

Monroe Career and Technical Institute Path to Reopening for K-12 Schools: Health and Safety Plan

Monroe Career and Technical Institute (MCTI) Health and Safety Plan outlines our school entity instructional and non- instructional school reopening activities for the 2020-2021 school year and was created in consultation with the **Pennsylvania Department of Education, the Pennsylvania Department of Health, the Center for Disease Control, St. Luke's University Health Network, Lehigh Valley Health Network, the Colonial Intermediate Unit, and the four sending school districts and MCTI's Administrative team.** All school activities are informed by [Governor Wolf's Process to Open Pennsylvania](#).

The Governor's plan 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. 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 our county as being in the red, yellow, or green phase. There may be times that our county 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 in our local area. **The Monroe Career and Technical Institute Health and Safety Plan accounts for changing conditions to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.**

PROTOCOLS, POLICIES, AND PROCEDURES that have been developed reflect the current recommendations and considerations put forth by the Center for Disease Control (CDC), local Health Departments, the Pennsylvania Department of Health, the Pennsylvania Department of Education, and by orders and considerations of the Commonwealth of Pennsylvania. These items may be revised in the future to ensure compliance with future orders, recommendations, and considerations from the aforementioned departments.



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Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Dennis Virga	All Stakeholders	Pandemic Coordinator
Amy Thomas	Administrator, Student Services	Pandemic Response Team
Frank Zaso	Administrator, Curriculum & Instruction	Pandemic Response Team
John Brown	Administrator, Safety	Pandemic Response Team
Frank Pecci	Administrator, Buildings and Grounds	Pandemic Response Team
Diane Serfass	Administrator, Human Resource Support	Pandemic Response Team
Kris Dorshimer	Administrator, Technology	Pandemic Response Team
Debra Schuler	Communication	Pandemic Response Team
Delores Bruce	Instructor	Pandemic Response Team
Jim Granahan	Instructor	Pandemic Response Team
Alexa El-Bassiouni	Health Officer	Pandemic Response Team
Sheila Smith	Support Staff	Pandemic Response Team



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Roles and Responsibilities for Health and Safety Preparedness and Response Planning Team:

- Prevent accidents, injuries and work/school-related illnesses in the schools.
- Create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by staff.
- Create and implement health and safety procedures/protocols/practices in accordance with the latest guidance and recommendations from the Department of Health (DOH) and the Center for Disease Control (CDC) and to ensure that these procedures/protocols/practices are implemented by staff.
- Create a Health and Safety Plan and ensure it's regularly updated to reflect any changes to the law and/or guidance from federal, state, and local health officials.
- Ensure that each member of staff is aware of and adheres to the MCTI Health and Safety Plan.
- Provide regular inspections and risk assessments, and ensure that any hazards or defects are rectified immediately.
- Maintain records and thoroughly investigate any accident, community spread illness, and recommend any improvements in health and safety standards, if required.
- Provide training to all staff in health and safety issues, and advising them on protective clothing and equipment where necessary.
- Serve as the key point of contact for any member of staff who has a query or concern regarding the health and safety of the workplace.
- Work closely with management, as well as health and safety inspectors.



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Addressing Community Spread in K-12 Schools <i>LEVEL OF COMMUNITY SPREAD (AS DETERMINED BY STATE AND LOCAL HEALTH OFFICIALS)</i>		
Red Phase (Moderate/Severe Spread)	Yellow Phase (Minimal/Moderate Spread)	Green Phase (Minimal/Low Spread)
<ul style="list-style-type: none"> School is closed. All students will move to full online instruction. Essential staff will report at Director discretion. 	<ul style="list-style-type: none"> Schools may provide in-person instruction only in accordance with Department of Education guidance. Schools subject to CDC and Commonwealth guidance Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website. Establish and maintain communication with local and state DOH health officials. Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible). Implement enhanced social distancing measures. Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols. Establish a protocol for students/staff who feel ill/experience symptoms when they come to school. Isolate and deep clean impacted classrooms and spaces. Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. MCTI has the authority and flexibility to close school buildings and utilize distance/remote learning as needed. 	<ul style="list-style-type: none"> Schools subject to CDC and Commonwealth guidance. Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website. Establish and maintain communication with local and state DOH officials. Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible). Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols. Establish a protocol for students/staff who feel ill/experience symptoms when they come to school. Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness.



