

2020-  
2021

## EASTERN Health and Safety Plan



Eastern Center for Arts and Technology  
3075 Terwood Rd  
Willow Grove PA 19090  
[www.eastech.org](http://www.eastech.org)

# Overview

---

This Health and Safety Plan serves to formalize and communicate the guidelines that Eastern Center for Arts and Technology (EASTERN) will follow for the 2020-2021 school year as we take on the important task of safely reopening our school for in-person instruction. This plan was developed in consultation with our participating school districts and county health department using the recommendations provided by the Pennsylvania Department of Education, the Center for Disease Control, World Health Organization, and other sources of research-based information and guidance. The plan has been developed by staff members and key stakeholders with opportunities for our community to provide input.

EASTERN's plan provides an overview of: scheduling based on our county classification of Red, Yellow, or Green; safety measures we will implement in each scenario; and the protocols we will use for responding to COVID-19 cases. This plan will be posted for public comment on July 24<sup>th</sup>, then reviewed and revised as necessary before being presented to the Joint Operating Committee on August 12<sup>th</sup> for approval. Reopening will launch on August 24<sup>th</sup> for our recent Cosmetology graduates to earn hours and on September 9<sup>th</sup> for all secondary students.



EASTERN will use the special EASTERN Cares logo for this school year to help to brand and stress the values our school community will embrace to re-open our school safely. Over the past 6 months our country and our community has seen the devastation caused by the pandemic, school and community closings, police brutality in disregard of black lives, and the promotion of anti-Asian sentiments. If we can all keep Respect, Equity, and Safety as the foundation for everything we do, we can make this world a better place, starting with our own school community. This is the year that we need to come together and care about ourselves, others, and our community at large.

\*LOGO designed by Emma Massinger EASTERN Commercial Art student and Hatboro-Horsham class of 2021.

# Table of Contents

<b>Health and Safety Plan: Eastern Center for Arts and Technology</b> .....	<b>3</b>
Type of Reopening .....	3
Pandemic Coordinator/Team.....	4
Key Strategies, Policies, and Procedures .....	6
Cleaning, Sanitizing, Disinfecting, and Ventilation.....	6
Social Distancing and Other Safety Protocols .....	8
Monitoring Student and Staff Health.....	13
Other Considerations for Students and Staff .....	17
Health and Safety Plan Professional Development.....	19
Health and Safety Plan Communications.....	20
<b>Health and Safety Plan Summary: Eastern Center for Arts and Technology</b> .....	<b>21</b>
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....	21
Social Distancing and Other Safety Protocols.....	21
Monitoring Student and Staff Health .....	24
Other Considerations for Students and Staff .....	25
<b>Appendix A: EASTERN Symptom Screening Tool</b> .....	<b>26</b>
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	<b>27</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: Eastern Center for Arts and Technology

## Type of Reopening

As long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. Governor Wolf's administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. 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.

Eastern Center for Arts and Technology enrolls students from nine participating districts: Abington, Bryn Athyn, Cheltenham, Hatboro-Horsham, Jenkintown, Lower Moreland, Springfield, Upper Dublin, and Upper Moreland. EASTERN will implement the following reopening plans. While the models in the plan link back to the colored phasing of the state or county, the selected model will depend on the model most of our districts implement.

**GREEN PHASE:** Total reopen for all students and staff.

**YELLOW PHASE:** Blended reopening that balances in-person learning and remote learning for all students based on the following schedule:

**Cohort 1:** In person instruction on Mondays and Tuesdays with remote learning on Wednesdays, Thursdays, and Fridays.

**Cohort 2:** In person instruction on Thursdays and Fridays with remote learning on Mondays, Tuesdays, and Wednesdays.

**RED PHASE:** Total remote learning for all students.

Please note that depending upon the public health conditions in our county, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. It is likely that EASTERN will need to change based on designation. The Health and Safety Plan will help to ensure fluid transition between more and less restrictive conditions in each of the phase requirements as needed.

## 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. EASTERN's Reopening Committee and each member's role has been identified.

