



Wilkes-Barre Area CTC

Phased School Reopening Health and Safety Plan

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.

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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: **Wilkes-Barre Area Career and Technical 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):

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)
Anthony Guariglia, PhD	WBACTC Administration	Pandemic Coordinator, BOTH Development and Response
Frank Majikes	WBACTC Student Population	BOTH Development and Response
DeizaRae Height	WBACTC Staff	BOTH Development and Response
William Christian	Technology / On-Line Learning	BOTH Development and Response
Kevin Elmy	Maintenance	BOTH Development and Response

Joe Salvo	Sanitizing, Disinfection, and Ventilation	BOTH Development and Response
Jill King	Parent Population	BOTH Development and Response
John Kozerski	WBACTC Teachers Association	BOTH Development and Response
Megan Bartuska, RN	Student and Faculty Health	BOTH Development and Response
Karen Jones	Business/Industry Population	BOTH Development and Response

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:

- We will ensure the building is cleaned and ready to safely welcome staff and students by training all staff in proper sanitizing protocols.
- We will implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety on a constant basis, following guidelines for both green and yellow county standards.
- We have outlined above the procedures to clean and disinfect throughout an individual school day. We will constantly rotate all areas in a yellow phase and daily in a green phase.
- All appropriate stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols. This training will begin on 9/1/2022 and continue throughout the school year.

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>All staff will be trained in cleaning, sanitizing, disinfecting, and ventilating their learning spaces at the 9/1/20 In-Service.</p> <p>Water fountains will be closed and water will be provided.</p> <p>General areas such as restrooms, and hallways will be constantly sanitized by custodial staff on a rotating basis continuously with no longer than 15 minutes between cleaning.</p> <p>WBACTC not involved in transportation of students, however, students will sanitize their hands before getting on the bus and immediately after exiting the bus and before / after breakfast and lunch.</p> <p>Masks suggested for students and worn by students who come into close contact with others (i.e. Cosmetology) Masks worn by staff.</p> <p>Classrooms and general areas, including SHINE areas, will be “Fogged” each day.</p> <p>Any person (student or staff) exhibiting signs of infection will be</p>	<p>All staff will be trained in cleaning, sanitizing, disinfecting, and ventilating their learning spaces at the 9/1/20 In-Service.</p> <p>Water fountains will be closed and water will be provided.</p> <p>General areas such as restrooms, and hallways will be constantly sanitized by custodial staff on a rotating basis continuously with no longer than 2 hours between cleaning.</p> <p>Students will sanitize their hands before getting on the bus and immediately after exiting the bus and before / after breakfast and lunch.</p> <p>Classrooms and general areas, including SHINE areas, will be “Fogged” each week.</p> <p>Masks suggested for students. Masks suggested for staff.</p> <p>Any person (student or staff) exhibiting signs of infection will be immediately quarantined in the designated area and sent home.</p>	<p>Anthony Guariglia, PhD – Administrative Director</p> <p>Kevin Elmy, Superintendent Grounds</p> <p>Joe Salvo, Plant Manager</p>	<ul style="list-style-type: none"> • Sanitizer • Disinfectant • Masks • Shields • HVAC Filters • PD for all staff • “Fog” sanitizer fluid • Additional Microban “Fog” sanitizer units. 	<p>Y</p>

	<p>immediately quarantined in the designated area and sent home.</p> <p>Identified students with health issues will be isolated in the lab areas and monitored daily by School Nurse.</p>	<p>Identified students with health issues will be routinely monitored by School Nurse.</p>			
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Office spaces will be constantly sanitized by custodial staff on a rotating basis continuously with no longer than 2 hours between cleaning.</p> <p>HVAC Filters cleaned on a rotating basis.</p>	<p>Office spaces will be sanitized by custodial staff every day.</p> <p>HVAC Filters cleaned on a rotating basis.</p>	<p>Kevin Elmy, Superintendent Grounds</p> <p>Joe Salvo, Plant Manager</p>	<ul style="list-style-type: none"> • Sanitizer • Disinfectant • Masks • Shields • HVAC Filters • PD for all staff • “Fog” sanitizer fluid • Additional Microban “Fog” sanitizer units. 	<p>Y</p>

