



Lehigh Career & Technical Institute

Path to Reopening: Health and Safety Plan rev. 2.1 – Anticipated J.O.C. approval – 8-26-20

The *Lehigh Career and Technical Institute's (LCTI)* Health and Safety Plan outlines our school's instructional and non- instructional school reopening activities for the 2020-2021 school year and was created in consultation with **PA Department of Health, Center for Disease, and Local Health Agencies**. 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 *Lehigh Career and Technical Institute's* 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.

LCTI's Health and Safety Plan is subject to change in order to reflect and be consistent with the current status of public health conditions within Lehigh County and the Commonwealth. To assure that the Health and Safety Plan is current and up-to-date, LCTI will continually monitor all orders, rules, regulations, guidance and other relevant information issued by the Office of Governor, the Department of Health, the Department of Education, the Department of Community and Economic Development, local authorities and other agencies or departments having jurisdiction over LCTI. Based on the most current information available, LCTI's Health and Safety Plan will be updated.



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Addressing Community Spread <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 Spread)
<ul style="list-style-type: none"> Schools that are closed, remain closed. Implement distance/remote learning (see Supporting Teaching and Learning). Coordinate with local and state DPH health officials Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible) Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting. Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations) 	<ul style="list-style-type: none"> Schools may provide in-person instruction only in accordance with Department of Education 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) and posted on the school entity's publicly available website. Establish and maintain communication with local and state DPH 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. Schools have 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) and posted on the school entity's publicly available website. Establish and maintain communication with local and state DPH health 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.

For additional guidance on addressing community spread, see the [CDC's Consideration for Schools](#)

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Lehigh Career & Technical Institute Decision Tree

Lehigh Career & Technical Institute's 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, Lehigh Career & Technical Institute's Decision Tree provides a menu of instructional models and responses that can adapt to ensure the continued success and safety of students and staff members.

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 Spread)</i>
	⇓	⇓	⇓	⇓	⇓
Instructional Model <i>(as determined by local school entity)</i>	Distance/Remote Learning	Traditional	Hybrid	Full Distance/Remote Learning	Traditional
	⇓	⇓	⇓	⇓	⇓
Response <i>(as determined by local school entity in partnership with local departments of public health and community stakeholders)</i>	Targeted Closure <i>Isolate and disinfect affected areas</i> -or- Short-term Closure <i>Close for facility-wide deep cleaning</i> -or- Extended Closure <i>Close building(s) for at least 14 days</i>	School Building(s) Open <i>Implement more intensive mitigation strategies; encourage enhanced social distancing</i> (*If confirmed case of COVID-19 in school building see Targeted Closure)	Limited Staggered Use of School Building(s) <i>Implement alternating schedules for students; distance/remote learning</i> (*If confirmed case of COVID-19 in school building see Targeted Closure)	Minimal Use of School Building(s) <i>Implement distance/remote learning</i>	School Building(s) Open <i>Implement preventative practices and additional proactive processes/protocols. See Section: Key Strategies Policies and Procedures</i>

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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).
- 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: *July 15th, 2020*

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Pandemic Coordinator & Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Travis C. Serfass	Administration and Support Staff	Pandemic Coordinator
Dr. Tim Rushton	Administration and JOC	Plan Development
Kurt Adam	CTE Administration and CTE Staff	Plan Development & Response Team
Grace Loeffler	Student Services	Plan Development & Response Team
Danielle Sodl	School Nurse	Plan Development & Response Team
Dr. Lisa Greenawalt	Curriculum & Instruction	Plan Development & Response Team
Dipal Kapadia	Technology	Plan Development & Response Team
Brittany Donati	ESPA	Pandemic Crisis Response Team
Scott Smith	LCTI Police	Pandemic Crisis Response Team
Darin VanNorman	CTE Supervisor	Pandemic Crisis Response Team
Tim Bauer	Teamsters / Support Staff	Pandemic Crisis Response Team
John Shaner	Professional Staff	Pandemic Crisis Response Team

Roles and Responsibilities for Health and Safety Preparedness and Response Planning

- 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 for the Department of Health (DOH) and 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. It's their responsibility.

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- Ensure that each member of staff is aware of and adheres to the 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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Key Strategies, Policies, and Procedures

The action plan documents the Lehigh Career and Technical Institute's thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of Schools. The table below identifies a detailed summary describing the key strategies, policies, and procedures Lehigh Career and Technical Institute 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 the Lehigh Career and Technical Institute'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) Schools (for in-person instruction) and Most Child Care Facilities Closed	Yellow Phase (Minimal/Moderate Spread) Schools may provide in-person instruction only in accordance with Department of Education guidance	Green Phase (Low Spread) Schools may provide in-person instruction only in accordance with Department of Education guidance	Lead Individual and Position	Pd.. Y/N
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 Cleaning, Sanitizing, Disinfecting, and Ventilation Cleaning, sanitizing, disinfecting	Schools and Most Child Care Facilities Closed. Only essential staff. 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 Cleaning, Sanitizing, Disinfecting, and Ventilation Cleaning, sanitizing, disinfecting	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. 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	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. All spaces occupied by staff and students will be thoroughly cleaned, followed by a disinfection process utilizing a disinfectant that is effective against the coronavirus. All occupied spaces cleaned daily.	Travis Serfass Kurt Adam	Y

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	<p>will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling.</p> <p>Materials, Resources and/or Supports Needed</p> <p>CDC Hand Hygiene: https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html</p> <p>CDC Disinfecting Your Facility: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</p> <p>CDC Protect Yourself: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</p> <p>CDC Symptoms: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</p> <p>CDC COVID-19 and Children: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-</p>	<p>requirements and staff will be trained on how to appropriately use these products.</p> <p>All occupied spaces cleaned daily.</p> <p>High touch area disinfected daily. I.e. desktops, switches, handrails, door handles, etc.</p> <p>Restrooms additionally disinfected mid-day.</p> <p>Air handler's outside air damper opened to allow more outside air into the ventilation system.</p> <p>LCTI staff will be trained on proper distancing and safety protocols. Training will be provided via an on-line platform encompassing CDC and Pa. Department of Health guidelines. Guidelines and protocols will be shared with students both on-line and during in person instruction. Materials from both CDC and Pa.</p>	<p>High touch area disinfected daily. I.e. desktops, switches, handrails, door handles, etc.</p> <p>Restrooms additionally disinfected mid-day.</p> <p>Air handler's outside air damper opened to allow more outside air into the ventilation system.</p> <p>LCTI staff will be trained on proper distancing and safety protocols. Training will be provided via an on-line platform encompassing CDC and Pa. Department of Health guidelines. Guidelines and protocols will be shared with students both on-line and during in person instruction. Materials from both CDC and Pa. Department of Health will be displayed in classrooms, offices and public spaces.</p> <p>Hygiene practices for students and staff including</p>		

