



## **Phased School Reopening Health and Safety Plan Template**

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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: **MONTGOMERY COUNTY INTERMEDIATE UNIT #23**

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? (SELECT ONE BOX BELOW)**

- 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): August 31, 2020**

### Montgomery County Intermediate Unit #23 - Reminder

This plan was developed to address the health and safety issues of providing MCIU programs and services during a pandemic. It is not intended that this plan will address all individual assignment questions, rather those individuals with assignment questions/concerns should be reaching out to their supervisor and/or the office of human resources for a resolution.

## 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)
Sandra Edling	Office of Business Services	Pandemic Coordinator
Dr. Holly Acosta	Office of Early Childhood	Response Team
Daniel Currie	Office of Student Services	Plan Development
Jennifer Daley	MCIUEA/School Psychologists	Plan Development
John Hampton	Office of Technology	Plan Development

<b>Keith Henley</b>	Facilities Department	Plan Development and Response Team
<b>Jack Hurd</b>	Office of Human Resources	Plan Development and Response Team
<b>Nicole Irvin</b>	Office of Early Childhood	Plan Development
<b>Brad Landis</b>	Office of the Executive Director	Plan Development and Response Team
<b>Dr. Brittany Lourea-Waddell</b>	Office of Student Services	Response Team
<b>Mary Caitlin Madonna</b>	Office of Student Services/Non Pub	Plan Development
<b>Cecelia Quenzer</b>	Office of Student Services/Nurse	Plan Development
<b>Sean Romano</b>	MCIUEA/Office of Early Childhood	Plan Development
<b>Karen Stover-Perri</b>	MCIUEA/Office of Prof. Learning	Plan Development
<b>Lisa Traviline</b>	Office of PaTTAN	Plan Development
<b>Valentina Viletto</b>	Administration/Safety & Security	Plan Development and Response Team
<b>Anita Watson</b>	Office of Human Resources	Plan Development
<b>Ann Wilson</b>	Office of Early Childhood/Head Start	Plan Development

## 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 school 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 will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

All staff are reminded that handwashing with soap and water frequently is the most effective means of combatting the spread of COVID-19. In order to support these efforts, the MCIU has made numerous facility enhancements to ensure the health and safety of our staff and students, including the regular cleaning (at least twice daily) of high touch surfaces in MCIU facilities and the communication of cleaning expectations with facilities where MCIU provides services.

The MCIU will utilize only government approved chemicals to clean and disinfect our facilities. These chemicals are approved by the US Environmental Protection Agency as effective against viruses that are harder to kill than viruses like the one that causes COVID-19. These include:

- Rejuvna HBV Cleaner & Disinfectant
  - Approved by US EPA & CDC on March 3, 2020
  - Primary EPA Registration Number: 1839-169-1658
  - This is the chemical provided in the 'bucket' wipe containers to staff members.
- Q.T.3 Cleaner & Disinfectant
  - Approved by US EPA & CDC on March 3, 2020
  - Primary EPA Registration Number: 6836-349-1658
  - Only custodial staff members will be permitted to utilize this chemical.

- Vital Oxide Disinfectant Fogger

- Approved by US EPA & CDC on July 11, 2019
- Primary EPA Registration Number: 82972-1
- This is a hospital grade chemical that only custodial staff members will be permitted to utilize.

In certain MCIU programs, Suprox cleaner is also utilized. Suprox is a multi-purpose cleaner that prepares classroom tables/desks for meal consumption. If MCIU staff members utilize the Rejuvna HBV Cleaner wipes to clean tables or desks, then the staff member must also re-clean the surface with Suprox cleaner before permitting meal consumption at the desk/table by students.

The MCIU worked collaboratively with our constituent school districts to prepare two (2) PPE procurement bids to obtain best pricing for needed items. For items that were not available through the MCIU bid process, the MCIU utilized approved COSTARS vendors or other appropriate purchasing programs.

Training in regards to cleaning and sanitizing will be provided to all MCIU staff members.

