



# **GJCTC Adult and Secondary Education Phased School Reopening Health and Safety Plan**

---

August 12, 2020

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

## Table of Contents

<b>Health and Safety Plan</b> .....	3
Type of Reopening.....	4
Pandemic Coordinator/Team .....	5
Key Strategies, Policies, and Procedures .....	6
Cleaning, Sanitizing, Disinfecting and Ventilation.....	7
Social Distancing and Other Safety Protocols .....	11
Monitoring Student and Staff Health .....	22
Other Considerations for Students and Staff .....	25
Health and Safety Plan Professional Development.....	30
Health and Safety Plan Communications .....	32
<b>Health and Safety Plan Summary</b> .....	33
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation .....	33
Social Distancing and Other Safety Protocols.....	34
Monitoring Student and Staff Health.....	36
Other Considerations for Students and Staff.....	37
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	39

*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: **Greater Johnstown Career and Technology Center**

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

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): June 8, 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)
Tricia Rummel	Pandemic Coordinator	Both
John Augustine	Administration	Both
Kelly Hoffman	Healthcare	Both
Daniel Durica	Supervisor of Building and Grounds	Both
Jason Hicks	High School Principal	Both

Korie Duryea	Special Education Facilitator	Both
--------------	-------------------------------	------

## 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 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 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:**

Requirements	Action Step under Red	Action Steps under Green and Yellow 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>Follow Governor's Orders</p>	<p><b>GJTC Maintenance, Custodial, and Cleaning Staff:</b>  <b>Cleaning Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Face coverings should worn as feasible and are most <b>essential</b> in times when physical distancing is difficult. This includes common areas, classrooms, and dining areas.</li> <li>2. Continue normal daily cleaning routine.</li> <li>3. All water fountains are now off or self-serve bottle fill stations.</li> <li>4. Supervisor of Building and Grounds will ensure the regular, routine maintenance of the ventilation system.</li> <li>5. Ensure high touch surface areas cleaning is increased to twice per day throughout the day. <ol style="list-style-type: none"> <li>a. Light switches</li> <li>b. Door handles</li> <li>c. Restroom fixtures</li> <li>d. Tables</li> <li>e. Countertops</li> <li>f. Desks</li> <li>g. Phones</li> </ol> </li> </ol>	<p>Daniel Durica,  Supervisor of  Building and Grounds</p>	<p>Appropriate cleaning materials, face coverings for staff, gloves, hand sanitizer, disinfecting wipe buckets in every program area, classroom, and office area.</p> <p>Custodial and cleaning staff will be working in teams and assigned specific areas to deep clean and sanitize daily.</p> <p>Deep cleaning "foggers" will be used as needed.</p>	<p>No</p>
---	---------------------------------	---	--	---	-----------

Requirements	Action Step under Red	Action Steps under Green and Yellow Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
		<ul style="list-style-type: none"> <li>h. Keyboards</li> <li>i. Toilets</li> <li>j. Faucets and sinks</li> <li>k. Touch screens</li> <li>l. ATM machines</li> </ul> <p>6. Place appropriate signage on cleaned areas and do not enter rooms unnecessarily.</p> <p>7. Hand sanitizer for every classroom currently in use.</p> <p>8. Clean high touch areas frequently—students clean their own area after use.</p> <p>9. Gloves must be worn when performing cleaning duties.</p> <p>Door handle indicators are available for each program area/classroom/office area to designate if a room needs cleaned and if it has been cleaned and sanitized.</p>			

Requirements	Action Step under Red	Action Steps under Green and Yellow Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other cleaning, sanitizing, disinfecting, and ventilation practices		Ventilation-windows and doors will be encouraged to be open to the maximum extent feasible (as tolerable by weather conditions). Additionally, when possible, student work stations will be set up outside when possible.	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator		

## 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:

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>Follow Governor's Orders</p>	<p>All program area classrooms will be set up with social distancing in mind. Students will be seated at tables (desks are no longer used) and each student will be situated 6' away from another student to maximum extent possible. All tables will be facing the front of the room. When lecturing or teaching the theory components of a lesson, the instructor will be at a minimum of 6' away from all students.</p> <p>GJCTC encourages social distancing to the maximum extent possible.</p> <p>During the hands-on training, social distancing will be enforced as much as is safely possible; however, when close contact is necessary, face coverings will be worn.</p> <p><b>Use the "Common Sense for Common Areas" Guidelines</b></p> <p>Trades Technology Complex Common Sense for Common Areas Employee, Tenant, and Student Guidelines</p> <ol style="list-style-type: none"> <li>1. If you are <b>sick</b>—Stay HOME!</li> </ol>	<p>John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator</p>	<p>N/A</p>	<p>no</p>
--	---------------------------------	--	--	------------	-----------