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	<p>and-Children CDC Communication Resources: https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html</p>	<p>Department of Health will be displayed in classrooms, offices and public spaces.</p> <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 in accordance with current CDC and DOH recommendations.</p> <p>Wall mounted hand sanitizer at all sinks.</p> <p>Wall/post mounted sanitizer in common areas.</p> <p>CDL / Heavy Equipment Training has specific sanitizing procedures for within the vehicles.</p>	<p>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>Wall mounted hand sanitizer at all sinks.</p> <p>Wall/post mounted sanitizer in common areas.</p> <p>CDL / Heavy Equipment Training has specific sanitizing procedures for within the vehicles.</p> <p>Hand pump sanitizer in all classrooms.</p>		

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		<p>Hand pump sanitizer in all classrooms.</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.</p> <p>Signage will be posted at entrances, restrooms, and throughout the facility.</p> <p>Limiting the sharing of materials among students</p> <p>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>Avoid sharing electronic devices, when feasible.</p> <p>Ensure adequate supplies to minimize sharing of high touch</p>	<p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.</p> <p>Signage will be posted at entrances, bathrooms, and throughout the facility.</p> <p>Limiting the sharing of materials among students</p> <p>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>Avoid sharing electronic devices, when feasible.</p> <p>Ensure adequate supplies to minimize sharing of high touch</p>		

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		materials to the extent possible. Limit use of supplies and equipment by one group of students at a time and clean and disinfect between uses.	materials to the extent possible. Limit use of supplies and equipment by one group of students at a time and clean and disinfect between uses.		

Summary of Responses to Key Questions:

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
 - *The building will be undergoing the summer cleaning and disinfection process which began on June 1st, 2020. All spaces occupied by staff and students will be thoroughly cleaned, followed by a disinfection process utilizing a disinfectant that is effective against the coronavirus.*
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
 - *LCTI has purchased disinfection supplies through a joint annual bid in conjunction with participating Lehigh County Schools. We also maintain and operate a distribution center within the LCTI campus to house a large stock of needed supplies.*
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
 - *As the school year begins two shifts of custodial staff members will clean each space daily. They will also disinfect high*

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<p><i>touch areas on a daily basis. In addition to the daily cleaning, they will perform a deep cleaning on Tuesday nights/Wednesday while students are working remotely (A/B Model Only).</i></p> <ul style="list-style-type: none"> ● What protocols will you put in place to clean and disinfect throughout an individual school day? <ul style="list-style-type: none"> ● <i>LCTI will be investing in additional disinfectant sprayers, electrostatic sprayers, and no-touch restroom cleaners to quickly disinfect larger areas during the school day.. In addition, specific members of the custodial staff may be reassigned to work during the school day to maintain cleanliness of the building while the building is occupied.</i> ● 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? <ul style="list-style-type: none"> ● <i>The LCTI custodial, maintenance, and utility staff members are trained in two ways. They are trained virtually utilizing SafeSchools.com and in-person, either one-on-one, or in a small group. All training is documented, and kept on file to verify it has been sufficiently completed.</i> ● <i>Non-custodial staff members will be trained in whom to contact if a suspected case of COVID19 appears, or if contact tracing leads to locations within the LCTI campus.</i> ● <i>Training will begin in June 2020, and will continue throughout the summer, and/or as more relevant information is provided by the CDC, PA Dept. of Health, W.H.O., or similar.</i> ● <i>Measurement and quality control of the cleaning process is documented electronically utilizing Smart Inspect Application on smartphones and tablets. This program allows LCTI to monitor the quality of the cleaning and disinfection through inspection, report, and performance trending.</i> 					

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Transportation of Students	School buildings are closed.	<p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Transportation to and from LCTI is handled by the sending school. Students are required to wear masks while on the school bus and while entering, and transitioning to their classrooms.</p> <p>LCTI's in house vehicles will be limited in use by staff only. Passengers within LCTI vans, trucks, and cars must wear a facemask and social distance, when feasible.</p> <p>No field trips will be provided.</p> <p>CDC What bus transit operators need to know about COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</p> <p>CDC Educational Materials:</p>	<p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Transportation to and from LCTI is handled by the sending school. Students are required to wear masks while on the school bus and while entering, and transitioning to their classrooms.</p> <p>LCTI's in house vehicles will be limited in use by staff only. Passengers within LCTI vans, trucks, and cars must wear a facemask and social distance, when feasible.</p> <p>Limit field trips (to areas of limited/low transmission)</p> <p>CDC What bus transit operators need to know about COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</p>	<p>Kurt Adam</p> <p>Travis Serfass</p> <p>CTE Supervisors</p> <p>Principals</p>	N

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		https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html	CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html		
<p>Summary of Responses to Key Questions:</p> <p>How will you adjust student transportation to meet social distancing requirements?</p> <ul style="list-style-type: none"> • Transportation to and from LCTI is handled by the sending Schools. Student must wear facemasks while on the school bus traveling to LCTI. LCTI's in house vehicles will be limited in use by staff only. Passengers within LCTI vans, trucks, and cars will wear a facemask and social distance, when feasible 					
Entering School Buildings	<p>School buildings are closed; Schools 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</p>	<p>Identifying and restricting non-essential visitors and volunteers</p> <p>Visitors and volunteers will be encouraged to utilize electronic communication when possible. Visitors communicate with office staff via intercom before entering the building. If the non-</p>	<p>Identifying and restricting non-essential visitors and volunteers</p> <p>Visitors and volunteers will be encouraged to utilize electronic communication when possible. Visitors communicate with office staff via intercom before entering the building. If the non-</p>	<p>Kurt Adam</p> <p>Travis Serfass</p> <p>CTE Supervisors</p> <p>Principals</p>	Y