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MCTI Decision Tree

The *Monroe Career and Technical Institute Path to Reopening* not only provides considerations for school leaders as they develop plans for restarting school this fall but provides a flexible framework to address challenges that may develop throughout the 2020-2021 school year. Instead of a one-size-fits-all approach, the *Monroe Career and Technical Institute Decision Tree* (below) provides a menu of instructional models and responses MCTI can adopt to ensure the continued success and safety of students and staff members. MCTI will work directly with the four sending districts when assessing courses of action.

Level of Community Spread <i>(as determined by state and local health officials)</i>	Red Phase <i>(Substantial Spread)</i>	Yellow Phase <i>(Minimal/Moderate Spread)</i>		Green Phase <i>(Low/No Spread)</i>	
	⇓	⇓	⇓	⇓	⇓
Instructional Model <i>(as determined by local school entity)</i>	<p style="text-align: center;">Distance/Remote Learning</p> <p><i>Teaching and learning will be conducted using a school driven online learning system and/or other distance/remote learning methods.</i></p>	<p style="text-align: center;">Distance/Remote Learning</p> <p><i>Teaching and learning will be conducted using a school driven online learning system and/or other distance/remote learning methods.</i></p>	<p style="text-align: center;">Hybrid</p> <p><i>Limited Staggered Use of School Building.</i></p> <p><i>Teaching and learning will be conducted both in-person and online. This will reduce the number of students in the school each day.</i></p> <p><i>Student groups will be determined by sending school districts.</i></p> <p><i>Social distancing guidance will determine mode of delivery.</i></p>	<p style="text-align: center;">Hybrid</p> <p><i>Limited Staggered Use of School Building.</i></p> <p><i>Teaching and learning will be conducted both in-person and online. This will reduce the number of students in the school each day.</i></p> <p><i>Student groups will be determined by sending school districts.</i></p> <p><i>Social distancing guidance will determine mode of delivery.</i></p>	<p style="text-align: center;">Traditional</p> <p><i>Teaching and learning will be conducted in-person, at school on a regular five-day a week schedule. Social distancing guidance will determine mode of educational delivery.</i></p>



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Hybrid Schedule		Proposed Hybrid Schedule																														
		<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Monday</th> <th style="width: 15%;">Tuesday</th> <th style="width: 15%;">Wednesday</th> <th style="width: 15%;">Thursday</th> <th style="width: 15%;">Friday</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">ESASD</td> <td style="text-align: center;">A-L</td> <td style="text-align: center;">A-L</td> <td style="text-align: center;">ONLINE</td> <td style="text-align: center;">M-Z</td> <td style="text-align: center;">M-Z</td> </tr> <tr> <td style="text-align: center;">PMSD</td> <td style="text-align: center;">A-K</td> <td style="text-align: center;">A-K</td> <td style="text-align: center;">ONLINE</td> <td style="text-align: center;">L-Z</td> <td style="text-align: center;">L-Z</td> </tr> <tr> <td style="text-align: center;">PVSD</td> <td style="text-align: center;">A-K</td> <td style="text-align: center;">A-K</td> <td style="text-align: center;">ONLINE</td> <td style="text-align: center;">L-Z</td> <td style="text-align: center;">L-Z</td> </tr> <tr> <td style="text-align: center;">SASD</td> <td style="text-align: center;">A-K</td> <td style="text-align: center;">A-K</td> <td style="text-align: center;">ONLINE</td> <td style="text-align: center;">L-Z</td> <td style="text-align: center;">L-Z</td> </tr> </tbody> </table>		Monday	Tuesday	Wednesday	Thursday	Friday	ESASD	A-L	A-L	ONLINE	M-Z	M-Z	PMSD	A-K	A-K	ONLINE	L-Z	L-Z	PVSD	A-K	A-K	ONLINE	L-Z	L-Z	SASD	A-K	A-K	ONLINE	L-Z	L-Z
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		<p><i>Students will be permitted to attend MCTI on days not assigned. They will need to notify their instructor in advance prior to attending on an unscheduled day.</i></p>																														

Instructional Hours Requirement

Schools are required to provide students with a minimum of 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level. **Career and Technical Centers are required to meet 360 hours for each student.** During a global pandemic there are many challenges for school leaders to meet these requirements. The World Health Organization declared Coronavirus disease (COVID-19) a global pandemic. Therefore, during an emergency such as a global pandemic the Director and JOC shall provide an alternate plan with temporary provisions to ensure the instruction hours requirement of the public school code is met. School entities have adopted temporary provisions which include the school entity's school calendar and academic schedule. The temporary provisions ensure that relevant academic standards set forth in Chapter 4 are met; a system is implemented of tracking attendance and instructional time, the provision of FAPE is met, and equity in access to instruction for all students is implemented. In addition, per Chapter 11 instruction time for students is determined as the time in the school day devoted to instruction and instructional activities provided as an integral part of the school programs under the direction of certified school employees in both synchronous or asynchronous formats of instruction.