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><u>The following applies to the MCIU's main office facility, PaTTAN office, the Early Learning Academy, the Anderson School and any MCIU leased facilities.</u></p> <ul style="list-style-type: none"> <li>• Normal evening custodial cleaning will continue to occur.</li> <li>• Additional daytime custodial staff will be periodically cleaning 'high touch' surfaces throughout the day.</li> <li>• Fresh air intake for the building ventilation systems have been increased to the maximum amount feasible.</li> <li>• Restroom cleaning logs have been placed in facilities for staff and members of the public to view when restrooms are cleaned.</li> <li>• Sanitation stations have been created for staff members to borrow bottles of cleaner and paper towels for cleaning of personal desk areas, etc.</li> <li>• Hand sanitizer has been made available either through installed wall units or pump bottles.</li> <li>• Drinking fountains have been disabled for direct drinking, however the filling of water bottles remains accessible.</li> <li>• Staff members are asked to not place reusable lunch bags in the MCIU refrigerators as these may carry germs. Only unopened and tightly sealed plastic containers are permitted. Containers should not be stacked on top of another staff member's items.</li> <li>• Disinfectant supplies have been made available in the employee breakrooms/lunchrooms. Employees are asked to wipe down any equipment after usage.</li> </ul>	<p>Keith Henley, Facilities Supervisor</p> <p>Israel Swisa, PaTTAN Facilities Maintenance Technician</p>	<p>Sufficient quantities of cleaning materials.</p> <p>Cooperation from all MCIU staff members.</p> <p>An additional contracted custodian for 2 West Lafayette St.</p> <p>An additional contracted security person/custodian for the Anderson School.</p> <p>An additional contracted daytime custodian for the Early Learning Academy</p>	<p>Yes – Training for staff on the proper cleaning for COVID-19.</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<u>Additional Steps for MCIU operated programs in School District facilities (School Age and Early Intervention).</u> <ul style="list-style-type: none"> <li>The MCIU will follow the School District's protocols for programs operated in a School District.</li> <li>The MCIU will provide a supply of cleaning wipes, gloves, hand sanitizer and paper towels to each classroom teacher. Additional materials will be available as needed.</li> <li>It is expected that the classroom aides/paraprofessionals will assist with cleaning 'high touch' surfaces throughout the day.</li> </ul>	Dr. Brittany Waddell, Director of Student Services  Dr. Holly Acosta, Director of Early Childhood	Sufficient quantities of PPE and cleaning materials.	Yes – All staff members will be provided with training on the proper cleaning for COVID-19.
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<u>Additional Steps for Non Public Schools</u> <ul style="list-style-type: none"> <li>The MCIU will request that each school requesting services sign an agreement to confirm the cleaning expectations of the MCIU.</li> <li>The MCIU will provide a supply of cleaning wipes, gloves, hand sanitizer and paper towels to each itinerant staff member. Additional materials will be available as needed.</li> </ul>	Dr. Brittany Waddell, Director of Student Services & Dr. Ken Voss, Assistant Director	Sufficient quantities of PPE and cleaning materials.	Yes – All staff members will be provided with training on the proper cleaning for COVID-19.
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<u>Additional Steps for Preschools</u> <ul style="list-style-type: none"> <li>The MCIU will request that each school receiving services sign an agreement to confirm the cleaning expectations of the MCIU.</li> <li>The MCIU will provide a supply of cleaning wipes, gloves, hand sanitizer and paper towels to each itinerant staff member. Additional materials will be available as needed.</li> </ul>	Dr. Holly Acosta, Director of Early Childhood & Lorinda Moyer, Assistant Director	Sufficient quantities of PPE and cleaning materials.	Yes – All staff members will be provided with training on the proper cleaning for COVID-19.

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<u>MCIU-Operated Pupil Transportation</u> <ul style="list-style-type: none"> <li>The MCIU contracts with external carriers for Pupil Transportation.</li> <li>The MCIU has obtained the Health &amp; Safety Plans for each of these carriers to ensure plans exist for adequate cleaning and sanitizing.</li> <li>The MCIU will also provide guidance to the contractors regarding MCIU's expectations, including a log of vehicle numbers each student is transported on for each run.</li> <li>The MCIU will periodically review the cleaning practices of the contracted carriers.</li> </ul>	Jeri Reinking, Program Administrator/ Transportation	Collaborative support from contracted carriers.	N/A

## 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:** The MCIU intends to arrange classrooms and learning spaces to the maximum extent possible to maintain social distancing and mitigate the spread of COVID-19. It is understood, however, that given the unique

population of students the MCIU serves that maintaining a 6 foot distance within the classroom or program at all times may be unattainable.