		<ol style="list-style-type: none"><li>2. If you are COVID-19 positive, <b>notify</b> your supervisor immediately and stay home.</li><li>3. Parents and guardians will be expected to screen children for symptoms before school each day.</li><li>4. District staff will be expected to self-screen before leaving for work, and will stay home if ill.</li><li>5. Tenants follow the guidelines set by your employer.</li><li>6. Masks and/or face shields must be worn in compliance with the Governor's order that is in effect (they DO NOT replace safety glasses or other PPE-all required PPE must still be worn in addition to the mask/face shield).</li></ol>			
--	--	---	--	--	--

		<p>7. Everyone <b>must maintain</b> social distancing while on breaks and lunch.</p> <p>a. Practice <b>Hand Hygiene</b> and <b>respiratory etiquette (follow guidelines on the <i>Common Sense for Common Areas</i></b> information sheet.</p> <p>8. Follow <b><i>Common Sense for Common Areas</i></b> information sheet.</p> <p>9. No <b>Unnecessary visitors</b> will be permitted beyond the welcome desk. Necessary visitors will be asked if they completed a self-monitoring health check.</p>			
--	--	---	--	--	--

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
		<p>10. <b>Do not</b> enter rooms that are marked “closed”</p> <p>11. Limit sharing equipment as much as possible. For equipment that must be shared, <b>students are required to clean it after each use</b> under the supervision of the instructor.</p>			
<p>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>N/A</p>	<ul style="list-style-type: none"> <li>• A member of the cleaning staff will be assigned to be on duty to clean and disinfect all surfaces used during meal periods.</li> <li>• A schedule will be created of designated time periods for groups to have meals in the cafeteria.</li> <li>• Table tents are available indicating when a table needs to be cleaned.</li> <li>• No more than 2 people are permitted to sit at a lunch table.</li> </ul>	<p>John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator; Daniel Durica, Supervisor of Building and Grounds</p>	<p>Table Tents</p>	<p>No</p>

<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>N/A</p>	<p><b>Trades Technology Complex Common Sense for Common Areas</b></p> <p><b>Hand Washing:</b> Follow these 8 steps every time—before and after eating, after using the restroom, any time hands are visibly soiled, before touching your face, after sneezing, coughing, or blowing your nose.</p> <ol style="list-style-type: none"> <li>1. <b>Prepare</b> by having enough clean paper towels to dry your hands and open the door handle. Pull enough down at the dispenser and leave it before you begin washing your hands so you can grab it without touching anything.</li> <li>2. <b>Wet</b> your hands with clean, running water (warm) and apply soap.</li> <li>3. <b>Lather</b> your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.</li> <li>4. <b>Scrub</b> your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.</li> <li>5. <b>Rinse</b> your hands well under clean, running water.</li> <li>6. <b>Turn</b> off the water using the paper towel so you do</li> </ol>	<p>John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator; Daniel Durica, Supervisor of Building and Grounds</p>	<p>N/A</p>	<p>No</p>
---	------------	--	---	------------	-----------

not contaminate your hands again.

7. **Exit** the restroom by using the rest of the clean paper towel to open the door handle or try to push the door gently with your foot.

#### How to use hand sanitizer:

- **Apply** the gel product to the palm of one hand (read the label to learn the correct amount).
- **Rub** your hands together.
- **Rub** the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

#### Respiratory Etiquette:

- **Cover** your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- **Throw** used tissues into the trash can and immediately wash hands with soap and water for 20 seconds. If soap and water are not available, use hand sanitizer

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)
		containing at least 60% alcohol.			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs		GJCTC and the Trades Technology Complex (TTC) "Common Sense for Common Areas" Guidelines are posted throughout the building and in all restrooms. Additionally, students will be given a copy of the guidelines upon starting class.	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator		
* Identifying and restricting non-essential visitors and volunteers		All non-essential visitors and volunteers are restricted to the lobby of the building. Parents of minor students must enter into the front lobby and wait in the foyer area for their child to come to them.	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator		
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	N/A	N/A-GJCTC does not offer sports, physical education, or recess.	N/A	N/A	N/A