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<p align="center">Level of Community Spread <i>(as determined by state and local health officials)</i></p>	<p align="center">Red Phase Closure Models <i>(Substantial Spread)</i></p>	<p align="center">Yellow Phase <i>(Minimal/Moderate Spread)</i></p>	<p align="center">Green Phase <i>(Low/No Spread)</i></p>
<p>Human Resources</p>	<p>Essential Staff (as determined by Director) are to report to work</p> <p>Non-Essential Work determination: Director will determine remote working options for all non-essential employees.</p> <p>Mask/Face Shields: Essential Staff will wear masks/face shields when the leave their desks.</p> <p>Virtual Tools: School staff will utilize virtual tools and platforms wherever possible during school closure to conduct essential business and keep in-person reporting to a minimum during school closure.</p> <p>Prevention Practices: Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school specific protocols. Encourage COVID-19 testing when signs are presented.</p>	<p>All Staff, in yellow or green phases are expected to:</p> <ul style="list-style-type: none"> • report to work • complete a daily self-assessment prior to coming to work • follow the prescribed steps if the self-assessment indicates they are not to report to work • by reporting to work, employees acknowledge that s/he has complied with the school's protocols for health and safety • follow proper hygiene and other best practices communicated and encouraged by CDC and DOH • wear face masks/face shields <p>Posting of Employment Rights: All federal and state employment postings relating to COVID will be followed. https://www.dol.gov/general/topics/posters</p>	



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Key Strategies, Policies, and Procedures

The action plan documents MCTI's thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools. The table below identifies a detailed summary describing the key strategies, policies, and procedures MCTI will employ to ensure the health and safety of every stakeholder in the local education community. The information below provides key information that staff, students, and families will require to clearly understand MCTI's local plan for the phased reopening of schools.

Requirements <i>Level of Community Spread (as determined by state and local health officials)</i>	Red Phase (Substantial Spread)	Yellow Phase (Minimal/Moderate Spread)	Green Phase (Low/No Spread)	Lead Individual and Position	Professional Development Y/N
Prevention Practices	<p>School Facilities Closed</p> <p>Only essential staff</p> <p>Cleaning, Sanitizing, Disinfecting, and Ventilation Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products</p> <p>Cleaning, sanitizing and disinfecting</p> <ul style="list-style-type: none"> Continue routine cleaning and disinfecting for areas where 	<p>All high-touch surfaces will be disinfected regularly, including water fountains/turned off, door handles, light switches, and student desks. All individuals in school will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available. Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible.</p> <p>Cleaning, Sanitizing, Disinfecting, and Ventilation Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines.</p>	<p>All high-touch surfaces will be disinfected regularly, including water fountains/turned off, door handles, light switches, and student desks. All individuals in school will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available. Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible.</p> <p>Cleaning, Sanitizing, Disinfecting, and Ventilation Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines.</p>	Pecci	Y