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	<p>reporting to an absolute minimum during school closures.</p> <p>Only essential staff report to in-person work.</p> <p>Identify and restrict non-essential visitors and volunteers. Utilize remote and virtual work.</p> <p>Determine essential workers as needed.</p>	<p>essential visitor can complete their task without entering the building, they will be directed to do so.</p> <p>Physical visitors to LCTI must wear a facemask prior to entering the building, answer a COVID19 questionnaire, and follow social distancing guidelines, in addition to signing in with the Lobby Guard electronic visitor management system.</p> <p>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.</p> <p>Hand sanitizer available to all staff, students, and visitors.</p> <p>Follow protocol for</p>	<p>essential visitor can complete their task without entering the building, they will be directed to do so.</p> <p>Physical visitors to LCTI must wear a facemask prior to entering the building, answer a COVID19 questionnaire, and follow social distancing guidelines, in addition to signing in with the Lobby Guard electronic visitor management system.</p> <p>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.</p> <p>Hand sanitizer available to all staff, students, and visitors.</p> <p>Follow protocol for</p>		

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		<p>students/staff who feel ill/experience symptoms when they come to school (<i>see When a Child, Staff Member, or Visitor Becomes Sick at School</i>).</p> <p>Spaced lines marked to enter the building and designate entrance and exit flow paths.</p> <p>Symptomatic or sick staff, students and visitors will not be permitted into the school.</p> <p>Face coverings will be required for all visitors entering the building and while visiting the building. Students are required to wear face masks in high density areas, or while transitioning.</p> <p>Nonessential visitors and volunteer will be restricted</p> <p>LCTI student's dismissal and arrival is staggered to individual school Schools at a time, rather than a group dismissal or</p>	<p>students/staff who feel ill/experience symptoms when they come to school (<i>see When a Child, Staff Member, or Visitor Becomes Sick at School</i>).</p> <p>Spaced lines marked to enter the building and designate entrance and exit flow paths.</p> <p>Symptomatic or sick staff, students and visitors will not be permitted into the school.</p> <p>Face coverings will be required for all visitors entering the building and while visiting the building. Students are required to wear face masks in high density areas, or while transitioning.</p> <p>Nonessential visitors and volunteer will be restricted</p> <p>LCTI student's dismissal and arrival is staggered to individual school Schools at a time, rather than a group dismissal or</p>		

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		arrival. Limit unnecessary congregations of students and staff. Materials, Resources and/or Supports Needed. Coronavirus Information for Entrances.	arrival. Limit unnecessary congregations of students and staff Materials, Resources and/or Supports Needed. Coronavirus Information Poster for Entrances.		
<p>Summary of Responses to Key Questions:</p> <p>How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?</p> <ul style="list-style-type: none"> ● Option to implement an A/B schedule to split the number of students within the building at a given time to approximately ½. This will better allow LCTI to implement social distancing. There will be no mid-day school bus routes, eliminating the need for a mid-day transition of students. ● Additional common areas will be utilized as learning spaces to further reduce the number of students in a classroom/lab. ● Creating one-way corridors, stairways, etc. <p>What policies and procedures will govern use of other communal spaces within the school building?</p> <ul style="list-style-type: none"> ● . ● Students gathering in common areas, such as foyers, benches, and school store will be discouraged. ● The amount of students in a restroom will be limited to 50% of its capacity (A/B Model) 					

Lehigh Career & Technical Institute Path to Reopening: Health and Safety Plan

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<p>What visitor and volunteer policies will you implement to mitigate spread?</p> <ul style="list-style-type: none"> Visitors and volunteers will be encouraged to utilize electronic communication when possible. Physical visitors to LCTI must wear a facemask prior to entering the building, answer a COVID19 questionnaire, and follow social distancing guidelines, in addition to signing in with the Lobby Guard electronic visitor management system. <p>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?</p> <ul style="list-style-type: none"> All LCTI staff will be trained on proper distancing and safety protocols. Training will be provided via an on-line platform encompassing CDC and Pa. Department of Health guidelines. Guidelines and protocols will be shared with students both on-line and during in person instruction. Materials from both CDC and Pa. Department of Health will be displayed in classrooms, offices and public spaces. 					
Serving Meals	<p>School buildings are closed.</p> <p>Practice established social distancing protocols.</p> <p>Campus is closed no lunches served.</p>	<p><u>Alternative Serving Models:</u></p> <ul style="list-style-type: none"> Serving meals in classrooms Serving meals in cafeterias with: <ul style="list-style-type: none"> Spaced serving lines (marked on floors) Spaced seating (3ft radius when feasible) Staggered meal delivery Use of pre-packaged boxes or bags for each student instead of traditional serving lines. 	<p><u>Alternative Serving Models:</u></p> <ul style="list-style-type: none"> Serving meals in classrooms Serving meals in cafeterias with: <ul style="list-style-type: none"> Spaced serving lines (marked on floors) Spaced seating (3ft radius when feasible) Staggered meal delivery Use of pre-packaged boxes or bags for each student instead of traditional serving lines. 	<p>Pamela Hettinger</p> <p>Kurt Adam</p> <p>Travis Serfass</p> <p>CTE Supervisors</p> <p>Principals</p>	N

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		<p>Staff and students to wash hands before and after meal service.</p> <p>Staff required to wear face masks/coverings during meal preparation and service.</p> <p>Hand sanitizer will be provided for students and staff.</p> <p>Payment terminal is disinfected after each use by student.</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>Staff and students to wash hands before and after meal service.</p> <p>Staff required to wear face masks/coverings during meal preparation and service.</p> <p>Hand sanitizer will be provided for students and staff.</p> <p>Payment terminal is disinfected after each use by student.</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>		