- **Pandemic Coordinator:** Individual will lead the development and implementation of the Health and Safety Plan and will handle all COVID-19 related communication.
- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Cathleen Plesnarski	Administration	Pandemic Coordinator
<b>SUBCOMMITTEE: INSTRUCTION AND CLASSROOM LOGISTICS</b>		
Joe Greb*Chair	Administration	Both
Charlie Zachmann	Teacher	Health and Safety Plan Development
Mark Zaslavsky	Teacher	Health and Safety Plan Development
Jeff Ceccola	Support	Health and Safety Plan Development
Lou Geld	Administration	Both
Amy Shields	Support	Health and Safety Plan Development
Karen McGeehan	Teacher	Health and Safety Plan Development
<b>SUBCOMMITTEE: FACILITIES</b>		
Gary Felmey*Chair	Teacher	Health and Safety Plan Development
Lou Geld	Administration	Both
Chris Maiden	Administration	Both
George Stahl	Teacher	Health and Safety Plan Development
<b>SUBCOMMITTEE: STUDENT MANAGEMENT</b>		

<b>Allison Larson*Chair</b>	Administration	Both
<b>Jeff Pakula</b>	Teacher	Health and Safety Plan Development
<b>Doug Wilson</b>	Support	Health and Safety Plan Development
<b>Cori Sansalone</b>	Support	Health and Safety Plan Development
<b>Elena Hays</b>	Support	Health and Safety Plan Development
<b>SUBCOMMITTEE: SCREENING/ISOLATING/NURSE'S SUITE</b>		
<b>Carol Duell*Chair</b>	Administration	Both
<b>Christine Ledwith</b>	Support	Both
<b>SUBCOMMITTEE: OFFICE STAFF AND OFFICE OPERATIONS</b>		
<b>Eileen Collins*Chair</b>	Support	Health and Safety Plan Development
<b>Linda McAlpine</b>	Support	Health and Safety Plan Development
<b>Michele Zimmerman</b>	Support	Health and Safety Plan Development
<b>SUBCOMMITTEE: EMOTIONAL HEALTH AND WELLBEING</b>		
<b>Ferne Andre*Chair</b>	Teacher	Health and Safety Plan Development
<b>Trish Simmler-Totaro</b>	Support	Health and Safety Plan Development
<b>Tori Penecale</b>	Support	Health and Safety Plan Development
<b>Meghan Cicchino</b>	Teacher	Health and Safety Plan Development
<b>Veronica Stanley</b>	Teacher	Health and Safety Plan Development
<b>Rebecca Ashworth</b>	Teacher	Health and Safety Plan Development
<b>Allison Larson</b>	Administrator	Both
<b>SUBCOMMITTEE: HUMAN RESOURCES</b>		
<b>Janet Wuagon*Chair</b>	Support	Health and Safety Plan Development
<b>Mary Martin</b>	Administration	Both
<b>SUBCOMMITTEE: COMMUNICATIONS</b>		
<b>Cathleen Plesnarski*Chair</b>	Administration	Pandemic Coordinator/Both
<b>Amy Shields</b>	Support	Health and Safety Plan Development
<b>Veronica Stanley</b>	Teacher	Health and Safety Plan Development

## Key Strategies, Policies, and Procedures

The following tables represent steps EASTERN will take as part of its Health and Safety Plan. Action steps for Phase Red are not identified because in this phase, all instruction will take place remotely and staff and students will not report to EASTERN. In the following tables, an asterisk (\*) denotes an element of the plan that is mandated by the Pennsylvania Department of Education. All other elements 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:

EASTERN will take appropriate steps to prepare to reopen the building for staff and students and to maintain cleaning, sanitizing, and disinfecting protocols to maintain a safe building. Starting in July, the custodial staff will perform a deep cleaning of all classrooms, labs, and offices. Water fountains will be replaced to allow students and staff to refill water bottles. Restrooms will be modified to include hands-free flushing, soap dispensing, and towel dispensing. HVAC systems will be upgraded to increase air flow and filtration as feasible and include bipolar ionization units within air handlers to clean and purify air in the building. The nurse's suite will be relocated to a larger space to host an isolation room. All staff and students will be trained on proper safety and hygiene measures and custodial staff will be trained on proper disinfection. During the school year, all spaces will be disinfected between sessions and at the end of the school day. High touch areas will be disinfected throughout the day. Spaces used by people who have tested positive for COVID-19, will be closed for 2 days to allow for a 24 hour wait time before being disinfected.

