to school-related activities. They will also be encouraged to sit apart from other students.</p> <p>Roof hatches and windows will be opened whenever possible to allow for the best ventilation.</p>	Jason Civetello, Assistant to the Director for Student and Facilities Management	Cleaning supplies	N

	The school bus and vehicles will be disinfected after each use.	The school bus and vehicles will be disinfected after each use.			
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>To the extent feasible, students will be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students will be spaced to the maximum extent possible.</p> <p>Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff as much as possible.</p> <p>Restrict interactions between groups of students when possible.</p>	<p>To the extent feasible, students will be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students will be spaced to the maximum extent possible.</p> <p>Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff as much as possible.</p> <p>Restrict interactions between groups of students when possible.</p>	<p>David Wright, Building Principal</p> <p>Dr. Jan Zeager, Special Education Director</p>	N/A	N
<b>Other social distancing and safety practices</b>	Installing sneeze-guards in main offices, media center, and cafeteria P.O.S. areas.	Installing sneeze-guards in main offices, media center, and cafeteria P.O.S. areas.	<p>Denise Green, Food Service Director</p> <p>Ralph Miller, Maintenance Team Leader</p>	sneeze-guards	N

## 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 member or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortably 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:

Health checks that include symptom checking should be conducted at home by parent/guardian on a daily basis for students. Parents may use examples of screening methods in CDC's guidance for screening students: [Daily Symptom Screening at Home](#). Self administered health checks that include symptom checking should be conducted at home by all staff. Health checks/symptoms checking in school shall be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. Staff and students exhibiting symptoms will be isolated until they can be transported home by family or staff. Symptomatic staff and students will be encouraged to be tested before returning to school. If any student or staff member is diagnosed with the virus, they will follow return-to-school protocol. A general letter to parents/staff will be provided by the Administrative Director if Covid-19 cases occur and the JOC and Administrative Director will decide if the number of cases require a temporary building closure. DCTS will work to mitigate anxiety by supporting staff and students as they are monitored for symptoms and if they identify with symptoms so no one feels frightened or socially isolated.

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>	<p>Symptom screening will be done by all parents/guardians at home each morning before the school day.</p> <p>No students with symptoms will be sent to school.</p> <p>All staff will perform a symptom screening on themselves prior to school arrival each day and will stay home if ill.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>Students and staff will go to the nurse immediately if feeling symptomatic.</p> <p>The school will share resources with parents/guardians of students to help them understand when to keep their child home.</p> <p><a href="#">Daily Symptom Screening at Home</a></p> <p>Video to parents explaining new protocols for school opening and demonstrating checking for</p>	<p>Symptom screening will be done by all parents/guardians at home each morning before the school day.</p> <p>No students with symptoms will be sent to school.</p> <p>All staff will perform a symptom screening on themselves prior to school arrival each day and will stay home if ill.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>Students and staff will go to the nurse immediately if feeling symptomatic.</p> <p>The school will share resources with parents/guardians of students to help them understand when to keep their child home.</p> <p><a href="#">Daily Symptom Screening at Home</a></p> <p>Video to parents explaining new protocols for school opening and demonstrating checking for</p>	<p>David Wright, Building Principal</p> <p>Sally Rowe, School Nurse</p> <p>Adam Dawson, Technology Director</p>	<p>Self-Screen and reporting procedures</p> <p>Staff Training</p> <p>Parent/Guardian Resources</p> <p>Website resources</p>	<p>Y</p>

	<p>symptoms will be posted on DCTS website and Youtube.</p> <p>A flyer with symptoms will be posted on our school website and mailed home.</p>	<p>symptoms will be posted on DCTS website and Youtube.</p> <p>A flyer with symptoms will be posted on our school website and mailed home.</p>			
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>School Administrators and the School Nurse will identify an isolation room to separate anyone who has COVID-19 symptoms.</p> <p>The School Nurse and other healthcare providers will use <a href="#">Standard and Transmission-Based Precautions</a> when caring for sick people.</p> <p><a href="#">What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.</a></p> <p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.</p> <p>Notify staff and families of a confirmed case while maintaining confidentiality.</p>	<p>School Administrators and the School Nurse will identify an isolation room to separate anyone who has COVID-19 symptoms.</p> <p>The School Nurse and other healthcare providers will use <a href="#">Standard and Transmission-Based Precautions</a> when caring for sick people.</p> <p><a href="#">What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.</a></p> <p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.</p> <p>Notify staff and families of a confirmed case while maintaining confidentiality.</p>	<p>David Wright, Building Principal</p> <p>Dr. Jan Zeager, Special Education Director</p> <p>Sally Rowe, School Nurse</p>	<p>Isolation Area</p> <p>Notification Letter</p>	<p>N</p>