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		Posters encouraging covering coughs and sneezes, and washing hands often will be placed in cafeteria in sight of all students and staff. CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html	Posters encouraging covering coughs and sneezes, and washing hands often will be placed in cafeteria in sight of all students and staff. CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html		
Social Distancing and Other Safety Protocols	Schools and Most Child Care Facilities Closed Only essential staff	Classroom/learning space occupancy (6ft of separation among students and staff, when feasible) Social distancing students' desks. Students utilize common areas as additional learning spaces. Instructors utilizing larger lab, in addition to classroom space to increase social distancing (when feasible).	Classroom/learning space occupancy (6ft of separation among students and staff, when feasible) Social distancing students' desks. Students utilize common areas as additional learning spaces. Instructors utilizing larger lab, in addition to classroom space to increase social distancing (when feasible).	Kurt Adam Travis Serfass CTE Supervisors Principals	Y

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		<p>Students are required to wear masks in high density areas, or while transitioning.</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.</p> <p>Potential Group A/B Schedule to reduce students per day by approximately 50%.</p> <p>In programs with lab space and classroom, students can be socially distanced throughout both areas.</p> <p>Create hallways and stairs for one way travel.</p>	<p>Students are required to wear masks in high density areas, or while transitioning.</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.</p> <p>Potential Group A/B Schedule to reduce students per day by approximately 50%.</p> <p>In programs with lab space and classroom, students can be socially distanced throughout both areas.</p> <p>Create hallways and stairs for one way travel.</p>		

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Summary of Responses to Key Questions:

- **How will classrooms/learning spaces be organized to mitigate spread?**
 - *Classrooms will have desks spaced, removed, or unused to implement six feet of social distancing, when feasible.*
- **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?**
 - *Implement an A/B schedule to split the number of students within the building at a given time to approximately ½. This will better allow LCTI to implement social distancing. There will be no mid-day school bus routes, eliminating the need for a mid-day transition of students.*
 - *Additional common areas will be utilized as learning spaces to further reduce the number of students in a classroom/lab.*
 - *Creating one-way corridors, stairways, etc.*
- **What policies and procedures will govern use of other communal spaces within the school building?**
 - *School lunch will not be held in the cafeteria, but rather having students eat lunch as a small group within their classroom, or assigned area.*
 - *Students are required to wear face masks when in high density area and during class transitions.*
 - *Students gathering in common areas, such as foyers, benches, and school store will be discouraged.*
 - *The amount of students in a restroom will be limited to 50% of its capacity (A/B Model)*
- **How will you utilize outdoor space to help meet social distancing needs?**
 - *LCTI will utilize outdoor space only for those programs where their work can be completed outdoors.*
- **What hygiene routines will be implemented throughout the school day?**

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<ul style="list-style-type: none"> ● <i>Encourage frequent handwashing, second by encouraging use of hand sanitizer in classrooms, and various locations within the building.</i> ● <i>Signage throughout the building reminding of hygiene routines.</i> ● <i>How will you adjust student transportation to meet social distancing requirements?</i> <ul style="list-style-type: none"> ● <i>Transportation to and from LCTI is handled by the sending schools. Students must wear facemask while on the school busses. LCTI in house vehicles will be limited in use by staff only. Passengers within LCTI vans, trucks, and cars will wear a facemask and social distance, when feasible.</i> ● <i>What visitor and volunteer policies will you implement to mitigate spread?</i> <ul style="list-style-type: none"> ● <i>Visitors and volunteers will be encouraged to utilize electronic communication when possible. Physical visitors to LCTI must wear a facemask prior to entering the building, answer a COVID19 questionnaire, and follow social distancing guidelines, in addition to signing in with the Lobby Guard electronic visitor management system.</i> ● <i>Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?</i> <ul style="list-style-type: none"> ● <i>LCTI has students from grade 9 through 12 only. All students are at a social distance when possible. Students are to wear face masks while on the school bus, in high density areas, and during class transitions.</i> ● <i>Adult Education Students are to wear face masks while in the classroom. Additional protocols have been developed for Adult Education.</i> ● <i>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?</i> <ul style="list-style-type: none"> ● <i>All LCTI staff will be trained on proper distancing and safety protocols. Training will be provided via an on-line platform encompassing CDC and Pa. Department of Health guidelines. Guidelines and protocols will be shared with students both on-</i> 					

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<i>line and during in person instruction. Materials from both CDC and Pa. Department of Health will be displayed in classrooms, offices and public spaces.</i>					
Transitioning in Congregate Settings	School buildings are closed	Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms. <u>School 's Serving Meals Considerations:</u> <ul style="list-style-type: none"> ● Allow student hand washing before and after meal service ● Provide hand sanitizer for students and staff ● Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; 	Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms. <u>School's Serving Meals Considerations:</u> <ul style="list-style-type: none"> ● Allow student hand washing before and after meal service ● Provide hand sanitizer for students and staff ● Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; 	Kurt Adam Travis Serfass CTE Supervisors Principals Pamela Hettinger	N

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		<p style="text-align: center;">stagger use</p> <ul style="list-style-type: none"> • Conduct cleaning of cafeterias and high-touch surfaces throughout the school day. <p><u>Alternative Serving Models:</u></p> <ul style="list-style-type: none"> • Serving meals in classrooms • Serving meals in cafeterias with: <ul style="list-style-type: none"> • Spaced serving lines (marked on floors) • Spaced seating • Longer meal periods for more staggered meal delivery • Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of foods and utensils. <p>Staggering the use of communal spaces and hallways.</p> <p>Potentially utilizing Group A/B Schedule to reduce students.</p>	<p style="text-align: center;">stagger use</p> <ul style="list-style-type: none"> • Conduct cleaning of cafeterias and high-touch surfaces throughout the school day. <p><u>Alternative Serving Models:</u></p> <ul style="list-style-type: none"> • Serving meals in classrooms • Serving meals in cafeterias with: <ul style="list-style-type: none"> • Spaced serving lines (marked on floors) • Spaced seating • Longer meal periods for more staggered meal delivery • Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of foods and utensils. <p>Staggering the use of communal spaces and hallways.</p> <p>Potentially utilizing Group A/B</p>		