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	<p>minimal staff is utilizing facility</p> <ul style="list-style-type: none"> • Continue cleaning excessively touched items throughout day • Areas not being used or occupied for 7 days or longer only need routine cleaning when reopening (virus does not live past the 7day mark) <p>Materials, Resources and/or Supports Needed</p> <p>EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p>	<p>EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p>Day shift custodial staff</p> <ul style="list-style-type: none"> • Continue everyday responsibilities and tasks • Clean excessively touched items throughout the day <ul style="list-style-type: none"> ○ door knobs ○ hand railings ○ light switches ○ printer/copiers ○ dry mop ○ wet mop <ul style="list-style-type: none"> ■ wipe down and disinfect hard surfaces <p>Night shift custodial staff</p> <ul style="list-style-type: none"> • Continue everyday responsibilities and tasks • Cleaning restrooms using proper PPE • Vacuum • Dry mopping • Wet mop with disinfectant • Wipe down, clean and disinfect <ul style="list-style-type: none"> ○ Chairs ○ Desks ○ Tables ○ Doors/door handles, door frames ○ Light switches ○ Computers ○ Phones 	<p>EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p>Day shift custodial staff</p> <ul style="list-style-type: none"> • Continue everyday responsibilities and tasks • Clean excessively touched items throughout the day <ul style="list-style-type: none"> ○ door knobs ○ hand railings ○ light switches ○ printer/copiers ○ dry mop ○ wet mop <ul style="list-style-type: none"> ■ wipe down and disinfect hard surfaces <p>Night shift custodial staff</p> <ul style="list-style-type: none"> • Continue everyday responsibilities and tasks • Cleaning restrooms using proper PPE • Vacuum • Dry mopping • Wet mop with disinfectant • Wipe down, clean and disinfect <ul style="list-style-type: none"> ○ Chairs ○ Desks ○ Tables ○ Doors/door handles, door frames ○ Light switches ○ Computers ○ Phones 		
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		<ul style="list-style-type: none"> ○ Counters ○ Corridor walls ○ Hand railings ● Any dirty surfaces will be washed with soap/water or cleaner before disinfecting ● Electrostatic disinfecting fogger a minimum of twice a week. <p>Custodial/Maintenance PPE PPE will be utilized in coordinate with job duties performed and as indicating in guidelines set forth by the CDC and DOH.</p> <p>Ventilation</p> <ul style="list-style-type: none"> ● There will be an increase of outside air introduced to the building through our HVAC systems. ● Air filter changes will remain on the same schedule (excessive filter changes not necessary). <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.</p> <p>Staff and students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective Equipment will be utilized by staff and students in accordance with current CDC and DOH recommendations.</p> <p>Hand soap and hand sanitizer will be provided with at least 60% alcohol,</p>	<ul style="list-style-type: none"> ○ Counters ○ Corridor walls ○ Hand railings ● Any dirty surfaces will be washed with soap/water or cleaner before disinfecting ● Electrostatic disinfecting fogger a minimum of twice a week. <p>Custodial/Maintenance PPE PPE will be utilized in coordinate with job duties performed and as indicating in guidelines set forth by the CDC and DOH.</p> <p>Ventilation</p> <ul style="list-style-type: none"> ● There will be an increase of outside air introduced to the building through our HVAC systems. ● Air filter changes will remain on the same schedule (excessive filter changes not necessary). <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.</p> <p>Staff and students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective Equipment will be utilized by staff and students in accordance with current CDC and DOH recommendations.</p>		
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		<p>paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs. Signage will be posted at entrances, bathrooms, and throughout the facility.</p> <p>Limiting the sharing of materials among students. Items should not be shared between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and DOH guidelines after use.</p> <p>Water Fountains will be turned off. Bottle water will be allowed.</p>	<p>Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs. Signage will be posted at entrances, bathrooms, and throughout the facility.</p> <p>Limiting the sharing of materials among students. Items should not be shared between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and DOH guidelines after use.</p> <p>Water Fountains will be turned off. Bottle water will be allowed.</p>		
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Summary of Responses to Key Questions:

The building has been cleaned to ensure a safe return to the learning and office environment. The appropriate supplies have been ordered through our partner vendors to ensure appropriate supplies are on hand to adhere to the stringent hygiene practices that are to be implemented. The enhanced cleaning procedures will be carried out daily to assist in the efforts to mitigate the spread of COVID-19. Staff has been trained through our online learning tool on signs and symptoms of COVID-19, when to stay home, best hygiene practices to follow. Supervisors will meet with staff on an ongoing basis to ensure compliance and address any issues.

Daytime custodians will be assigned to sections of the building to ensure that all high touch areas will be cleaned and sanitized. Nighttime custodians will ensure that all areas are sanitized prior to the start of school the next day.