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>	<p><b>Before Re-Opening</b></p> <ul style="list-style-type: none"> <li>• Procurement of sanitation supplies such as hand sanitizer, soaps, disinfectant, and masks will begin in advance of school re-opening. Disinfectant supplies will be EPA-approved for all cleaning and disinfection products (concentration, application method, and contact time).</li> <li>• Hallway water fountains will be replaced to allow students to refill bottles.</li> <li>• EASTERN will ensure water systems and features are safe to use after the prolonged closure to minimize the risk of Legionnaires' disease.</li> <li>• Deep Cleaning/Disinfection of building will occur before re-opening.</li> </ul> <p><b>During School Year:</b></p> <ul style="list-style-type: none"> <li>• High Touch Areas will be disinfected regularly throughout the day.</li> <li>• Each classroom will be disinfected using a spray mist disinfectant between each session and after school.</li> <li>• Tools and Equipment used by multiple students will be disinfected between uses.</li> </ul> <p><b>Cleaning/Disinfection COVID-19 Exposure:</b></p> <ul style="list-style-type: none"> <li>• Areas used by individuals with COVID-19 will be closed off and disinfected after waiting 24 hours.</li> </ul>	<p>Same as Yellow</p>	<p>Chris Maiden, Facilities Manager</p>	<ul style="list-style-type: none"> <li>• Sanitation Supplies</li> <li>• Disinfectant</li> <li>• Soap</li> <li>• Sanitizing Stations</li> <li>• Masks</li> <li>• Face Shields</li> <li>• Water Fountains</li> <li>• Disinfectant Sprayer</li> </ul>	<p>Yes</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 cleaning, sanitizing, disinfecting, and ventilation practices</b>	<ul style="list-style-type: none"> <li>HVAC system will be reconfigured to increase air circulation and bipolar ionization will be installed in air handlers serving rooms where additional air circulation is not an option. Filters will also be upgraded to a higher MERV rating as feasible.</li> <li>Restrooms will be modified to the greatest extent possible to be hands-free – flushing, soap, and paper towels</li> </ul>	Same as Yellow	Chris Maiden, Facilities Manager	Contracted Services	

## 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:

While the World Health Organization recommends at least 3 feet, EASTERN will follow the six feet recommendations provided by our county Department of Health (DOH). The Montgomery County DOH has stated that contact tracing will identify any individual who was within six feet of a person testing positive for COVID-19 for more than 15 minutes and that individual will need to isolate for 14

days. Maintaining 6 feet of social distancing in all areas will prevent staff and students from the need to isolate and help to secure their safety. Six feet of social distancing space will be enforced at EASTERN through rearranging classroom desks and marking clear locations for learning stations within program areas. In smaller computer-based programs, if six feet of distancing cannot be maintained, plexiglass partitions will be installed to separate workstations. Transportation for admitting students into the building and releasing them at the end of the session will be staggered, with one bus unloading at a time. Visitors will be limited to those essential for building operations and quality instruction. Staff and students will be trained on the following topics: mask use and maintenance, hygiene practices to stop the spread of COVID-19, and the importance of maintaining social distancing requirements. Signs will be posted throughout the building to reinforce training.

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>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<ul style="list-style-type: none"> <li>Each program area will set up classrooms to separate desks and learning stations by 6 feet, when feasible. When this is not possible, a plexiglass divider will be installed between desks or learning stations.</li> <li>In classrooms that use tables, middle seats will be removed and marked off.</li> <li>Classrooms with smaller theory rooms will need to divide students between the lab and theory room to ensure social distancing.</li> <li>In all program areas, assigned seating will be used to assist with contact tracing in the event a student tests positive for COVID-19.</li> <li>Theory instruction will be accessible online for student access.</li> </ul>	Same as Yellow	Joe Greb, Assistant Director	Partitions Flexible Instruction	Y
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<ul style="list-style-type: none"> <li>EASTERN does not have a cafeteria or other congregate settings.</li> <li>Conference rooms will be assigned occupancy limits for internal meetings.</li> </ul>	N/A	Joe Greb, Assistant Director	Occupancy signs posted at conference room entrances	