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the sharing of materials among students</b>		Students will be given their own materials and equipment to use as much as is feasible. Students will be issued a laptop computer for the purpose of digital instruction; use of a laptop from their home school will be encouraged.	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator		
<b>Staggering the use of communal spaces and hallways</b>		<p>Arrival and dismissal times for each sending school occur at different times of day.</p> <p>Follow the “rules of the road”-stay on the right side of the hallway</p> <p>Locker assignments will be socially distanced to the maximum extent possible.</p>	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator		
<b>Adjusting transportation schedules and practices to create social distance between students</b>		GJCTC does not provide transportation.	N/A		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	N/A	<p>Program areas (classrooms) will be limited to the instructors, aides and students only; members of the administrative team will enter on an as needed basis.</p> <p>Only co-curricular clubs will be operational:  Skills USA  National Technical Honor society  ProStart</p> <p>Only virtual competitions will be approved per SkillsUSA guidelines</p> <p>No field trips will be permitted.</p>	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator	N/A	A safety video will be posted on YouTube for the staff.
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>		N/A	N/A		
<b>Other social distancing and safety practices</b>					

## 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 will the monitoring take place?
- When and how frequently will the monitoring take place?
- 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? What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- 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:

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>N/A</p>	<p>Parents and guardians will be expected to screen children for symptoms before school each day.</p> <p>District staff will be expected to self-screen before leaving for work, and will stay home if ill.</p> <p>Students who present with a fever of 100 degrees or above may be asked to return home for observation by a family member. Anyone who presents with a fever may be issued a second temp check within 15 minutes to ensure accuracy.</p> <p>Staff and students will follow the <i>Common Sense for Common Areas Guidelines</i>.</p>	<p>John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator</p>	<p>Thermometers</p>	<p>No</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>		<p>A designated quarantine location will be assigned under the direction of the school's Licensed Practical Nurse (LPN); students will remain there until they can be picked up by a parent.</p> <p>Follow the CDC guidelines in regards to staff exposure and cleaning of quarantine location.</p>	<p>John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator</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)
* Returning isolated or quarantined staff, students, or visitors to school		Follow health care provider orders	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator		
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	N/A	<p>School personnel will utilize the <i>verity of technology</i> system to notify staff and students of school closures and within-school-year changes in safety protocols.</p> <p>Staff, students, and the public will be notified of school closures and within-school-year changes in safety protocols through the school's website, gjctc.org.</p> <p>Primary communicaiotn will be on a welcome window on our website.</p>	John S. Augustine, Administrative Director	N/A	No
Other monitoring and screening practices		N/A			

## Other Considerations for Students and Staff

### Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or 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?
- 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 address staff who are ill, or who have family members who have become ill?
- 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:

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>* Protecting students and staff at higher risk for severe illness</b></p>	<p>N/A</p>	<ul style="list-style-type: none"> <li>Masks and/or face shields must be worn in compliance with the Governor’s order that is in effect (they DO NOT replace safety glasses or other PPE-all required PPE must still be worn in addition to the mask/face shield).</li> </ul> <p>Follow the <i>Common Sense for Common Areas Guidelines</i>.</p>	<p>John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator</p>		<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>N/A</p>	<ul style="list-style-type: none"> <li>● Masks and/or face shields must be worn in compliance with the Governor’s order that is in effect (they DO NOT replace safety glasses or other PPE-all required PPE must still be worn in addition to the mask/face shield).</li> </ul> <p>Follow the <i>Common Sense for Common Areas Guidelines</i>.</p> <p>GJCTC is providing 4 options for students/staff in regards to face coverings:</p> <ol style="list-style-type: none"> <li>1. Individuals may use their own masks.</li> <li>2. Individuals may wear the GJCTC issued <i>neck gator</i> that every staff and student will receive.</li> <li>3. Individuals may wear a <i>Z-Shield</i> that is provided by GJCTC.</li> <li>4. Individuals may wear a <i>hat shield</i> that is provided by GJCTC.</li> </ol>	<p>John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator</p>		<p>No</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)
* Use of face coverings (masks or face shields) by older students (as appropriate)		<p>Follow the <i>Common Sense for Common Areas Guidelines</i>.</p> <p>GJCTC is providing 4 options for students/staff in regards to face coverings:</p> <ol style="list-style-type: none"> <li>1. Individuals may use their own masks.</li> <li>2. Individuals may wear the GJCTC issued <i>neck gator</i> that every staff and student will receive.</li> <li>3. Individuals may wear a <i>Z-Shield</i> that is provided by GJCTC.</li> <li>4. Individuals may wear a <i>hat shield</i> that is provided by GJCTC.</li> </ol>	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator		
Unique safety protocols for students with complex needs or other vulnerable individuals		Follow the <i>Common Sense for Common Areas Guidelines</i> .	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator		
Strategic deployment of staff	N/A		John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator	N/A	No