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	All students will be spread out throughout the lab and theory areas to the best possible extent. If the number of students exceed the CDC recommended space, the class will be split and placed in a designated “overflow” room, where instruction will continue.	All students will be spread out throughout the lab and theory areas to the best possible extent.	Frank Majikes, Principal	<ul style="list-style-type: none"> • Sanitizer • Disinfectant • Masks • Shields 	Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Students will be called by shop for breakfast and lunch and will eat in their shop areas.	Students will use the cafeteria; however, we will isolate the 3 largest shops (Law, Culinary Arts, Cosmetology) to eat in their lab areas, which will keep the number of students below 250 in the cafeteria.	Frank Majikes, Principal	<ul style="list-style-type: none"> • Sanitizer • Disinfectant • Masks • Shields 	N
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<p>Students will be taught proper personal sanitizing procedures</p> <p>Bi-Lingual Posters displaying sanitizing steps and other appropriate protocols will be hung throughout buildings in areas where students will sanitize.</p>	<p>Students will be taught proper personal sanitizing procedures</p> <p>Bi-Lingual Posters displaying sanitizing steps and other appropriate protocols will be hung throughout buildings in areas where students will sanitize.</p>	<p>Frank Majikes, Principal</p> <p>Megan Bartuska, School Nurse.</p>	<ul style="list-style-type: none"> • Sanitizer • Disinfectant • Masks • Shields • Bi-Lingual Posters 	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Bi-Lingual Posters displaying sanitizing steps and other appropriate protocols will be hung throughout buildings and sent home in English/Spanish.	Bi-Lingual Posters displaying sanitizing steps and other appropriate protocols will be hung throughout buildings and sent home in English/Spanish.	Megan Bartuska, School Nurse.	Bi-Lingual Posters	N
* Identifying and restricting non-essential visitors and volunteers	All non-essential visitors and volunteers will be restricted. i.e. College and Military recruiters will go shop by shop instead of cafeteria.	All non-essential visitors and volunteers will be limited so no area has over 250 individuals. i.e. College and Military recruiters will meet in cafeteria, monitored not to exceed 250 people at any one time.	Pandemic Coordinator: Anthony Guariglia, PhD – Administrative Director	None required	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Sports not applicable, however, CTSO's (Career and Technical Student Organizations) general meetings will be suspended.	Sports not applicable, however, CTSO's (Career and Technical Student Organizations) general meetings will be held and limited to under 250 people.	Frank Majikes, Principal	None required	N
Limiting the sharing of materials among students	Students materials that are shared will be sanitized after each student use.	Students materials that are shared will be sanitized each day.	Frank Majikes, Principal	<ul style="list-style-type: none"> • Sanitizer • Disinfectant • Masks • Shields 	Y
Staggering the use of communal spaces and hallways	Students will stay in designated Program of Study Areas. Marketing will operate on a delivery system.	Students will be allowed throughout the building; however, Marketing will operate on a delivery system.	Frank Majikes, Principal	None required	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	N/A We will stay open at all times to meet each sending district individual needs.	N/A We will stay open at all times to meet each sending district individual needs.	Frank Majikes, Principal	None required	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	All students will be spread out throughout the lab and theory areas to the best possible extent. If the number of students exceed the CDC recommended space, the class will be split and placed in a designated “overflow” room, where instruction will continue. CTSO’s (Career and Technical Student Organizations) general meetings will be suspended.	All students will be spread out throughout the lab and theory areas to the best possible extent. CTSO’s (Career and Technical Student Organizations) general meetings will be held and limited to under 250 people.	Frank Majikes, Principal	None required	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Our Child Care Center at WBACTC will coordinate and alter hours as needed to best meet the needs of our PN program and other individuals. We will not charge for days not in session.	Our Child Care Center at WBACTC will coordinate and alter hours as needed to best meet the needs of our PN program and other individuals. We will not charge for days not in session.	Anthony Guariglia, PhD – Administrative Director	None required	N
Other social distancing and safety practices	All individuals wishing to enter the building will be vetted and directed to wait outside in order for us to best meet their needs.	All individuals entering the building will be vetted and isolated as best as possible.	DeizaRae Height, Administrative Director’s Secretary	None required	N