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p><u>The following applies to the MCIU's main office facility, PaTTAN office, the Early Learning Academy, the Anderson School and any MCIU leased facilities.</u></p> <ul style="list-style-type: none"> <li>• At the Anderson School, plexiglass desk dividers have been provided for classrooms/desks where a 6 foot separation cannot be maintained.</li> <li>• Whenever possible, all desks will be oriented in the same direction.</li> <li>• Plexiglass has been installed at various workstations where a 6 foot distance cannot be maintained.</li> <li>• It is understood that the population of students served may not enable a guaranteed 6 foot separation. Staff are required to the maximum extent feasible to maintain the maximum distance between students as possible. Should a staff member need to be in closer contact with a student, the staff member should ensure proper wearing of PPE and minimize the time that the 6 feet is not maintained.</li> <li>• All MCIU Early Learning classrooms have been provided with additional room dividers to permit the instructor to divide the students into smaller groups for social distancing.</li> <li>• Portable plexiglass desk shields will be provided to all MCIU itinerant staff members.</li> <li>• The exercise room at the MCIU's main office facility has been closed until further notice.</li> </ul>	<p>Keith Henley, Facilities Supervisor</p> <p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>Plexiglass Shields</p>	<p>N/A</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p><u>Additional Steps for MCIU operated programs in School District facilities (School Age and Early Intervention).</u></p> <ul style="list-style-type: none"> <li>• The MCIU will follow the School District's protocols for programs operated in a School District.</li> <li>• Whenever possible, all desks will be oriented in the same direction.</li> <li>• It is understood that the population of students served may not enable a guaranteed 6 foot separation. Staff are required to the maximum extent feasible to maintain the maximum distance between students as possible. Should a staff member need to be in closer contact with a student, the staff member should ensure proper wearing of PPE and minimize the time that the 6 feet is not maintained.</li> <li>• For the MCIU's low incidence classrooms where social distancing may be difficult, clear roll-up dividers have been provided to place between students/staff, as necessary.</li> </ul>	<p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>N/A</p>	<p>N/A</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p><u>Additional Steps for Non Public Schools</u></p> <ul style="list-style-type: none"> <li>• The MCIU has informed the Office of Catholic Education that no direct services can be delivered to students in the five (5) MCIU-owned trailers.</li> <li>• The MCIU has communicated with each Non Public school to discuss the maximum number of students that can be provided services given the constraints of the space provided. Where possible, the school has made alternative arrangements for space for MCIU services to be delivered. In the unfortunate instance where suitable space cannot be made available to the MCIU, the services will be offered to the Non Public school in a virtual setting.</li> <li>• The MCIU will provide tabletop plexiglass shields for each Non Public school site where MCIU staff are delivering services.</li> </ul>	<p>Dr. Brittany Waddell, Director of Student Services &amp; Dr. Ken Voss, Assistant Director</p>	<p>Plexiglass Shields</p>	<p>N/A</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p><u>Main Office Facility</u></p> <ul style="list-style-type: none"> <li>• The conference center rooms will have revised capacity limits while social distancing protocols are in place.</li> <li>• The continued use of the zoom meeting platform for internal staff meetings, county-wide job alike meetings, and other internal collaborative meetings is encouraged.</li> <li>• When event catering is needed, meals should be provided as packaged lunches, rather than buffet style.</li> <li>• The 3<sup>rd</sup> floor lunchroom will be limited to 1/table.</li> <li>• When weather permits, the MCIU will block off an area in the back of the building for outdoor dining.</li> </ul>	<p>Keith Henley, Facilities Supervisor</p>	<p>Signage for reduced occupancy &amp; zoom meeting room licenses</p>	<p>N/A</p>



Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<u>Additional Steps for the Anderson School</u> <ul style="list-style-type: none"> <li>Lunch periods will continue in the cafeteria with reduced capacity of students.</li> <li>Games and other materials have been removed from the cafeteria.</li> <li>Student will not be permitted to sit directly across from each other.</li> <li>The MCIU has worked with the food service provider to make only pre-packaged utensils and condiments available.</li> </ul>	Dr. Brittany Waddell, Director of Student Services  Ms. Christine Raber, Principal	Collaboration with food service provider	N/A
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<u>Additional Steps for MCIU operated programs in School District facilities (School Age and Early Intervention).</u> <ul style="list-style-type: none"> <li>The MCIU will follow the School District's protocols for programs operated in a School District.</li> </ul>	Dr. Brittany Waddell, Director of Student Services  Dr. Holly Acosta, Director of Early Childhood	N/A	N/A
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<u>Additional Steps for Head Start &amp; Pre-K Counts Programs</u> <ul style="list-style-type: none"> <li>For Head Start &amp; Pre-K Counts, the traditional 'family style' meals will not be permitted. Rather, the instructor will model the proper meal time lessons for the students and each student will receive an individualized meal.</li> <li>Portable tri-found plexiglass shields have been provided to each classroom to assist in arranging space for meal time.</li> <li>As soon as it is reasonably possible, the return to family style dining will commence.</li> </ul>	Dr. Holly Acosta, Director of Early Childhood  Ms. Paula Rice, Head Start Director  Ms. Rebecca DeSantis, Pre-K Counts Director	Collaboration with food service provider.	N/A