<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Persons who have COVID-19 and were directed by a physician to care for themselves at home may discontinue isolation and return to school under the following conditions:</p> <ul style="list-style-type: none"> <li>• 10 days from the onset of symptoms.</li> <li>• Resolution of fever without the use of fever-reducing medications for the previous 72 hours.</li> <li>• Improvement in respiratory symptoms (e.g., cough, shortness of breath).</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least one consecutive respiratory specimen.</li> </ul>	<p>Persons who have COVID-19 and were directed by a physician to care for themselves at home may discontinue isolation and return to school under the following conditions:</p> <ul style="list-style-type: none"> <li>• 10 days from the onset of symptoms.</li> <li>• Resolution of fever without the use of fever-reducing medications for the previous 72 hours.</li> <li>• Improvement in respiratory symptoms (e.g., cough, shortness of breath).</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least one consecutive respiratory specimen.</li> </ul>	<p>David Wright, Building Principal</p> <p>Andrea Bennett, Assistant Business Administrator</p> <p>Sally Rowe, School Nurse</p>	<p>N/A</p>	<p>N</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>Post Health and Safety Plan on DCTS Website.</p> <p>Provide regularly updated information on DCTS website and in parent flyers/letters.</p>	<p>Post Health and Safety Plan on DCTS Website.</p> <p>Provide regularly updated information on DCTS website and in parent flyers/letters.</p>	<p>Dr. Karen Pflugh, Administrative Director</p> <p>David Wright, Building Principal</p> <p>Adam Dawson, Technology Coordinator</p>	<p>Health and Safety Plan</p> <p>Communication documents</p>	<p>N</p>

	Prepare parents and families for remote learning if school is temporarily closed.	Prepare parents and families for remote learning if school is temporarily closed.			
<b>Other monitoring and screening practices</b>	<p>Students who present with symptoms will be encouraged to be tested for the virus.</p> <p>Staff members who present with symptoms will be encouraged to be tested for the virus.</p> <p>Testing information and a list of local testing facilities in addition to any documentation requirements that would allow a child or staff member to return to school will be provided to each person with symptoms.</p>	<p>Students who present with symptoms will be encouraged to be tested for the virus.</p> <p>Staff members who present with symptoms will be encouraged to be tested for the virus.</p> <p>Testing information and a list of local testing facilities in addition to any documentation requirements that would allow a child or staff member to return to school will be provided to each person with symptoms.</p>	<p>Dr. Karen Pflugh, Administrative Director</p> <p>David Wright, Building Principal</p> <p>Sally Rowe, School Nurse</p>	Testing information and list of local facilities	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:** Face coverings will be required to be worn by all staff and students when in the building, unless this mandate is lifted by the Pennsylvania Department of Education or other applicable governmental agency. DCTS will issue face coverings (one face mask and one face shield) to all students and staff to be worn to mitigate the spread of COVID-19. Students and staff at higher risk for severe illness will be addressed on an individual basis to accommodate any specific needs. Students with complex needs or other vulnerable individuals will have specific plans to address safety protocols and procedures; it is understood that these plans must be individualized and comprehensive in order to mitigate risks for students and staff. Staff with high risk of severe illness will work with our Department of Human Resources to create a plan to maximize their safety. Professional development will be provided to all staff related to strategies to ensure all students have access to quality learning opportunities and supports while at school or at home.