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where 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)
* Monitoring students and staff for symptoms and history of exposure	Any person (student or staff) exhibiting signs of infection will be immediately quarantined in the designated area and sent home.	Identified students with health issues will be routinely monitored by School Nurse.	Megan Bartuska, School Nurse	Thermometer, masks, gloves, Shields	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Any person (student or staff) exhibiting signs of infection will be immediately quarantined in the designated area and sent home.	Identified students with health issues will be routinely monitored by School Nurse.	Megan Bartuska, School Nurse	Thermometer, masks, gloves, Shields	N
* Returning isolated or quarantined staff, students, or visitors to school	Any person (student or staff) exhibiting signs of infection will be immediately sent home for 15 days. Work will be provided and staff will communicate virtually.	Any person (student or staff) exhibiting signs of infection will be immediately sent home for 15 days. Work will be provided and staff will communicate virtually.	Anthony Guariglia, PhD – Administrative Director	None required	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	School Messenger and our website at www.wbactc.org will be utilized to keep families and stakeholders updated on current changes and in general information regarding closures and within-school-year changes in safety protocols.	School Messenger and our website at www.wbactc.org will be utilized to keep families and stakeholders updated on current changes and in general information regarding closures and within-school-year changes in safety protocols.	William Christian, Technology / On-Line Learning	On-Line Resources Implementation	Y
Other monitoring and screening practices	All individuals not necessary to be in the building will be restricted from entering building.	All individuals not necessary to be in the building will be isolated as best as possible in the building or restricted from entering building.	DeizaRae Height, Administrative Director's Secretary	None required	N

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)
* Protecting students and staff at higher risk for severe illness	Any person at high risk will be monitored daily by the School Nurse for signs of infection. The individual may be sent home by Principal or Administrative Director.	Any person at high risk will be monitored daily by the School Nurse for signs of infection. The individual may be sent home by Principal or Administrative Director.	Anthony Guariglia, PhD – Administrative Director	Thermometer, masks, gloves, Shields	N
* Use of face coverings (masks or face shields) by all staff	All staff will wear masks (Shields when appropriate.) Students will be encouraged to wear masks.	Masks (Shields when appropriate) will be worn when situations lend itself as outlined by the CDC, PDE, and DOH.	Anthony Guariglia, PhD – Administrative Director	Masks, gloves, Shields	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Use of face coverings (masks or face shields) by older students (as appropriate)	Students will be educated on proper use of mask and be encouraged to wear. We will provide as necessary.	No masks by students will be required. We will encourage those who would like to wear to wear. We will provide as necessary.	Frank Majikes, Principal	Masks, gloves, Shields	Y
Unique safety protocols for students with complex needs or other vulnerable individuals	Any person at high risk will be monitored daily by the School Nurse for signs of infection. The individual may be sent home by Principal or Administrative Director.	Any person at high risk will be monitored daily by the School Nurse for signs of infection. The individual may be sent home by Principal or Administrative Director.	Megan Bartuska, School Nurse	Thermometer, masks, gloves, Shields	N
Strategic deployment of staff	Staff will be repositioned and deployed as necessary to best meet the needs of the students and staff to keep all safe and in compliance.	Staff will be repositioned and deployed as necessary to best meet the needs of the students and staff to keep all safe and in compliance.	Anthony Guariglia, PhD – Administrative Director	None required	N