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>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<ul style="list-style-type: none"> <li>Hand Sanitizing Stations will be installed at every staff or student entrance.</li> <li>In classrooms where handwashing is not available, sanitizer will be made available.</li> <li>Students and staff will be trained on handwashing and other hygiene related to stopping the spread of COVID-19.</li> </ul>	Same as Yellow	Allison Larson, CTE Supervisor	Sanitizing Stations Signs	Y
* <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>Signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, hand hygiene, and properly wear a face covering will be posted in every classroom, common area, and entrance to reinforce good hygiene practices.</li> <li>Students and staff will be instructed on how COVID-19 spreads and protective measures they can take to keep themselves and other safe.</li> </ul>	Same as Yellow	Amy Shields, Marketing and Recruitment Coordinator With input from each admin	Signs	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>* Identifying and restricting non-essential visitors and volunteers</b>	<ul style="list-style-type: none"> <li>All visitors requesting access to the building will need prior approval. Only essential visitors deemed necessary for school operations will be permitted in the building. All meetings with external stakeholders will take place on a virtual platform.</li> <li>Cosmetology Clinic, Doggy Day Care, and Restaurant will be closed to outside visitors.</li> <li>Cooperative Education Activities outside of EASTERN will be cancelled.</li> </ul>	<p>Most meetings with external stakeholders will take place on a virtual platform. Cosmetology Clinic, Doggy Day Care, and Restaurant may operate using CCD standards for their industry. Cooperative Education may operate using CCD standards for the corresponding industry.</p>	<p>Joe Greb, Assistant Director</p>	<p>Visitor Request Procedure</p>	<p>N</p>
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<ul style="list-style-type: none"> <li>EASTERN does not have physical education classes or recess.</li> <li>Protective Services will limit practical skills to those that do not require physical contact between students.</li> </ul>	<p>Same as Yellow</p>	<p>Joe Greb, Assistant Director</p>	<p>N/A</p>	<p>N</p>
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>Each classroom teacher will examine options for limiting sharing of materials and tools among students. Student tool kits will be implemented as feasible.</li> </ul>	<p>Same as Yellow</p>	<p>Joe Greb, Assistant Director</p>	<p>Classroom tools/materials kits</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>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>Hallways will be marked so students walk on their right side of the hallway to implement one-directional hallway designations.</li> <li>Staggered arrival and dismissal will be implemented to reduce traffic.</li> <li>Buses will not be permitted to unload students until 7:30, at which time, each bus will unload one at a time to minimize traffic.</li> </ul>	Same as Yellow	Allison Larson, CTE Supervisor	Signs	N
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>EASTERN will coordinate arrival and dismissal times with districts to stagger students in hallways.</li> <li>EASTERN will communicate with students and participating districts that students may not arrive to EASTERN before 7:30.</li> </ul>	Same as Yellow	Cathleen Plesnarski, Executive Director/ Pandemic Coordinator	District Coordination	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 will alternate between online learning from home and in person instruction based on district schedules.</li> <li>Students attending EASTERN report to their program area upon arrival to the building and stay in that program for the duration of their half-day with EASTERN. Students will be prohibited from visiting other program areas and making non-essential travel within the building.</li> <li>Practical Nursing: Students from this adult program will use a separate entrance and will only be permitted in the Practical Nursing program area.</li> </ul>	Same as Yellow except that all students will be receiving in-person instruction every day.	Cathleen Plesnarski, Executive Director/ Pandemic Coordinator	None	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>Coordinating with participating school districts regarding transportation protocol changes, suspected or confirmed cases of COVID-19, and closures</b>	<ul style="list-style-type: none"> <li>EASTERN will establish communication protocols with the district Superintendents.</li> </ul>	Same as Yellow	Cathleen Plesnarski, Executive Director/ Pandemic Coordinator	Communication Protocols	N
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>Students will be required to socially distance a minimum of 6 feet when feasible. For life-safety and lifting issues associated with their career fields, social distancing requirements will be lifted to ensure student safety. In cases where students must work together or where the teacher must be able to review technical skills and provide feedback, masks and/or face shields will be worn. Staff and students will not be permitted to have contact within 6 feet for any duration of time beyond a quick interaction.</li> </ul>	Same as Yellow	Joe Greb, Assistant Director	None	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:**

Staff and students will be trained to self-screen for symptoms before reporting to school. Everyone will be required to sign off that they understand the screening instrument and will self-screen before reporting to EASTERN. Signs will be posted at entrances to reinforce screening. Staff or students exhibiting symptoms will be asked to stay home and get tested for COVID-19. The Pandemic Coordinator will work with the Montgomery County Department of Health to implement protocols for returning staff and students to school. Any changes to our Health and Safety Plan will be communicated to district personnel, parents, and our community through School Messenger.