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>	DCTS will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act.	DCTS will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act.	Andrea Bennett, Assistant Business Administrator  Sally Rowe, School Nurse	FFCRA Guidelines	Y
* <b>Use of face coverings (masks or face shields) by all staff</b>	All staff will be required to wear a face covering following state mandated guidelines.	All staff will be required to wear a face covering following state mandated guidelines.	Dr. Karen Pflugh, Administrative Director	Face coverings	N

<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>All students will be required to wear a face covering following state mandated guidelines.</p> <p>DCTS will allow students to remove their face coverings when students are eating or drinking when spaced at least 6 feet apart.</p>	<p>All students will be required to wear a face covering following state mandated guidelines.</p> <p>DCTS will allow students to remove their face coverings when students are eating or drinking when spaced at least 6 feet apart.</p>	<p>David Wright, Building Principal</p> <p>Dr. Gwen Mosteller, Assistant Principal</p> <p>Dwain Messersmith, Assistant Principal</p>	<p>Face coverings</p> <p>Signage regarding expectations</p>	<p>N</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Any student who cannot wear a face covering due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance will follow the guidelines outlined by the Pennsylvania Department of Education regarding the wearing of a mask. However, individuals should consider using another type of face covering, such as a face shield.</p> <p><a href="#">Individuals with Disabilities and Chronic Conditions</a></p> <p>Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is</p>	<p>Any student who cannot wear a face covering due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance will follow the guidelines outlined by the Pennsylvania Department of Education regarding the wearing of a mask. However, individuals should consider using another type of face covering, such as a face shield.</p> <p><a href="#">Individuals with Disabilities and Chronic Conditions</a></p> <p>Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is</p>	<p>Dr. Jan Zeager, Special Education Director</p> <p>Sally Rowe, School Nurse</p>	<p>Excusal documentation</p>	<p>Y</p>

	essential to communication, will not be required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.	essential to communication, will not be required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.			
<b>Strategic deployment of staff</b>	Identify critical job functions and positions, and plan for alternative coverage and cross-train staff where applicable.	Identify critical job functions and positions, and plan for alternative coverage and cross-train staff where applicable.	Andrea Bennett, Assistant Business Administrator  David Wright, Building Principal	N/A	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>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	Maintenance and Custodial Staff	Business Office Building & Grounds Department	Differentiated Professional Development	<a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a>	7/1/20	Ongoing throughout the year as needed
<b>Safety Protocols in the Classroom</b>	Teachers and Para Educators	Principal's Office	Workshop	DCTS Pandemic Procedures	8/18/20	Ongoing
<b>Safety Protocols for Monitoring Students and Staff for Symptoms</b>	All DCTS	Nurse's Office	Workshop	CDC Guidance	8/18/20	Ongoing

<b>Safety Protocols for Physical Education Classes</b>	PE Instructors	Principal's Office	Workshop	DCTS Pandemic Procedures	8/18/20	Ongoing
<b>Safety Protocols for CTE</b>	CTE Instructors	Director's Office	Workshop	DCTS Pandemic Procedures	8/18/20	Ongoing
<b>Instructional Strategies for "In Person" and Independent Online Learning</b>	Instructional Staff	Instructional Coaches	Workshop	TBD	8/19/20	Ongoing
<b>Addressing academic challenges as a result of the school closure</b>	Instructional Staff	Instructional Coaches	Workshop	TBD		Ongoing
<b>Addressing the social/emotional needs of students as a result of the school closure</b>	All Staff	Instr. Coaches, School Counselors, Social Worker, School Psychologist	Workshop	SEL Materials	8/19/20	Ongoing
<b>Addressing the social/emotional needs of staff as a result of the school closure</b>	All Staff	Instr. Coaches, School Counselors, Social Worker, School Psychologist	Workshop	SEL Materials	8/19/20	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>Parent/Guardian Survey</b>	Parents/ Guardians	Director	Email, SurveyMonkey®	6/15//20	6/17/20
<b>Staff Survey</b>	DCTS Teachers	Director	Email, SurveyMonkey®	6/18/20	6/24/20
<b>Update on Reentry Planning</b>	Parents Guardians Students Employees	Director and JOC Board Members	JOC Board Meeting	6/12/20	6/12/20
<b>CTE Survey - Scheduling Options for Hybrid Model</b>	DCTS CTE Teachers	Director	Email, SurveyMonkey®	7/15/20	7/16/20
<b>Adjusting to a New Normal</b>	Employees	Human Resources	Email	7/17/20	7/17/20
<b>What is Safe? Some Common Sense Guidelines for Reopening.</b>	Employees	Human Resources	Email	7/17/20	7/17/20
<b>PDE Mask Guidance</b>	Parents Guardians Students Employees	Human Resources	Email, Website	7/15/20	7/15/20
<b>DCTS School Opening Update with Hybrid Schedule Plan</b>	Parents Guardians Students Employees	Director	Email, School Messenger, Website	7/22/20	7/22/20
<b>Approval of Health and Safety Plan</b>	Parents Guardians Students Employees	JOC Board Members	JOC Board Meeting	7/29/20	7/29/20