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Sanitizing/disinfection	All Staff	Megan Bartuska, School Nurse	In-Service	Thermometer, masks, gloves, Shields, sanitizer	9/1/2020	6/10/2021
Sanitizing/disinfection	All Students	Megan Bartuska, School Nurse	On-Going	Thermometer, masks, gloves, Shields, sanitizer	9/2/2020	6/10/2021
Sanitizing/disinfection/cleaning	Custodial	Kevin Elmy, Superintendent Grounds Joe Salvo, Plant Manager	On-Going	<ul style="list-style-type: none"> • Sanitizer • Disinfectant • Masks • Shields • HVAC Filters • PD for all staff • "Fog" sanitizer fluid Additional "Fog" sanitizer units.	8/15/2020	6/10/2021

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Limiting the sharing of materials among students	Staff	Megan Bartuska, School Nurse	In-Service	Masks, gloves, Shields, sanitizer	9/1/2020	9/1/2020
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Staff	Frank Majikes, Principal	In-Service	None required	9/1/2020	9/1/2020
Use of face coverings (masks or face shields) by all staff	Staff	Megan Bartuska, School Nurse	In-Service	Masks, gloves, Shields, sanitizer	9/1/2020	9/1/2020
Use of face coverings (masks or face shields) by older students (as appropriate)	Students/Parents	Megan Bartuska, School Nurse William Christian, Technology / On- Line Learning	Shop by Shop Bi-Lingual School Messenger	Masks, gloves Shields, sanitizer	9/2/2020	6/10/2021
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Students/Parents	William Christian, Technology / On- Line Learning	Bi-Lingual School Messenger	None required	8/1/2020	6/10/2021

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
Use of face coverings (masks or face shields) by older students (as appropriate)	Students/Parents/Staff/All necessary Stakeholders	William Christian, Technology / On-Line Learning	Bi-Lingual School Messenger	8/1/2020	6/10/2021
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Students/Parents/Staff/All necessary Stakeholders	William Christian, Technology / On-Line Learning	Bi-Lingual School Messenger	8/1/2020	6/10/2021
All updates concerning safety and compliance with Collective Bargaining Agreements, PDE, CTE, DOH, and CDC.	Students/Parents/Staff/All necessary Stakeholders	William Christian, Technology / On-Line Learning	Bi-Lingual School Messenger	8/1/2020	6/10/2021

Health and Safety Plan Summary: Wilkes-Barre Area Career and Technical Center

Anticipated Launch Date: 8/1/2020

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>All staff will be trained in cleaning, sanitizing, disinfecting, and ventilating their learning spaces at the 9/1/20 In-Service.</p> <p>General areas such as restrooms, drinking fountains and hallways will be constantly sanitized by custodial staff on a rotating basis continuously with no longer than 15 minutes (yellow) and daily (green) between cleaning.</p> <p>WBACTC not involved in transportation of students, however, students will sanitize their hands before getting on the bus and immediately after exiting the bus and before / after breakfast and lunch.</p> <p>Masks suggested for students and worn by students who come into close contact with others (i.e. Cosmetology). Masks worn by staff.</p> <p>Classrooms and general areas will be “Fogged” each day (yellow) each week (green).</p> <p>Any person (student or staff) exhibiting signs of infection will be immediately quarantined in the designated area and sent home.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Office spaces will be constantly sanitized by custodial staff on a rotating basis continuously with no longer than 2 hours between cleaning (yellow) or daily (green)</p> <p>HVAC Filters cleaned on a rotating basis.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>In Yellow Phase:</p> <ul style="list-style-type: none"> • All students will be spread out throughout the lab and theory areas to the best possible extent. If the number of students exceed the CDC recommended space, the class will be split and placed in a designated “overflow” room, where instruction will continue. • Students will be called by shop for breakfast and lunch and will eat in their shop areas. • Students will be taught proper personal sanitizing procedures • Bi-Lingual Posters displaying sanitizing steps and other appropriate protocols will be hung throughout buildings in areas where students will sanitize. • Our Child Care Center at WBACTC will coordinate and alter hours as needed to best meet the needs of our PN program and other individuals. We will not charge for days not in session. • Sports not applicable, however, CTSO’s (Career and Technical Student Organizations) general meetings will be suspended. • Students will stay in designated Program of Study Areas. Marketing will operate on a delivery system.