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<i>All staff will be provided with wipes and sanitizer so staff and students can wipe down desks, equipment after use.</i>					
Transportation of Students	School is closed.	MCTI will not allow any field trips, internships, or any other event that will require transportation of students. Bussing is the responsibility of the sending school district.	MCTI will limit field trips, internships, or any other event that will require transportation of students. School vans will be sanitized after every use. Number of passengers in vans will be limited to maintain 6 ft social distancing. Bussing is the responsibility of the sending school district.	Brown	Yes
<p>Summary of Responses to Key Questions: <i>Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school.</i></p>					
Entering School Buildings	<p>School is closed; MCTI should require only that essential staff report in-person to carry out functions that are absolutely necessary.</p> <p>School leaders utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures.</p> <p>Only essential staff report to in-person work.</p>	Temperature screening will not be required upon entrance to school for students or staff. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. All staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill. Please follow MCTI Decision Tree when determining if you should attend school. Click Here for the Decision Tree.	Temperature screening will not be required upon entrance to school for students or staff. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. All staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill. Please follow MCTI Decision Tree when determining if you should attend school. Click Here for the Decision Tree.	Virga	Yes



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	<p>Visitors will be limited to essential or emergency purposed for maintaining the building.</p>	<p>Identifying and restricting non-essential visitors and volunteers</p> <ul style="list-style-type: none"> ● Visitors will be permitted on an as needed basis following building access procedures upon entrance. ● Minimal movement around the facility is expected. ● Signage will be posted in hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols. ● Hand sanitizer provided to all staff, students, and visitors prior to entering the building. ● Follow protocol for students/staff who feel ill/experience symptoms when they come to school. ● Spaced lines marked to enter the building and designate entrance and exit flow paths. ● Screening of symptoms of illness will be required for staff and visitors prior to entering the school COVID-19: Screening Checklist - for Visitors and Staff ● Symptomatic or sick staff, students and visitors will not be permitted into the school. ● Face coverings will be required for all permitted visitors entering the building and while visiting the building in accordance with the orders set forth by the 	<p>Identifying and restricting non-essential visitors and volunteers</p> <ul style="list-style-type: none"> ● Visitors will be permitted on an as needed basis following building access procedures upon entrance. ● Minimal movement around the facility is expected. ● Signage will be posted in hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols. ● Hand sanitizer provided to all staff, students, and visitors prior to entering the building. ● Limit unnecessary congregations of students and staff. ● Follow protocol for students/staff who feel ill/experience symptoms when they come to school. ● Visitors call the front office before entering, screening of symptoms of illness will be required for staff and visitors prior to entering the school visitors. Health screening required prior to entry COVID-19: Screening Checklist - for Visitors and Staff. ● Symptomatic or sick staff, students and visitors will not be permitted into the school ● Face coverings will be required 		
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		<p>Commonwealth.</p> <ul style="list-style-type: none"> • Nonessential visitors and volunteer will be restricted. • Live work will not be permitted. 	<p>for all permitted visitors entering the building and while visiting the building in accordance with the orders set forth by the Commonwealth.</p> <ul style="list-style-type: none"> • Nonessential visitors and volunteer will be restricted. • Live work will not be permitted. 		
<p>Summary of Responses to Key Questions: <i>Temperature screening will not be required upon entrance to school for students or staff. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. All staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</i></p>					
Serving Meals	<p>School is closed</p> <p>Practice established social distancing protocols</p> <p>Provide PPE to staff participating in meal preparation and distribution</p> <p>Reduce contact by utilizing “grab and go” meal distribution</p>	<p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid “across-the-table” seating.</p> <p>Individuals will be required to sanitize or wash their hands prior to, and after, eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p> <p>When the cafeteria is not feasible, students will eat in their assigned program areas.</p> <p>Staff and students will be required to wash hands before and after meal service.</p> <p>Face coverings will be required in</p>	<p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid “across-the-table” seating.</p> <p>Individuals will be required to sanitize or wash their hands prior to, and after, eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p> <p>When the cafeteria is not feasible, students will eat in their assigned program areas.</p> <p>Staff and students will be required to wash hands before and after meal service.</p> <p>Face coverings will be required in</p>	Brown	Y