<b>Exposure Notifications</b>	Parents Guardians Students Employees	Director and Human Resources	Direct communication with families on a need to know basis	As Needed	As Needed
<b>Parent/Guardian Updates</b>	Parents & Guardians	Director and Principal's Office	Phone Messages, Emails, Official DCTS Facebook and Twitter Pages, Local News Media	Ongoing	Ongoing
<b>DCTS Employee Updates</b>	DCTS Employees	Director and Human Resources	Phone Messages, Email, DCTS Website	Ongoing	Ongoing

# Health and Safety Plan Summary: Dauphin County Technical School

**Anticipated Launch Date: 8/31/2020**

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><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><b>The Business Office will:</b></p> <ul style="list-style-type: none"> <li>● Train maintenance and custodial staff on <a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></li> <li>● Provide Daily and Weekly COVID-19 Cleaning Job Cards listing required tasks to clean, sanitize, and disinfect the building daily and weekly.</li> <li>● Purchase PPE (face coverings, gloves), Electrostatic Spray Disinfectant, and other cleaning, sanitizing, disinfecting solutions needed to fulfill the jobs on the Job Cards.</li> <li>● Decide on the extent of limitation of communal drinking fountains and provide safe alternatives for providing water when possible.</li> <li>● Supervise the inventory of classrooms and common areas for the purpose of ventilation needs.</li> <li>● Supervise the new cleaning, sanitizing, disinfecting, and ventilating protocols.</li> </ul> <p><b>The Maintenance and Custodial Staff will:</b></p> <ul style="list-style-type: none"> <li>● Participate in training and seek clarification on <a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></li> <li>● Participate in training and seek clarification on Daily and Weekly COVID-19 Job Cards listing required tasks to clean, sanitize, and disinfect the building daily and weekly.</li> <li>● Use PPE, Electrostatic Spray Disinfectant, and other cleaning, sanitizing, disinfecting solutions needed to fulfill the jobs on the Job Cards.</li> </ul>

- Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles, and drinking fountains.
- Use Electrostatic Spray Disinfectant at least weekly.
- Work in collaboration with the business office to limit the use of communal drinking fountains and provide safe alternatives for providing water.
- Increase ventilation rates from OCC Hours only to 24/7 Operation.
- Increase OA% from 10% to 40%.
- Take inventory of classrooms and common areas for the purpose of ventilation needs and assure classrooms and common areas are ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.

## 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><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p><b>The Principal's Office will:</b></p> <ul style="list-style-type: none"> <li>• Implement a master schedule that staggers attendance to a maximum of 50% of the student body on each day when in the building.</li> <li>• Create one-way traffic patterns in hallways, as needed.</li> <li>• Separate students within common areas, as needed. <ul style="list-style-type: none"> <li>○ Arrival Entrance</li> <li>○ Dismissal Exit</li> <li>○ Cafeteria</li> <li>○ Bathrooms</li> </ul> </li> <li>• Supervise the configuration of spacing desks allowed by social distancing protocols according to CDC guidelines. Document room capacity for each classroom to be used when scheduling classes. Hold classes in gyms, auditoriums, other large spaces, or outdoors if room capacity does not allow for social distancing.</li> <li>• Work with the business office to determine how PPE (face coverings, hand sanitizer, gloves) will be distributed to students and staff.</li> </ul>