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		<p>per day by approximately 50%.</p> <p>In programs with lab space and classroom, students can be socially distanced throughout both areas.</p> <p><u>School Transitioning Considerations:</u></p> <ul style="list-style-type: none"> ● Limit mixing between groups (to the extent practicable) ● Students must wear masks while transitioning. <p><u>For class changes and other transitions throughout the school day:</u></p> <ul style="list-style-type: none"> ● Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated. 	<p>Schedule to reduce students. per day by approximately 50%.</p> <p>In programs with lab space and classroom, students can be socially distanced throughout both areas.</p> <p><u>School Transitioning Considerations:</u></p> <p>:</p> <ul style="list-style-type: none"> ● Students and staff to wear face masks/coverings while in large group gatherings ● Conducting cleaning of hallways and high-touch surfaces throughout the school day ● Designating areas of the hallway (i.e. lanes) to walk to keep students separated (to the extent practicable) 		

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Summary of Responses to Key Questions:

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

- **Implement an A/B schedule to split the number of students within the building at a given time to approximately ½. This will better allow LCTI to implement social distancing. There will be no mid-day school bus routes, eliminating the need for a mid-day transition of students.**
- **Additional common areas will be utilized as learning spaces to further reduce the number of students in a classroom/lab.**
- **Creating one-way corridors, stairways, etc.**

What policies and procedures will govern use of other communal spaces within the school building?

- **School lunch will not be held in the cafeteria, but rather having students eat lunch as a small group within their classroom, or assigned area, when applicable**
- **Students gathering in common areas, such as foyers, benches, and school store will be discouraged.**
- **The amount of students in a restroom will be limited to 50% of its capacity (A/B Model)**

How will you utilize outdoor space to help meet social distancing needs?

- **LCTI will utilize outdoor space only for those programs where their work can be completed outdoors.**

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?

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<ul style="list-style-type: none"> All LCTI staff will be trained on proper distancing and safety protocols. Training will be provided via an on-line platform encompassing CDC and Pa. Department of Health guidelines. Guidelines and protocols will be shared with students both on-line and during in person instruction. Materials from both CDC and Pa. Department of Health will be displayed in classrooms, offices and public spaces 					
Large Group Gatherings	School buildings are closed	Gathering of no more than 25 people permitted per Governor's order. Health and safety guidance from the CDC and DOH will be followed. <u>Preventative measures in place:</u> <ul style="list-style-type: none"> Abide by the maximum number of people allowed to congregate as defined by the Governor. Discourage the congregation of students in parking lots and common areas Stagger the schedule for large group gatherings Identify and utilize large spaces for social distancing 	Gathering of no more than 250 people permitted per Governors order. Health and safety guidance from the CDC and DOH will be followed. <u>Preventative measures in place:</u> <ul style="list-style-type: none"> Abide by the maximum number of people allowed to congregate as defined by the Governor. Discourage the congregation of students in parking lots and common areas Stagger the schedule for large group gatherings Identify and utilize large spaces for social distancing 	Kurt Adam Travis Serfass CTE Supervisors Principals	N

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Teaching and Learning	<p>School buildings are closed</p> <p>All instruction must be provided via remote learning, whether using digital or non-digital platforms and school entities will adhere to Continuity of Education Plan</p> <p>Link to SCHOOL ENTITY CONTINUITY OF EDUCATION PLAN - http://www.lcti.org/uploads/2020/04/Continuity-of-Education-Plan-Updated.pdf</p>	<p>Traditional Instructional Model</p> <p>Schools can deliver traditional instruction under Minimal/Moderate Spread by implementing the recommendations outlined in this guidance.</p> <p>School or school-wide distance/remote learning is allowable and an individual decision of each student/family.</p> <p>Use scheduling to balance class numbers as much as possible to ensure maximize social distancing.</p> <p>Physical interaction will be limited through partner or group work.</p> <p>6 ft. distance will be established</p>	<p>Traditional Instructional Model</p> <p>Schools can deliver traditional instruction under Minimal/Moderate Spread by implementing the recommendations outlined in this guidance.</p> <p>School-wide distance/remote learning is allowable and an individual decision of each student/family.</p> <p>Standard operating procedures will be implemented while taking preventative measures such as: Providing hand sanitizer for students and staff; conducting cleaning of classrooms and high-touch surfaces each day; limiting physical interaction through partner or group work</p>	<p>Kurt Adam</p> <p>Lisa Greenawalt</p> <p>Dipal Kapadia</p> <p>CTE Supervisors</p> <p>Principals</p>	<p>Y</p>

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		<p>between the teacher’s desk/board and students’ desks, when feasible.</p> <p>Utilize large spaces for social distancing.</p> <p>Hybrid Instructional Models Hybrid models will be implemented if it works best in collaboration with the Lehigh County sending school Schools.</p> <p>Special education students will be encouraged to continue in person instruction as these students often rely on daily routines and social interactions to address their individual learning needs.</p> <p>Special education students that are vulnerable and high risk for illness will be encouraged to continue remote instruction as these students health can be affected by COVID-19</p> <p>One example: Group A would</p>	<p>Target interventions and supports:</p> <p>Provide additional instructional supports to: students at-risk of not graduating on time; students with disabilities; students who struggled in the prior distance/remote learning environment (i.e. early grades, English Learners, etc.); other students identified a being behind academically by teachers and parents.</p> <p>Identify essential concepts/skills grade levels and provide access to enrichment.</p> <p>Link to SCHOOL ENTITY CONTINUITY OF EDUCATION PLAN -</p>		

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		<p>attend Monday and Tuesday and work virtually the remainder of the week. Group B would attend Thursday and Friday and work virtually the other days of the week. Wednesday would be a virtual day for most employees so buildings could be cleaned during the week between groups.</p> <p>Targeted Distance/Remote Learning.</p> <p>Link to SCHOOL ENTITY CONTINUITY OF EDUCATION PLAN - http://www.lcti.org/uploads/2020/04/Continuity-of-Education-Plan-Updated.pdf</p>	<p>http://www.lcti.org/uploads/2020/04/Continuity-of-Education-Plan-Updated.pdf</p>		
<p>Summary of Responses to Key Questions:</p> <p>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?</p> <ul style="list-style-type: none"> LCTI embarked in strategic professional development sessions to educate all teachers about effective use of the Schoology platform. This professional development will continue with additional sessions geared towards support staff, students and 					