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		<p>accordance with the orders set forth by the Commonwealth.</p> <p>Hand sanitizer will be provided for students and staff.</p> <p>No sharing of foods and utensils permitted.</p> <p>Spaced lines marked to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use.</p> <p>Cleaning of cafeterias and high-touch surfaces throughout the school day will be conducted after each meal service.</p> <p>Posters encouraging covering coughs and sneezes, and washing hands often will be placed in cafeteria in sight of all students and staff.</p> <p>Materials, Resources and/or Supports Needed Types of PPE</p> <p>CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html</p>	<p>accordance with the orders set forth by the Commonwealth.</p> <p>Hand sanitizer will be provided for students and staff.</p> <p>No sharing of foods and utensils permitted.</p> <p>Spaced lines marked to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use.</p> <p>Cleaning of cafeterias and high-touch surfaces throughout the school day will be conducted after each meal service.</p> <p>Posters encouraging covering coughs and sneezes, and washing hands often will be placed in cafeteria in sight of all students and staff.</p> <p>Materials, Resources and/or Supports Needed Types of PPE</p> <p>CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html</p>	
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<p style="text-align: center;">Social Distancing and Other Safety Protocols</p>	<p>Schools and Most Child Care Facilities Closed</p> <p>Only essential staff</p>	<p>Classroom/learning space occupancy 6 foot distancing is expected for classroom seating Classroom configurations will be altered for <i>maximal social distancing as feasible. For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating.</i></p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.</p> <p>Classrooms have a maximum of 25 students.</p> <p>High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways simultaneously, and/or by requiring masks.</p> <p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid "across-the-table" seating. Individuals will be required to sanitize or wash their hands prior to, and after, eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p>	<p>Classroom/learning space occupancy 6 foot distancing is expected for classroom seating Classroom configurations will be altered for <i>maximal social distancing as feasible. For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating.</i></p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.</p> <p>Classrooms have a maximum of 25 students.</p> <p>High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways simultaneously, and/or by requiring masks.</p> <p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid "across-the-table" seating. Individuals will be required to sanitize or wash their hands prior to, and after, eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p>	<p>Zaso</p>	<p>Y</p>
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		<p>Traffic flow patterns will be posted throughout the school.</p> <p>Social distancing markers will be placed throughout the school.</p>	<p>Traffic flow patterns will be posted throughout the school.</p> <p>Social distancing markers will be placed throughout the school.</p>		
<p>Summary of Responses to Key Questions: <i>Classroom space will be utilized to ensure the maximum amount of distancing between students is possible. This will include the use of lab areas where applicable.</i></p>					
<p>Transitioning in Congregate Settings</p>	<p>School is closed</p>	<p>Restricting the use of cafeterias and other congregate settings, and consider serving meals in alternate settings such as classrooms.</p> <p>High-traffic hallway use will be limited when feasible. MCTI has minimal high traffic times due to no changing of classes. Masks will be required in hallways.</p> <p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid "across-the-table" seating. Individuals will be required to sanitize or wash their hands prior to, and after, eating.</p> <p>Ninth Grade: Students will not</p>	<p>Restricting the use of cafeterias and other congregate settings, and consider serving meals in alternate settings such as classrooms.</p> <p>High-traffic hallway use will be limited when feasible. MCTI has minimal high traffic times due to no changing of classes. Masks will be required in hallways.</p> <p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid "across-the-table" seating. Individuals will be required to sanitize or wash their hands prior to, and after, eating.</p> <p>Ninth Grade: Students will not</p>	<p>Brown</p>	<p>Y</p>



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		<p>rotate classes, instead they will remain in one classroom and the teachers will rotate.</p> <p>Flow of Traffic: MCTI will designate a flow of traffic for transition times to avoid large gathering of students.</p>	<p>rotate classes, instead they will remain in one classroom and the teachers will rotate.</p> <p>Flow of Traffic: MCTI will designate a flow of traffic for transition times to avoid large gathering of students.</p>		
<p>Summary of Responses to Key Questions: <i>Evaluating the use of outside space for task completion/instruction.</i></p>					
<p>Large Group Gatherings</p>	<p>School is closed</p> <p>Abide by the maximum number of people allowed as defined by Governor's current statewide order</p>	<p>Gathering of no more than 25 people permitted per Governor's order. Health and safety guidance from the CDC and DOH will be followed.</p> <p>Preventative measures in place:</p> <ul style="list-style-type: none"> Abide by the maximum number of people allowed to congregate as defined by the Governor. Face coverings will be required in accordance with the orders set forth by the Commonwealth. 	<p>Gathering of no more than 250 people permitted per Governor's order. Health and safety guidance from the CDC and DOH will be followed.</p> <p>Preventative measures in place:</p> <ul style="list-style-type: none"> Abide by the maximum number of people allowed to congregate as defined by the Governor. Face coverings will be required in accordance with the orders set forth by the Commonwealth. 	Virga	N
<p>Behavioral Health Supports and SEL</p>	<p>Employees have access to a variety of Behavioral Health Supports through provided EAP.</p>	<p>Employees have access to a variety of Behavioral Health Supports through provided EAP.</p>	<p>Employees have access to a variety of Behavioral Health Supports through provided EAP.</p>	Serfass	Y