**\* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**

**\* Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes**

**Limiting the sharing of materials among students**

**Staggering the use of communal spaces and hallways**

**Adjusting transportation schedules and practices to create social distance between students**

**Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**

**Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars**

**Other social distancing and safety practices**

- Ensure adequate supplies of the following to minimize sharing of high-touch materials to the extent possible or limit to one group of students at a time and disinfect in between use such as:
  - Textbooks that are shared
  - Technology
  - Science equipment
  - PE equipment
  - Skill development equipment/tools
- Train staff on new hygiene protocols during in-service.
- Work with the IT Department and the print shop to design signage and communication.
- Post signs in restrooms, cafeteria, and other high traffic areas to remind students and staff of best practices.
- Communicate DCTS established hygiene protocol to all students by posting in the classroom, via email, via website, and via communication home to parents:
  - Best practices for stopping the spread of germs
  - Requirement to wear a face covering throughout the day
  - Requirement to wash or sanitize hands throughout the day
  - How desks will be sanitized after each use
  - Bathroom restrictions
  - Hallway procedures
  - Cafeteria procedures
- Limit gatherings, events and extracurricular activities to those that can maintain social distancing and in accordance with CDC guidelines:
  - No assemblies, events, theater productions, and extracurricular activities will be held without the permission of the Building Principal
  - Service learning will occur according to CDC guidelines
  - Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing if events are held
- Collaborate with the front office staff and the School Resource Officer to restrict nonessential visitors, volunteers, and activities.
- Collaborate with the Adult & Continuing Education Coordinator to eliminate renting facilities to outside individuals under Policy 707 (to be reevaluated in the future).

**Teachers will:**

- Configure classrooms for social distancing according to CDC guidelines.

**The Food Service Director will:**

- Collaborate with the Building Principal to determine capacity in the cafeteria allowed by social distancing protocol and determine if other space is needed for students to eat lunch.
- Set up hand sanitizer stations in the cafeteria and signs that direct students to sanitize hands before consuming food.
- Encourage parents/guardians to use the online payment portal to deposit funds to decrease the exchange of cash at the register.
- Direct cafeteria staff to wear gloves and face coverings at all times.
- Supervise the cleaning and sanitizing of cafeteria serving areas and dining areas before the start each lunch and at the end of the final lunch.
- Implement the following meal distribution protocols:
  - Use of disposable fork/spoon/knife/napkin packets.
  - Provide limited condiments via packets on serving trays.
  - Cafeteria staff will serve students all meal components.
  - Selection of fruits and vegetables will be limited. Students will not be permitted to serve themselves for these items.

**The Director will:**

- Establish protocols with the CTE program teachers around the sharing of tools and equipment.
- Establish cleaning and sanitizing protocols with the maintenance and custodial staff for CTE program tools and equipment.

**The Special Education Director will:**

- Work with the Principal's Office to assure social distancing in special education classrooms according to CDC guidelines.

- Collaborate with Districts on social distancing in vans/buses providing curb-to-curb transportation for special education students.
- Communicate with related service personnel coming into the building regarding the health and safety plan, hygiene and social distancing protocols, and scheduling.

**The Business Office will:**

- Ensure adequate hygiene and PPE supplies (e.g., soap, paper towels, hand sanitizer, tissues, face coverings, gloves) to support healthy hygiene and social distancing practices.
- Provide products for cleaning and sanitizing CTE program tools and equipment.
- Direct staff to avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Staff must clean and disinfect these items before and after use.
- Assess the need for sneeze-guards in high traffic areas, office areas, cafeteria, etc.

**The Physical Education Department will:**

- Get P.E. plans approved by the Principal to assure the selection and provision of safe opportunities for exercise and sports events for students.
- Consider the following when planning P.E. activities:
  - Physical proximity of players
  - Amount of touching of shared equipment
  - Ability to engage in social distancing while not engaged in active play
  - Engagement of players at higher risk
  - Number of students in class
  - Limit group games following social distancing guidelines
- Train teachers on social distancing and safety protocols.
- Oversee the cleaning and sanitizing of shared equipment after each use.
- Oversee keeping each student's belongings separated and kept in individual lockers or other areas.

**The Maintenance and Custodial Staff will:**

- Open windows and use fans whenever possible to allow for the best ventilation.

- Disinfect DCTS school vehicles after each use.

## 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><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p><b>Director’s Office will:</b></p> <ul style="list-style-type: none"> <li>• Post Health and Safety Plan on DCTS website.</li> <li>• Provide regular update information from CDC to parents/guardians via flyers, letters, and DCTS website.</li> <li>• Notify staff and families with regards to confirmed case(s) while maintaining confidentiality.</li> <li>• Collaborate with the JOC to develop criteria for closing the building based on simultaneous positive cases of COVID-19.</li> <li>• Notify staff and parents of remote learning if school is temporarily closed.</li> </ul> <p><b>Principal’s Office will:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the nurse’s office and social worker to gather resources to help parents understand when to keep their child at home.</li> <li>• Collaborate with the print shop to publish flyers for distribution to parents regarding symptom screening. <a href="#">Daily Symptom Screening at Home</a></li> <li>• Collaborate with the IT Department on publishing symptom screening information via website. <a href="#">Daily Symptom Screening at Home</a> and other resources provided by nurse and social worker.</li> <li>• Collaborate with the Director’s office to include symptom screening flyers with parent mailing as well as re-entry procedures after being diagnosed with COVID-19.</li> <li>• Coordinate signage throughout the building to consistently make students and staff aware of signs and symptoms of COVID-19.</li> <li>• Work with the IT Department and the print shop to design signage.</li> <li>• Post signs in restrooms, cafeteria, and other high traffic areas to remind students and staff of best practices.</li> </ul>