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<p>parents. LCTI expects to continue its use of Schoology for all students, and has worked with our local school partners to ensure all students have access to a device to work on learning materials remotely. The school purchased additional web-based and e-learning instructional materials to support CTE programs where the learning was more traditional with paper textbooks. When necessary, accommodations will be provided for students who need paper materials.</p> <ul style="list-style-type: none"> ● Counselors will have access to the Schoology platform and will provide social emotional resources to students using this platform as well as posting the information on the LCTI website. ● The Student Assistance Program will continue. ● Continue to use the Special Education Facilitators to support students with an IEP. ● Staff will be used to monitor additional areas of the building when students are engaged in their School academic courses using remote technology. 					
Behavioral Health Supports	Employees have access to a variety of Behavioral Health Supports that may include: <ul style="list-style-type: none"> ● EAP Program ● Behavioral health support through employee benefits plan ● Community resources ● Greater Lehigh Valley Warmline 6:00 AM – 2:00 AM, 7 days a week: 610-820-8451 ● Statewide Support & 	Employees have access to a variety of Behavioral Health Supports that may include: <ul style="list-style-type: none"> ● EAP Program ● Behavioral health support through employee benefits plan ● Community resources ● Greater Lehigh Valley Warmline 6:00 AM – 2:00 AM, 7 days a week: 610-820-8451 ● Statewide Support & 	Employees have access to a variety of Behavioral Health Supports that may include: <ul style="list-style-type: none"> ● EAP Program ● Behavioral health support through employee benefits plan ● Community resources ● Greater Lehigh Valley Warmline 6:00 AM – 2:00 AM, 7 days a week: 610-820-8451 ● Statewide Support & 	Lisa Greenawalt Grace Loeffler Kristin Jachowicz Danielle Sodl	Y

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	<p>Referral Helpline: 1-855-284-2494. For TTY, dial 724-631-5600</p> <ul style="list-style-type: none"> ● National Suicide Prevention Lifeline: 800-273-TALK (8255) ● Nacional de Prevención del Suicidio: 888-628-9454 ● Crisis Text Line: Text “PA” to 741-741 ● Safe2Say: 1-844-723-2729 or www.safe2saypa.org ● Veteran Crisis Line: 800-273-TALK (8255) ● Disaster Distress Helpline: 800-985-5990 ● Get Help Now Hotline (for substance use disorders) 800-662-4357 ● Pennsylvania Sexual Assault Helpline – 888-772-7227 ● National Domestic Violence Helpline – 800-799-7233 	<p>Referral Helpline: 1-855-284-2494. For TTY, dial 724-631-5600</p> <ul style="list-style-type: none"> ● National Suicide Prevention Lifeline: 800-273-TALK (8255) ● Nacional de Prevención del Suicidio: 888-628-9454 ● Crisis Text Line: Text “PA” to 741-741 ● Safe2Say: 1-844-723-2729 or www.safe2saypa.org ● Veteran Crisis Line: 800-273-TALK (8255) ● Disaster Distress Helpline: 800-985-5990 ● Get Help Now Hotline (for substance use disorders) 800-662-4357 ● Pennsylvania Sexual Assault Helpline – 888-772-7227 ● National Domestic Violence Helpline – 800-799-7233 	<p>Referral Helpline: 1-855-284-2494. For TTY, dial 724-631-5600</p> <ul style="list-style-type: none"> ● National Suicide Prevention Lifeline: 800-273-TALK (8255) ● Nacional de Prevención del Suicidio: 888-628-9454 ● Crisis Text Line: Text “PA” to 741-741 ● Safe2Say: 1-844-723-2729 or www.safe2saypa.org ● Veteran Crisis Line: 800-273-TALK (8255) ● Disaster Distress Helpline: 800-985-5990 ● Get Help Now Hotline (for substance use disorders) 800-662-4357 ● Pennsylvania Sexual Assault Helpline – 888-772-7227 ● National Domestic Violence Helpline – 800-799-7233 		

Lehigh Career & Technical Institute Path to Reopening: Health and Safety Plan

Requirements <i>Level of Community Spread (as determined by state and local health officials)</i>	Red Phase (Substantial Spread) Schools (for in-person instruction) and Most Child Care Facilities Closed	Yellow Phase (Minimal/Moderate Spread) Schools may provide in-person instruction only in accordance with Department of Education guidance	Green Phase (Low Spread) Schools may provide in-person instruction only in accordance with Department of Education guidance	Lead Individual and Position	Pd.. Y/N
Protecting Students and Staff at High Risk for Severe Illness	School buildings are closed Only essential staff All staff must wear face masks	Protecting students and staff at higher risk for severe illness “High School or Secondary” Students must wear a mask in high density areas, or while transitioning, or additional appropriate PPE. Higher risk staff/adults learners must wear a mask at all-times within the building, and they may also wear additional appropriate PPE. Use of face coverings by all staff. Under Yellow and Green Phase all Staff must wear a face mask while within the building. Students must wear a mask in high density areas, or while transitioning, or additional appropriate PPE.	Protecting students and staff at higher risk for severe illness “High School or Secondary” Students must wear a mask in high density areas, or while transitioning, or additional appropriate PPE. Higher risk staff/adult learners must wear a mask at all-times within the building, and they may also wear additional appropriate PPE. Use of face coverings by all staff. Under Yellow and Green Phase all Staff must wear a face mask while within the building. Students must wear a mask in high density areas, or while transitioning, or additional appropriate PPE.		