## 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><i>Common Sense for Common Areas Guidelines Training for Tenants</i></b>	Tenants of the Trades Technology Complex (TTC)	John S. Augustine, Administrative Director and Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator	Zoom meeting and or pre-recorded messages	Copies of <i>Common Sense for Common Areas Guidelines</i>	June 24, 2020	June 24, 2020
<b><i>Common Sense for Common Areas Guidelines Training for GJCTC staff</i></b>	GJCTC staff	John S. Augustine, Administrative Director and Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator	Zoom meeting and or pre-recorded messages	Copies of <i>Common Sense for Common Areas Guidelines</i>	June 24, 2020	July 15, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b><i>Common Sense for Common Areas Guidelines Training for GJCTC faculty</i></b>	GJCTC faculty	John S. Augustine, Administrative Director, Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator, GJCTC High School Principal	Zoom meeting and or pre-recorded messages	Copies of <i>Common Sense for Common Areas Guidelines</i>	Aug. 24, 2020	Aug. 25, 2020
<b><i>Common Sense for Common Areas Guidelines Training for GJCTC students</i></b>	GJCTC students	GJCTC High School Principal	Zoom meeting and or pre-recorded messages	Copies of <i>Common Sense for Common Areas Guidelines</i>	Aug. 26, 2020	Sept. 4, 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>Phased School Reopening</b>	Secondary and Adult Education Students; Parents and Caregivers	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator	GJCTC website—gjctc.org	June 24, 2020	June 24, 2020
<b>Updates/changes/Alerts to school schedules and safety protocols</b>	Secondary and Adult Education Students; Parents and Caregivers	John S. Augustine, Administrative Director; Tricia Rummel, Supervisor of Adult Education/Pandemic Coordinator; Kelly Hoffman, LPN Coordinator	GJCTC website—gjctc.org Welcome message board	August 2020	Ongoing as needed

## Health and Safety Plan Summary: **Greater Johnstown Career and Technology Center**

### Anticipated Launch Date:

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>GJCTC Maintenance, Custodial, and Cleaning Staff:</b></p> <p><b>Cleaning Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Face coverings should worn as feasible and are most <b>essential</b> in times when physical distancing is difficult. This includes common areas, classrooms, and dining areas.</li> <li>2. Continue normal cleaning routine.</li> <li>3. Ensure high touch surface areas cleaning is increased               <ol style="list-style-type: none"> <li>a. Light switches</li> <li>b. Door handles</li> <li>c. Restroom fixtures</li> <li>d. Tables</li> <li>e. Countertops</li> <li>f. Desks</li> <li>g. Phones</li> <li>h. Keyboards</li> <li>i. Toilets</li> <li>j. Faucets and sinks</li> <li>k. Touch screens</li> <li>l. ATM machines</li> </ol> </li> <li>4. Place appropriate signage on cleaned areas and do not enter rooms unnecessarily.</li> <li>5. Hand sanitizer for every classroom currently in use.</li> <li>6. Clean high touch areas frequently—students clean their own area after use.</li> </ol>

Requirement(s)	Strategies, Policies and Procedures
	<p>7. Gloves must be worn when performing cleaning duties.</p> <p>Door handle indicators are available for each program area/classroom/office area to designate if a room needs cleaned and if it has been cleaned and sanitized.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p>* <b>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 style="text-align: center;"><b>Trades Technology Complex Common Sense for Common Areas</b></p> <p><b>Hand Washing:</b> Follow these 7 steps every time—before and after eating, after using the restroom, any time hands are visibly soiled, before touching your face, after sneezing, coughing, or blowing your nose.</p> <ol style="list-style-type: none"> <li>1. <b>Prepare</b> by having enough clean paper towels to dry your hands and open the door handle. Pull enough down at the dispenser and leave it before you begin washing your hands so you can grab it without touching anything.</li> <li>2. <b>Wet</b> your hands with clean, running water (warm) and apply soap.</li> <li>3. <b>Lather</b> your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.</li> <li>4. <b>Scrub</b> your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.</li> <li>5. <b>Rinse</b> your hands well under clean, running water.</li> <li>6. <b>Turn</b> off the water using the paper towel so you do not contaminate your hands again.</li> <li>7. <b>Exit</b> the restroom by using the rest of the clean paper towel to open the door handle or try to push the door gently with your foot.</li> </ol>