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>• Staff and students will be required to self-monitor daily before coming to school.</li> <li>• Training on self-monitoring protocols will be shared with staff and students and they will be asked to sign a form indicating they read and understand the procedure.</li> <li>• Students or staff members exhibiting symptoms will be asked to stay home and get tested for COVID-19 and inform the school if they receive a positive test.</li> <li>• Individuals who become symptomatic during the school day will be escorted to the nurse.</li> <li>• Our School Nurse will work with families to identify health concerns like asthma, allergies, migraines, and digestive disorders that may result in COVID-19-like symptoms.</li> </ul>	<p>Same as Yellow</p>	<p>Cathleen Plesnarski, Executive Director/ Pandemic Coordinator</p>	<p>Screening protocols, Return to work/school protocols, and exclusion from school protocols.</p>	<p>Y</p>
<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>• The Nurse's Suite will be moved to a larger location to provide for the ability to socially distance and the inclusion of an isolation room.</li> <li>• Students who become sick or demonstrate a history of exposure will be escorted to the isolation room to wait for a parent to pick them up.</li> <li>• Staff members who become sick or demonstrate a history of exposure will be asked to go home immediately.</li> <li>• Students waiting for transportation will wait in the isolation room.</li> <li>• Students quarantined at home will be offered online instruction in their program areas.</li> </ul>	<p>Same as Yellow</p>	<p>Allison Larson, CTE Supervisor</p>	<p>None</p>	<p>N</p>

<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>• Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school/work.</li> <li>• EASTERN will work with the Montgomery County Department of Health to implement protocols for isolation/quarantine and returning to school. Guidance provided as of 7/27 indicate the following:</li> <li>• Anyone who has COVID-19 may return to school/work if at least 10 days have passed since symptoms first appeared AND at least 24 hours have passed since last fever without the use of fever-reducing medications AND symptoms (e.g., cough, shortness of breath) have improved and have a negative test result.</li> <li>• Anyone who has had close contact with (within 6 feet for 15+ minutes) someone who is COVID-19 positive or lives with a household member who is COVID-19 positive will be contacted by the Montgomery County Health Department to quarantine at home for 14 days. Staff and students who are quarantined following close contact with a case may not return to school until cleared to do so by the Montgomery County Department of Health. If they develop COVID-19, they will follow the return to school/work requirements listed in the previous bullet.</li> <li>• The Pandemic Coordinator will maintain communications with the Department of Health and participating districts to report/verify cases and make decisions on the need to close school.</li> <li>• Before reopening for in-person instruction, the Executive Director will send an email to parents reviewing safety protocols and</li> </ul>	<p>Same as Yellow</p>	<p>Cathleen Plesnarski, Executive Director/ Pandemic Coordinator</p>	<p>Self-screening instrument Montgomery County Health Department School Messenger</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)
	encouraging students who return from a state with a high incidence of COVID-19 to isolate for two weeks before returning to school				
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>The Pandemic Coordinator will notify staff, families, participating districts, and the public of school closures and changes in the safety protocols using the e-messenger system.</li> </ul>	Same as Yellow	Cathleen Plesnarski, Executive Director/ Pandemic Coordinator	School Messenger, Montgomery County Department of Health	N
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>Visitors to the building will be limited. Those visitors who have been granted permission to attend, will be screened at the door by a staff member.</li> </ul>	Same as Yellow	Allison Larson, CTE Supervisor	Screening forms Thermometer	Y

## Other Considerations for Students and Staff

### Key Questions

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

### Summary of Responses to Key Questions:

All staff and students must wear face coverings while in school. Students are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act of IDEA, that precludes the wearing of a face covering in school.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>In classrooms where students and/or staff who are at higher risk for severe illness, all staff and students will be required to wear a face covering (mask or shield) and six feet of social distancing will be maintained at all times.</li> </ul>	Same as Yellow	Joe Greb, Assistant Director	Face masks, rearranged furniture, marked learning stations	N
<b>* Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>All staff must wear a mask or face shield while in the building.</li> </ul>	Same as Yellow	Joe Greb, Assistant Director	Mask or face shield	N
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>Students must wear a face mask or face shield at all times per the order by the PA State Governor.</li> </ul>	Same as Yellow	Joe Greb, Assistant Director	Mask or face shield	Y
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>In classrooms where a teacher or student is at a higher risk, all staff and students will be required to wear a face covering (mask or shield) and six feet of social distancing will be maintained at all times.</li> </ul>	Same as Yellow	Joe Greb, Assistant Director	none	N
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>A long-term day-to-day substitute and instructional aides will assist with covering classes when teachers are absent or assist in classrooms where social distancing will require that students be split between the theory room and lab space.</li> </ul>	Same as Yellow	Allison Larson, CTE Supervisor	none	N