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		<p>Use of face coverings by older students</p> <p>Adult learners must wear a mask at all-times within the building, and they may also wear additional appropriate PPE</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals.</p> <p>Staff will work with individuals, the IEP team, or the health planning team.</p> <p>Strategic deployment of staff</p> <p>Face masks will be available daily to LCTI staff within the Main Foyer or the Nurse's Office.</p> <p>Materials, Resources and/or Supports Needed https://www.governor.pa.gov/covid-19/business-guidance/</p>	<p>Use of face coverings by older students</p> <p>Adult learners must wear a mask at all-times within the building, and they may also wear additional appropriate PPE.</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals.</p> <p>Staff will work with individuals, the IEP team, or the health planning team.</p> <p>Strategic deployment of staff</p> <p>Face masks will be available daily to LCTI staff within the Main Foyer or the Nurse's Office.</p> <p>Materials, Resources and/or Supports Needed</p>		

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			https://www.governor.pa.gov/covid-19/business-guidance/		
<p>Summary of Responses to Key Questions:</p> <p>What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?</p> <ul style="list-style-type: none"> Under Yellow and Green Phase all Staff must wear a face mask while within the building. Students must wear a mask in high density areas, or while transitioning, or additional appropriate PPE. Adult Education . Face shield are an option, but they must be worn WITH a face mask. <p>What special protocols will you implement to protect students and staff at higher risk for severe illness?</p> <p>Students must wear a mask in high density areas, or while transitioning</p> <p>How will you ensure enough substitute teachers are prepared in the event of staff illness?</p> <ul style="list-style-type: none"> Recruit new substitute teachers via all outlets to maintain and adequate number to facilitate any absences 					
When a Student, Staff Member, or Visitor Becomes Sick at School	Monitoring students and staff for symptoms and history of exposure Parents are asked not to send students to school if they are exhibiting symptoms. Staff is	Monitoring students and staff for symptoms and history of exposure Parents are asked not to send students to school if they are exhibiting symptoms. Staff is	Monitoring students and staff for symptoms and history of exposure Parents are asked not to send students to school if they are exhibiting symptoms. Staff is	Grace Loeffler Danielle Sodl Travis Serfass Lisa Greenawalt	Y

Lehigh Career & Technical Institute Path to Reopening: Health and Safety Plan

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	<p>required to notify a supervisor if they are experiencing systems, or have come in contact with someone with COVID19. If a student exhibits symptoms while at LCTI they are to notify their teacher to contact the LCTI Nurse. The LCTI Nurse will escort the student to the quarantine area.</p> <p>Educate staff and students on the signs and symptoms of COVID-19.</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>Nurses will utilize a 2nd location to separate possible COVID patients from other medical related needs.</p> <p>Returning isolated or quarantined staff, students, or school visitors to school</p>	<p>required to notify a supervisor if they are experiencing systems, or have come in contact with someone with COVID19. If a student exhibits symptoms while at LCTI they are to notify their teacher to contact the LCTI Nurse. The LCTI Nurse will escort the student to the quarantine area.</p> <p>Educate staff and students on the signs and symptoms of COVID-19.</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>Nurses will utilize a 2nd location to separate possible COVID patients from other medical related needs.</p> <p>Returning isolated or quarantined staff, students, or school visitors to school</p>	<p>required to notify a supervisor if they are experiencing systems, or have come in contact with someone with COVID19. If a student exhibits symptoms while at LCTI they are to notify their teacher to contact the LCTI Nurse. The LCTI Nurse will escort the student to the quarantine area.</p> <p>Educate staff and students on the signs and symptoms of COVID-19.</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>Nurses will utilize a 2nd location to separate possible COVID patients from other medical related needs.</p> <p>Returning isolated or quarantined staff, students, or school visitors to school</p>		

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	<p>Follow CDC guidelines</p> <p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p> <p>Any situation requiring a change in LCTI's Health and Safety Plan will be communicated with a mailed letter, Skylert message, and a website notification. All Communications will be shared in English and Spanish.</p>	<p>Follow CDC guidelines</p> <p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p> <p>Any situation requiring a change in LCTI's Health and Safety Plan will be communicated with a mailed letter, Skylert message, and a website notification. All Communications will be shared in English and Spanish.</p>	<p>Follow CDC guidelines</p> <p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p> <p>Any situation requiring a change in LCTI's Health and Safety Plan will be communicated with a mailed letter, Skylert message, and a website notification. All Communications will be shared in English and Spanish.</p>		

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?

- **Parents are asked not to send students to school if they are exhibiting symptoms. Staff is required to notify a supervisor if they are experiencing systems, or have come in contact with someone with COVID19. If a student exhibits symptoms while at LCTI they are to notify their teacher to contact the LCTI Nurse.**

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<ul style="list-style-type: none"> • Educate staff and students on the signs and symptoms of COVID-19. • Notify local, state, and federal governmental agencies as required. <p>Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?</p> <ul style="list-style-type: none"> • Parents are to monitor their child for symptoms before getting on the school bus. <p>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?</p> <ul style="list-style-type: none"> • If a student or staff member has symptoms of COVID-19 they would be taken to a quarantine room staffed by LCTI Nurses to monitor and assess their symptoms. <p>Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?</p> <ul style="list-style-type: none"> • Administration and Pandemic Team. <p>What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?</p> <ul style="list-style-type: none"> • Follow the CDC Guidelines. <p>How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?</p> <ul style="list-style-type: none"> • Our partner school Schools conducted surveys to collect feedback from families. Each School will populate the LCTI student lists for Group A and Group B. Should a student be unwilling or unable to return to on-site learning, the School will notify LCTI and these students will participate in 100% remote learning using the LCTI Schoology platform. 					

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<p>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?</p> <ul style="list-style-type: none"> Any situation requiring a change in LCTI's Health and Safety Plan will be communicated with a mailed letter, Skylert message, and a website notification. All Communications will be shared in English and Spanish. <p>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?</p> <ul style="list-style-type: none"> Administration, Instructional Staff, & Support Staff. Training will be implemented virtually to avoid large group activity. The Pandemic Team will continue to monitor staff for compliance and offer additional training if needed. 					
Sports and Extracurricular Activities	<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p> <p>Fitness Center equipment will be disinfected by users or staff after each use, and end of day by LCTI custodial staff.</p> <p>Teachers and students are to implement contactless fitness</p>	<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p> <p>Fitness Center equipment will be disinfected by users or staff after each use, and end of day by LCTI custodial staff.</p> <p>Teachers and students are to implement contactless fitness</p>	<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p> <p>Fitness Center equipment will be disinfected by users or staff after each use, and end of day by LCTI custodial staff.</p> <p>Teachers and students are to implement contactless fitness</p>	<p>Mark Covelle</p> <p>Kurt Adams</p> <p>Grace Loeffler</p> <p>Kristin Jachowicz</p>	N