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<p>Considerations</p>	<p>Students and Families have access to the following Behavioral Health Supports:</p> <ul style="list-style-type: none"> Monroe/Pike County residents- https://members.ccbh.com/find-provider <p><u>SEL Instructional Practices/Supports (Trauma Impacts of COVID-19)</u></p>	<p>Students and Families have access to the following Behavioral Health Supports:</p> <ul style="list-style-type: none"> Monroe/Pike County residents- https://members.ccbh.com/find-provider <p><u>SEL Instructional Practices/Supports (Trauma Impacts of COVID-19)</u></p>	<p>Students and Families have access to the following Behavioral Health Supports:</p> <ul style="list-style-type: none"> Monroe/Pike County residents- https://members.ccbh.com/find-provider <p><u>SEL Instructional Practices/Supports (Trauma Impacts of COVID-19)</u></p>		
<p>Protecting Students and Staff at High Risk for Severe Illness</p>	<p>School is closed</p> <p>Only essential staff</p>	<p>Protecting students and staff at higher risk for severe illness.</p> <ul style="list-style-type: none"> Staff will have the opportunity to self-identify as high risk so accommodation or leave can be determined (prior to returning to face to face instruction. Establish point-of-contact with the local health department. Establish a process for regular check-ins with vulnerable students and staff. Department of Labor “Determining FFCRA Eligibility” webtool. <p>Use of face coverings: Face coverings will be required in accordance with the orders set forth by the Commonwealth.</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <ul style="list-style-type: none"> Allow vulnerable students to complete their coursework virtually. 	<p>Protecting students and staff at higher risk for severe illness.</p> <ul style="list-style-type: none"> Staff will have the opportunity to self-identify as high risk so accommodation or leave can be determined (leave also available if daycare/school impacted) prior to returning to face to face instruction. Establish point-of-contact with the local health department. Establish a process for regular check-ins with vulnerable students and staff. <p>Use of face coverings: Face coverings will be required in accordance with the orders set forth by the Commonwealth.</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <ul style="list-style-type: none"> Allow vulnerable students to complete their coursework virtually. 	<p>Virga</p>	



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		<ul style="list-style-type: none">• Allow an early transition for vulnerable students to go to classes.	<ul style="list-style-type: none">• Allow an early transition for vulnerable students to go to classes.		
<p>Summary of Responses to Key Questions: Facemasks are required for all staff and students. Substitute teachers will receive training on all health and safety procedures.</p>					



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<p>When a Student, Staff Member, or Visitor Becomes Sick at School</p>		<p>Monitoring students and staff for symptoms and history of exposure.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the Health Officer immediately if feeling symptomatic.</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure.</p> <p>Returning isolated or quarantined staff, students, or school visitors to school.</p> <p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols.</p>	<p>Monitoring students and staff for symptoms and history of exposure.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the Health Officer immediately if feeling symptomatic.</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure.</p> <p>Returning isolated or quarantined staff, students, or school visitors to school.</p> <p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols.</p>	<p>Virga</p>	
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Summary of Responses to 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?

Temperature screening will not be required upon entrance to school for students or staff. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. All school staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.

Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the Health Officer immediately if feeling symptomatic.



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Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. Professional learning plans is documented with the following components listed in the table below:

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
Covid-19 Information (Symptoms, Attendance protocols), Prevention Practices, Protocols (Entering Building, Lunch, Social Distancing, PPE)	Custodial Staff	Virga/Pecci	On-line/In-Person		8/20	8/20
Covid-19 Information (Symptoms, Attendance protocols), Prevention Practices, Protocols (Entering Building, Lunch, Social Distancing, PPE)	Office Staff	Virga	In-Person		8/18	8/18
Prevention Practices	All Instructional staff	Virga/El-Bassiouni	In-Person/Small Group		8/26	8/26
Instruction	Instructional Staff	Zaso	In-Person/Small Group		8/26	Ongoing
Protocols (Entering Building, Lunch, Social Distancing, PPE)	All Instructional staff	Virga	In-Person/Small Group		8/27	8/27