Requirement(s)	Strategies, Policies and Procedures
<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 and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p><b>How to use hand sanitizer:</b></p> <ul style="list-style-type: none"> <li>• <b>Apply</b> the gel product to the palm of one hand (read the label to learn the correct amount).</li> <li>• <b>Rub</b> your hands together.</li> <li>• <b>Rub</b> the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.</li> </ul> <p><b>Respiratory Etiquette:</b></p> <ul style="list-style-type: none"> <li>• <b>Cover</b> your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.</li> <li>• <b>Throw</b> used tissues into the trash can and immediately wash hands with soap and water for 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.</li> </ul>
	<p>GJCTC and the Trades Technology Complex (TTC) “Common Sense for Common Areas” Guidelines are posted throughout the building and in all restrooms. Additionally, students will be giving a copy of the guidelines upon starting school.</p>
	<p>All non-essential visitors and volunteers are restricted from entering the building beyond the lobby. Parents of minor students must enter into the front lobby and wait in the foyer area for their child to come to them.</p>
	<p>N/A-GJCTC does not offer sports, physical education, or recess.</p>
	<p>Students will be given their own materials and equipment to use as much as is feasible. Students will be issued a laptop computer for the purpose of digital instruction; use of a laptop from their home school will be encouraged.</p>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>• A member of the cleaning staff will be assigned to be on duty to clean and disinfect all surfaces used during meal periods.</li> <li>• A schedule will be created of designated time periods for groups to have meals in the cafeteria.</li> <li>• Table tents are available indicating when a table needs to be cleaned.</li> <li>• No more than 2 people are permitted to sit at a table.</li> </ul> <p>Follow the “rules of the road”-stay on the right side of the hallway.</p> <p>Locker assignments will be socially distanced to the maximum extent possible.</p>
	<p style="text-align: center;">GJCTC does not provide transportation.</p> <p>Program areas (classrooms) will be limited to the instructors, aides and students only; members of the administrative team will enter on an as needed basis.</p> <p>Only co-curricular clubs will be operational:  Skills USA  National Technical Honor society  ProStart</p> <p>Only virtual competitions will be approved.</p> <p>No field trips will be permitted.</p>

### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Parents and guardians will be expected to screen children for symptoms before school each day.</p> <p>District staff will be expected to self-screen before leaving for work, and will stay home if ill.</p>

Requirement(s)	Strategies, Policies and Procedures
<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>Students who present with a fever of 100 degrees or above may be asked to return home for observation by a family member. Anyone who presents with a fever may be issued a second temp check within 15 minutes to ensure accuracy.</p> <p>Staff and students will follow the <i>Common Sense for Common Areas Guidelines</i>.</p>
	<p>A designated quarantine location will be assigned under the direction of the school's Licensed Practical Nurse (LPN); students will remain there until they can be picked up by a parent.</p> <p>Follow the CDC guidelines in regards to staff exposure and cleaning of quarantine location.</p>
	<p>Follow health care provider orders in regards to returning to work/school.</p>
	<p>School personnel will utilize the <i>technology</i> systems to notify staff and students of school closures and within-school-year changes in safety protocols.</p> <p>Staff, students, and the public will be notified of school closures and within-school-year changes in safety protocols through the school's website, gjctc.org.</p>
	<p>Staff and students will follow the <i>Common Sense for Common Areas Guidelines</i>.</p>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Follow the <i>Common Sense for Common Areas Guidelines</i>.</p> <ul style="list-style-type: none"> <li>• Masks and/or face shields must be worn in compliance with the Governor's order that is in effect (they DO NOT replace safety glasses or other PPE-all required PPE must still be worn in addition to the mask/face shield).</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<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>GJCTC is providing 4 options for students/staff in regards to face coverings:</p> <ol style="list-style-type: none"> <li>1. Individuals may use their own masks.</li> <li>2. Individuals may wear the GJCTC issued <i>neck gator</i> that every staff and student will receive.</li> <li>3. Individuals may wear a <i>Z-Shield</i> that is provided by GJCTC.</li> <li>4. Individuals may wear a <i>hat shield</i> that is provided by GJCTC.</li> </ol>

**Health and Safety Plan Governing Body Affirmation Statement**

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

The plan was approved by a vote of: TOTAL: 13 AYES: 13 NAYS: 0 ABSTENTIONS: 0

  X   Yes

       No

Affirmed on: **August 12, 2020**

By:



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

\_\_\_\_\_  
Alan Tresnicky, JOC Chairperson