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	<p>programs when feasible.</p> <p>Fitness will be located outdoors as the weather permits and when applicable to curriculum.</p>	<p>programs when feasible.</p> <p>Fitness will be located outdoors as the weather permits and when applicable to curriculum</p>	<p>programs when feasible.</p> <p>Fitness will be located outdoors as the weather permits and when applicable to curriculum</p>		
Other	<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendar</p> <p>LCTI leases space to World of Imagination Child Care (WOI).</p> <p>WOI presented a plan reduce maximum number of children in</p>	<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendar</p> <p>LCTI leases space to World of Imagination Child Care (WOI).</p> <p>WOI presented a plan reduce maximum number of children in</p>	<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendar</p> <p>LCTI leases space to World of Imagination Child Care (WOI).</p> <p>WOI presented a plan reduce maximum number of children in</p>		

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	<p>the program.</p> <p>Parents and children will enter and exit through a specific door and not enter LCTI student spaces.</p>	<p>the program.</p> <p>Parents and children will enter and exit through a specific door and not enter LCTI student spaces.</p>	<p>the program.</p> <p>Parents and children will enter and exit through a specific door and not enter LCTI student spaces.</p>		

Lehigh Career & Technical Institute Path to Reopening: Health and Safety Plan

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
Coronavirus Awareness	All Staff	Lisa Greenawalt, Director of Curriculum & Instruction	web-based	https://lcti-pa.safeschools.com/login	7/1/2020	8/27/2020
Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings	All Staff	Lisa Greenawalt, Director of Curriculum & Instruction	web-based	https://lcti-pa.safeschools.com/login	7/1/2020	8/27/2020
Coronavirus: Cleaning and Disinfecting Your Workplace	All Staff	Lisa Greenawalt, Director of Curriculum & Instruction	web-based	https://lcti-pa.safeschools.com/login	7/1/2020	8/27/2020
Coronavirus: Managing Stress and Anxiety	All Staff	Lisa Greenawalt, Director of Curriculum & Instruction	web-based	https://lcti-pa.safeschools.com/login	7/1/2020	8/27/2020
Coronavirus: Preparing Your Household	All Staff	Lisa Greenawalt, Director of	web-based	https://lcti-pa.safeschools.com/login	7/1/2020	8/27/2020

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		Curriculum & Instruction				
Coronavirus: Transitioning to a Remote Workforce	All Staff	Lisa Greenawalt, Director of Curriculum & Instruction	web-based	https://lcti-pa.safeschools.com/login	7/1/2020	

Lehigh Career & Technical Institute Path to Reopening: Health and Safety Plan



Health and Safety Plan Summary rev. 2.0

Anticipated Launch Date: July 1st, 2020

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>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>All occupied spaces cleaned daily.</p> <p>High touch area disinfected daily. I.e. desktops, switches, handrails, door handles, etc.</p> <p>Restrooms additionally disinfected mid-day.</p> <p>Air handler's O.A.D.'s opened to allow more outside air into the ventilation system</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>A/B Hybrid Schedule when feasible</p> <p>Limiting desks/spacing</p> <p>Utilize flex learning areas</p>



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<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>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>Students eat in small classroom groups and/or utilize additional 2nd cafeteria space.</p> <p>Encourage increased hand washing Distribute hand sanitizer and wall mounted sanitizer</p> <p>Post signs, floor decals, and electronic communication, to educate and increase awareness.</p> <p>LCTI does not have athletics. The fitness center will have increased sanitation. Alternate no-contact fitness is encouraged. Avoid sharing electronic devices, when feasible.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible. Limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.</p> <p>Potential A/B Hybrid Schedule to reduce students per day by approximately 50% Staggered arrival and dismissal times</p> <p>Parents and children will enter and exit through a specific door and not enter LCTI student spaces.</p> <p>WOI presented a plan to reduce the maximum number of children in the program.</p>
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Lehigh Career & Technical Institute Path to Reopening: Health and Safety Plan

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Parents are asked not to send students to school if they are exhibiting symptoms. Staff is required to notify a supervisor if they are experiencing symptoms, or have come in contact with someone with COVID19. If a student exhibits symptoms while at LCTI they are to notify their teacher to contact the LCTI Nurse. Educate staff and students on the signs and symptoms of COVID-19.</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Nurses will utilize a 2nd location to separate possible COVID patients from other medical related needs.</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Follow CDC Guidelines</p>
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Any situation requiring a change in LCTI’s Health and Safety Plan will be communicated with a mailed letter, Skylert message, and a website notification. All Communications will be shared in English and Spanish</p>

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>Staff must wear face mask Students are to wear a face mask while on the school bus, in high density areas, and while transitioning classes.</p> <p>All staff must wear face masks and will be provided by LCTI. Face shields are an</p>

Lehigh Career & Technical Institute Path to Reopening: Health and Safety Plan

<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>option, but they must be worn WITH a face mask.</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>“High School or Secondary” Students are to wear a face mask while on the school bus, in high density areas, and while transitioning classes.. Higher risk staff/adults learners must wear a mask at all-times within the building, and they may also wear additional appropriate PPE.</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Staff will work with individuals, the IEP team, or the health planning team.</p>
<p>Strategic deployment of staff</p>	<p>Face masks will be available daily to LCTI staff within the Main Foyer or the Nurse’s Office.</p>

End of Health and Safety Plan Summary

Lehigh Career & Technical Institute Path to Reopening: Health and Safety Plan

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:

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Reopening Plan	All stakeholders	Travis C. Serfass, Pandemic Coordinator	Mailed letter, Social Media, Skylert message, and a website notification	7/1/20	

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RESOURCES:

- 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>

Lehigh Career & Technical Institute Path to Reopening: Health and Safety Plan

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Lehigh Career & Technical Institute** reviewed and approved the Phased School Reopening Health and Safety Plan on **June 24th, 2020**.

The plan was approved by a vote of: _____

Yes **No**

Affirmed on: **June 24th, 2020**

By:

(SIGNATURE OF J.O.C. Chairperson)

(PRINT NAME OF J.O.C. Chairperson)

**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.