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Covid-19 Information (Symptoms, Attendance protocols)	All Instructional staff	Virga/El- Bassiouni	In-Person/Small Group		8/26	8/26
Online Learning	Instructional Staff	Zaso/Thomas	In-Person/Small Group		8/26	Ongoing



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Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules is 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. Health and Safety Plan Communications is documented with the following components listed in the table below:

MCTI Communication Plan: Parents/Guardians				
Scenario	Documents	Key Messaging Points	Dissemination Method	Person Responsible
Prior to School Year	<ul style="list-style-type: none"> • MCTI Health and Safety Plan • FAQs <ul style="list-style-type: none"> -Meals -Cleaning -Scheduling -Health and Safety • Symptom Monitoring Tool 	<ul style="list-style-type: none"> • Importance of keeping students' home when ill. • Communicating with school if child has tested positive for COVID or comes into close contact with someone who has COVID. • MCTI will continue to communicate and provide updates on a regular basis (web page on website/social media). • Health and safety of staff and students is paramount. 	Social Media Post Video Website E-mail Phone Call	
Week Before the Start of School	<ul style="list-style-type: none"> • Prevention Strategies • Symptom Monitoring Tool • Checklist for Parents (CDC) 	<ul style="list-style-type: none"> • Prevention strategies (masking, social distancing, and hand washing). • Reiterate importance of daily screenings and keeping child(ren) home when ill. 	E-mail Website	



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First Week of School	<ul style="list-style-type: none"> • Provide update on first week of school and communicate any additional changes that will be made. 	<ul style="list-style-type: none"> • Focus on what went well. • Ongoing monitoring to ensure that students and staff are in a safe environment. 	Social Media E-Mail Website	
No Cases (ongoing communication)	<ul style="list-style-type: none"> • Prevention strategies • Continue to communicate any changes that will be made. 	<ul style="list-style-type: none"> • Continued importance of masking, social distancing, and hand washing. • Ongoing monitoring to ensure that students and staff are in a safe environment. 	Social Media Website	
Confirmed Case(s)	<ul style="list-style-type: none"> • Notification sent out every time a positive case is identified (template letter) 	<ul style="list-style-type: none"> • Provide information where positive case was identified. • Contact tracing is being implemented to identify individuals who need to quarantine. • Cleaning and disinfecting of areas frequented by the infected individual. 	Social Media E-Mail Website	
Closure (Classroom, Building)	<ul style="list-style-type: none"> • Notification sent out to entire school when there is a classroom or building closure (template letter) • Virtual learning details. 	<ul style="list-style-type: none"> • Provide information where positive case was identified. • Contact tracing is being implemented to identify individuals who need to quarantine. • Cleaning and disinfecting of areas frequented by the infected individual. • Closure specifications and length of closure. Measures 	Social Media E-mail Website Phone Call Video	



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		that will be taken when classroom or building is closed. <ul style="list-style-type: none"> Virtual learning details if applicable. 		
Cancellation of event(s)	<ul style="list-style-type: none"> Notification sent to entire school (template letter) 		Social Media E-mail Website	

Resources/Materials:

- CDC Considerations for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- CDC the Schools Decision Tree: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- CDC the Interim Guidance for Schools and Day Camps: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=46>
- Process to Reopen Pennsylvania: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>
- CDC People Who Need Extra Precautions: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
- CDC Print Resources: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- CDC Considerations for Youth Sports: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>
- PA Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees and the Public: <https://www.governor.pa.gov/wp-content/uploads/2020/06/20200504-COVID-19-Business-Guidance.pdf>
- DOH Guidance on Home Isolation or Quarantine and Returning to Work: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf>
- CDC Important Information About Your Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
- Guidance on Homemade Masks During COVID-19: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Homemade%20Mask%20Guidance.pdf>
- PA COVID-19 PPE and Supplies Business-2-Business Interchange Directory: <https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/>
- CDC How to clean and disinfect: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



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Type of Reopening

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).
- Hybrid 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 Hybrid learning (i.e., start of blended, scaffolded, or total reopening): **August 31, 2020**



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Health and Safety Plan Governing Body Affirmation Statement

The Joint Operating Committee for **Monroe Career and Technical Institute** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 24, 2020**.

The plan was approved by a vote of: 11 yes 1 no

Yes
 No

Affirmed on: August 24, 2020
Month, Day, Year

By: 

Lisa VanWhy
Joint Operating Committee 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.