- Communicate DCTS established hygiene protocol to all students by posting in the classroom, via email, via website, and via video home to parents:
  - Best practices for stopping the spread of germs
  - Requirement to wear a face covering throughout the day
  - Requirement to wash or sanitize hands throughout the day
  - How desks will be sanitized after each use
  - Bathroom restrictions
  - Hallway procedures
  - Cafeteria procedures
- Coordinate with the school nurse to identify an isolation room or area to separate students and staff who are symptomatic.
- Equip an isolation room with supplies needed by symptomatic staff and students.
- Staff isolation room with personnel during the day.
- Support CDC guidelines and procedures during reentry after isolation for COVID-19.

**Parents will:**

- Use [Daily Symptom Screening at Home](#) to screen children each morning before the start of school.
- Keep children home from school who present symptoms.

**Staff will:**

- Self-screen prior to leaving for work.
- Stay home if presenting symptoms of illness.
- Request a substitute.
- During the day if feeling symptomatic, contact supervisor and go home.
- Be encouraged to get tested if symptoms occur.
- Follow protocol established by the business office for leave requests.

**Students will:**

- During the day if feeling symptomatic, go to the nurse immediately.
- Be encouraged to get tested if symptoms occur.
- Stay home until cleared by criteria.

**Nurse will:**

- Train staff on how to identify COVID-19 symptoms.
- Identify students and staff who need to be sent home.

	<ul style="list-style-type: none"> <li>● Contact personnel to transport student/staff to isolation room.</li> <li>● Notify parents of ill child and require that the child must be picked up from school.</li> <li>● Encourage students and staff who present with symptoms to be tested for the virus.</li> <li>● Provide testing information and a list of local testing facilities in addition to any documentation requirements that would allow a child or staff member to return to school to each person with symptoms.</li> <li>● Place a copy of diagnosis results or parent/guardian note in the student's health file in the nurse's office.</li> </ul> <p><b>Custodial Staff will:</b></p> <ul style="list-style-type: none"> <li>● Clean, sanitize, and disinfect isolation room daily after each use and weekly.</li> </ul> <p><b>Business Office will:</b></p> <ul style="list-style-type: none"> <li>● Purchase supplies for the safe return to school in accordance with CDC and state mandated guidelines.</li> <li>● Establish protocol for staff leave requests when symptomatic.</li> <li>● Assure DCTS follows guidelines set forth in the (FFCRA) Families First Coronavirus Response Act.</li> </ul> <p><b>Staff and Students Diagnosed with COVID-19 will:</b></p> <ul style="list-style-type: none"> <li>● If directed to care for themselves at home, staff and students may discontinue isolation under the following conditions: <ul style="list-style-type: none"> <li>○ 10 days from the onset of symptoms</li> <li>○ Resolution of fever without the use of fever-reducing medications for the previous 72 hours</li> <li>○ Improvement in respiratory symptoms (e.g., cough, shortness of breath).</li> </ul> </li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>○ Negative results of a FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from a respiratory specimen</li> </ul>
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## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
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<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><b>The Director's Office will:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the Business office and Principal's office to identify critical job functions and positions, and plan for alternative coverage and cross-train staff where applicable.</li> </ul> <p><b>The Principal's Office will:</b></p> <ul style="list-style-type: none"> <li>• Cancel all non-essential travel.</li> <li>• Require all students and staff to wear face covering, except when eating or drinking when spaced according to CDC social distancing guidelines.</li> <li>• Train staff that some students may not be able to wear a face covering due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.</li> <li>• Train staff that some students who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, will not be required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.</li> </ul>
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## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors for **Dauphin County Technical School** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 29, 2020**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **July 29, 2020**

By:

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*(Signature\* of Board Chairman)*

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*(Print Name of Board Chairman)*

\*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.