## Health and Safety Plan Professional Development

The success of our 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
COVID-19 Awareness	Staff	Dr. Cathleen Plesnarski, Executive Director/Pandemic Coordinator	Virtual	Training materials, Zoom	8/24/2020 and 9/1/2020	9/8/2020
Health and Safety Plan Protocols and Procedures	Staff	Dr. Cathleen Plesnarski, Executive Director/Pandemic Coordinator	Virtual	Training materials, Zoom	8/24/2020 and 9/1/2020	9/8/2020
Supporting Students' Social/Emotional Health	Staff	Allison Larson, CTE Supervisor/Certified School Counselor	Faculty Meeting/Inservice	Training Materials	9/1/2020	9/8/2020

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Health and Safety Plan</b>	Students and their families, Staff, participating district key personnel	Dr. Plesnarski, Executive Director/Pandemic Coordinator	Online, publications sent through School Messenger	August 13	August 13
<b>EASTERN Procedures for Screening</b>	Students and Parents	Dr. Plesnarski, Executive Director/Pandemic Coordinator	Online, publications sent through School Messenger	August 26	August 29
<b>EASTERN Procedures for wearing a face covering</b>	Students and Parents	Dr. Plesnarski, Executive Director/Pandemic Coordinator	Online, publications sent through School Messenger	August 26	August 29
<b>EASTERN protocols for social distancing and other safety measures</b>	Student and Parents	Dr. Plesnarski, Executive Director/Pandemic Coordinator	Online, publications sent through School Messenger	August 26	August 29

## Health and Safety Plan Summary: Eastern Center for Arts and Technology

**Anticipated Launch Date: August 24, 2020 for Cosmetology Summer Students, September 9, 2020 for all students**

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>Before Re-Opening</b></p> <ul style="list-style-type: none"> <li>• Procurement of sanitation supplies such as hand sanitizer, soaps, disinfectant, and masks will begin in advance of school re-opening. Disinfectant supplies will be EPA-approved for all cleaning and disinfection products (concentration, application method, and contact time).</li> <li>• Hallway water fountains will be replaced to allow students to refill bottles.</li> <li>• EASTERN will ensure water systems and features are safe to use after the prolonged closure to minimize the risk of Legionnaires’ disease.</li> <li>• Deep Cleaning/Disinfection of building will occur before re-opening.</li> <li>• HVAC system will be reconfigured to increase air circulation and bipolar ionization will be installed in air handlers serving rooms where additional air circulation is not an option. Filters will also be upgraded to a higher MERV rating as feasible.</li> <li>• Restrooms will be modified to the greatest extent possible to be hands-free – flushing, soap, and paper towels</li> </ul> <p><b>During School Year:</b></p> <ul style="list-style-type: none"> <li>• High Touch Areas will be disinfected regularly throughout the day.</li> <li>• Each classroom will be disinfected using a spray mist disinfectant between each session and after school.</li> <li>• Tools and Equipment used by multiple students will be disinfected between uses.</li> </ul> <p><b>Cleaning/Disinfection COVID-19 Exposure:</b></p> <ul style="list-style-type: none"> <li>• Areas used by individuals with COVID-19 will be closed off and disinfected after waiting 24 hours.</li> </ul>