Requirement(s)	Strategies, Policies and Procedures
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> • WBACTC is not involved with transportation, however, We will stay open at all times to meet each sending district individual needs. <p>In Green Phase:</p> <ul style="list-style-type: none"> • All students will be spread out throughout the lab and theory areas to the best possible extent. • Students will use the cafeteria; however, we will isolate the 3 largest shops (Law, Culinary Arts, Cosmetology) to eat in their lab areas, which will keep the number of students below 250 in the cafeteria. • Students will be taught proper personal sanitizing procedures. • Bi-Lingual Posters displaying sanitizing steps and other appropriate protocols will be hung throughout buildings in areas where students will sanitize. • Our Child Care Center at WBACTC will coordinate and alter hours as needed to best meet the needs of our PN program and other individuals. We will not charge for days not in session. • Sports not applicable, however, CTSO's (Career and Technical Student Organizations) general meetings will be held and limited to under 250 people • Students materials that are shared will be sanitized each day. • Students will be allowed throughout the building; however, Marketing will operate on a delivery system • WBACTC is not involved with transportation, however, we will stay open at all times to meet each sending district individual needs.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</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 visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>In Yellow Phase:</p> <ul style="list-style-type: none"> • Students will be taught proper personal sanitizing procedures. • Bi-Lingual Posters displaying sanitizing steps and other appropriate protocols will be hung throughout buildings in areas where students will sanitize. • Any person (student or staff) exhibiting signs of infection will be immediately quarantined in the designated area and sent home. • Any person (student or staff) exhibiting signs of infection will be immediately quarantined in the designated area and sent home. • Any person (student or staff) exhibiting signs of infection will be immediately sent home for 15 days. Work will be provided and staff will communicate virtually. • School Messenger and our website at www.wbactc.org will be utilized to keep families and stakeholders updated on current changes and in general information regarding closures and within-school-year changes in safety protocols. • All individuals not necessary to be in the building will be restricted from entering building. <p>In Green Phase:</p> <ul style="list-style-type: none"> • Students will be taught proper personal sanitizing procedures. • Bi-Lingual Posters displaying sanitizing steps and other appropriate protocols will be hung throughout buildings in areas where students will sanitize. • Identified students with health issues will be routinely monitored by School Nurse. • Identified students with health issues will be routinely monitored by School Nurse. • Any person (student or staff) exhibiting signs of infection will be immediately sent home for 15 days. Work will be provided and staff will communicate virtually. • School Messenger and our website at www.wbactc.org will be utilized to keep families and stakeholders updated on current changes and in general information regarding closures and within-school-year changes in safety protocols. • All individuals not necessary to be in the building will be isolated as best as possible in the building or restricted from entering building.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>In Yellow Phase:</p> <ul style="list-style-type: none"> • Students will be educated on proper use of mask and be encouraged to wear. We will provide as necessary. • Any person at high risk will be monitored daily by the School Nurse for signs of infection. The individual may be sent home by Principal or Administrative Director. • Staff will be repositioned and deployed as necessary to best meet the needs of the students and staff to keep all safe and in compliance. <p>In Green Phase:</p> <ul style="list-style-type: none"> • No masks by students will be required. We will encourage those who would like to wear to wear. We will provide as necessary. • Any person at high risk will be monitored daily by the School Nurse for signs of infection. The individual may be sent home by Principal or Administrative Director. • Staff will be repositioned and deployed as necessary to best meet the needs of the students and staff to keep all safe and in compliance.

Health and Safety Plan Governing Body Affirmation Statement

The Joint Operating Committee of Directors/Trustees for **Wilkes-Barre Area Career and Technical Center** reviewed and approved the Phased School Reopening Health and Safety Plan on **June 15, 2020**

The plan was approved by a vote of: **7 yes, 0 no, 4 absent**

Yes

No

Affirmed on: **June 15, 2020**

By:

Bruce Knick, Chairperson, Joint Operating Committee

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