### 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>	<ul style="list-style-type: none"> <li>Each program area will set up classrooms to separate desks and learning stations by 6 feet, when feasible. When this is not possible, a plexiglass divider will be installed between desks or learning stations. In classrooms that use tables, middle seats will be removed and marked off. Classrooms with smaller theory rooms will need to divide students between the lab and theory room to ensure social distancing. In all program areas, assigned seating will be used to assist with contact tracing in the event a student tests positive for COVID-19. Theory instruction will be accessible online for student access.</li> </ul>
<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>EASTERN does not have a cafeteria or other congregate settings. Conference rooms will be assigned occupancy limits for internal meetings.</li> </ul>
<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>Hand Sanitizing Stations will be installed at every staff or student entrance. In classrooms where handwashing is not available, sanitizer will be made available. Students and staff will be trained on handwashing and other hygiene related to stopping the spread of COVID-19.</li> </ul>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>Signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, hand hygiene, and properly wear a face covering will be posted in every classroom, common area, and entrance to reinforce good hygiene practices. Students and staff will be instructed on how COVID-19 spreads and protective measures they can take to keep themselves and other safe.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</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>Coordinating with local childcare regarding on site care, transportation protocol changes</b></p>	<ul style="list-style-type: none"> <li>• EASTERN does not have physical education classes or recess. The Protective Services program will limit practical skills to those that do not require physical contact between students.</li>   <li>• Each classroom teacher will examine options for limiting sharing of materials and tools among students. Student tool kits will be implemented as feasible.</li>   <li>• Hallways will be marked so students walk on their right side of the hallway to implement one-directional hallway designations.</li>   <li>• Arrival and dismissal will be staggered to reduce traffic. Buses will not be permitted to unload students until 7:30, at which time, each bus will unload one at a time to minimize traffic. Students will be dismissed from program areas, one bus at a time.</li>   <li>• Students attending EASTERN report to their program area upon arrival to the building and stay in that program for the duration of their half-day with EASTERN. Students will be prohibited from visiting other program areas and making non-essential travel within the building. Practical Nursing (Adult) students will use a separate entrance and will only be permitted in the Practical Nursing program area.</li>   <li>• The Executive Director will establish communication protocols with district superintendents.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p>and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> <li>Students will be required to socially distance a minimum of 6 feet when feasible. For life-safety and lifting issues associated with their career fields, social distancing requirements will be lifted to ensure student safety. In cases where students must work together or where the teacher must be able to review technical skills and provide feedback, masks and/or face shields will be worn.</li> </ul>

## 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>	<ul style="list-style-type: none"> <li>Staff and students will be required to self-monitor daily before coming to school. Training on self-monitoring protocols will be shared with staff and students and they will be asked to sign a form indicating they read and understand the procedure. Students or staff members exhibiting symptoms will be asked to stay home and get tested for COVID-19 and inform the school if they receive a positive test. Individuals who become symptomatic during the school day will be escorted to the nurse. Our School Nurse will work with families to identify health concerns like asthma, allergies, migraines, and digestive disorders that may result in COVID-19-like symptoms</li> </ul>
<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>The Nurse's Suite will be moved to a larger location to provide for the ability to socially distance and the inclusion of an isolation room. Students who become sick or demonstrate a history of exposure will be escorted to the isolation room to wait for a parent to pick them up. Staff members who become sick or demonstrate a history of exposure will be asked to go home immediately. Students waiting for transportation will wait in the isolation room. Students quarantined at home will be offered online instruction in their program areas.</li> </ul>
<p>* <b>Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school/work. The Pandemic Coordinator will maintain communications with the Department of Health and participating districts to report/verify cases and make decisions on the need to close school. EASTERN will implement protocols provided by the Montgomery County Department of Health for isolation/quarantine and returning to school.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>The Pandemic Coordinator will notify staff, families, participating districts, and the public of school closures and changes in the safety protocols using the e-messenger system.</li> </ul>

### 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>	<ul style="list-style-type: none"> <li>In classrooms where students and/or staff who are at higher risk for severe illness, all staff and students will be required to wear a face covering (mask or shield) and six feet of social distancing will be maintained at all times.</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>All staff must wear a mask or face shield while in the building.</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>Students must wear a face mask or face shield at all times per the order by the PA State Governor.</li> </ul>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>In classrooms where a teacher or student is at a higher risk, all staff and students will be required to wear a face covering (mask or shield) and six feet of social distancing will be maintained at all times.</li> </ul>
<p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>A long-term day-to-day substitute and instructional aides will assist with covering classes when teachers are absent or assist in classrooms where social distancing will require that students be split between the theory room and lab space.</li> </ul>

## Appendix A: EASTERN Symptom Screening Tool

Complete Daily Prior to School/Work

Employee or Student Name: \_\_\_\_\_

Position/Program Area: \_\_\_\_\_

Temperature: \_\_\_\_\_

Are you/is the student taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)? \_\_\_Yes \_\_\_No

Are you/is the student experiencing any of the following?

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever (100.4 or higher) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or Vomiting Headache Diarrhea

Stay home if, you or the student:

- Have one or more symptoms in Group A OR
- Have two or more symptoms in Group B OR
- Are taking fever reducing medication

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Eastern Center for Arts and Technology** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 12, 2020**

The plan was approved by a vote of:

  6   Yes

  1   No

Affirmed on: **August 12, 2020**

By:

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

Dr. Art Levinowitz

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