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p><u>The following applies to the MCIU's main office facility, PaTTAN office, the Early Learning Academy, the Anderson School and any MCIU leased facilities.</u></p> <ul style="list-style-type: none"> <li>• Signage has been made available throughout the facilities to remind all individuals of proper handwashing techniques.</li> <li>• Electronic hand dryers have been disconnected and additional paper towels and wastebaskets have been provided.</li> <li>• The restroom in the EI waiting room has been designated as a 'handwashing' only room. All individuals coming for an evaluation or therapy appointment must wash their hands prior to the evaluation or therapy session.</li> <li>• At the Anderson School, two portable hand sinks have been installed (1 in the nurse's office and 1 in the hallway outside of the cafeteria).</li> <li>• At the Early Learning Academy, portable hand sinks have been installed on the second floor for the emotional support program and in any classroom where a classroom sink is not available.</li> <li>• Hand sanitizer has been placed in high traffic areas of the MCIU facilities and will be provided to MCIU operated classroom locations, as well.</li> </ul> <p><u>Head Start, Pre-K Counts, and Early Intervention</u></p> <ul style="list-style-type: none"> <li>• All Head Start, Pre-K Counts, and Early Intervention classrooms either have a permanent sink or a portable hand sink in the classroom.</li> <li>• Head Start regulations do not permit the use of alcohol-based hand sanitizer, therefore non-alcoholic hand sanitizer will be provided for this program.</li> </ul>	<p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p> <p>Ms. Paula Rice, Head Start Director</p> <p>Ms. Rebecca DeSantis, Pre-K Counts Director</p>	<p>Adequate supplies of hand sanitizer, paper towels, etc.</p>	<p>N/A</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p><u>The following applies to all MCIU facilities/programs:</u></p> <ul style="list-style-type: none"> <li>• The MCIU has placed numerous signs regarding covering your cough, proper hand washing, and social distancing throughout the MCIU's main office facility, PaTTAN office, the Early Learning Academy, the Anderson School, and any MCIU leased facilities. Additionally, signage will be provided to classroom teachers to install at their classroom location.</li> <li>• Student handbooks will include information regarding proper hygiene, as well as, guidance for staff.</li> <li>• All instructional personnel will be required to provide learning opportunities for students regarding proper hygiene practices at the start of the school year and on an ongoing basis, as needed.</li> </ul>	<p>All MCIU Staff</p>	<p>Updated employee and student handbooks.</p> <p>Learning materials for students.</p>	<p>Yes – Professional staff members will be provided with training on learning opportunities for proper hygiene for students.</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p><u>The following applies to all MCIU facilities/programs:</u></p> <ul style="list-style-type: none"> <li>• Non-essential visitors will not be permitted into the MCIU classrooms or program sites.</li> <li>• Individuals who have an essential need to access an MCIU facility/program will be required to follow temperature &amp; screening protocols.</li> <li>• IEP meetings will be held virtually whenever possible. When in-person meetings need to be held, social distancing guidelines of at least 6 feet between people must be adhered to at the greatest extent possible.</li> <li>• For evaluations, staff members should complete as much information as possible virtually and note what needs to take place in-person to reduce in-person time. Only one parent/guardian may accompany a student to an evaluation.</li> <li>• The MCIU will not have a waiting area for individuals awaiting evaluations or interviews. Individuals will need to call the office they are visiting for an evaluation or interview when they arrive and only when informed to do so, should the individual enter the facility.</li> <li>• Additional parking spaces for parents will be designated at the MCIU's main office building to accommodate the back and forth of parents to vehicles.</li> <li>• The small evaluation rooms will be limited to two individuals at a time (therapist and student). The larger evaluation rooms may accommodate an additional adult (parent or other professional staff member). When necessary, the MCIU will utilize additional large spaces at both the main office building and the Early Learning Academy for conducting evaluations.</li> </ul>	<p>All MCIU Staff</p>	<p>Zoom Licensing for staff holding IEP meetings.</p>	<p>Yes – all MCIU staff will be provided with training regarding protocols for visitors to the MCIU facilities and programs.</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p><u>The following applies to all MCIU facilities/programs:</u></p> <ul style="list-style-type: none"> <li>• The MCIU will continue the protocol of staggering the use of gym and playground facilities.</li> <li>• Only one classroom will be permitted to access the playground facilities at a time.</li> <li>• Students will be required to wash hands before and after going to the gym or playground.</li> </ul>	<p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>N/A</p>	<p>N/A</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p><u>The following applies to all MCIU programs and facilities:</u></p> <ul style="list-style-type: none"> <li>• Only health and physical education activities that support social distancing and appropriate hygiene practices will be permitted.</li> <li>• All health and physical education equipment should be wiped down after use by each student. Limiting the equipment utilized during the day is strongly encouraged.</li> <li>• Families will be encouraged to only send required belongings to school each day.</li> <li>• Student's belongings will continue to be individually labeled and placed in cubbies, lockers, or other areas separated from other student's belongings.</li> <li>• The MCIU has obtained adequate supplies of high use materials to provide individual boxes of items such as, art supplies, pencils, etc for each student.</li> <li>• Classroom aides, assistant teachers, and paraprofessionals will be asked to assist with cleaning equipment or other devices between uses by students each day.</li> </ul>	<p>All MCIU Staff</p>	<p>Adequate supply of cleaning materials</p> <p>Adequate supply of classroom consumable materials.</p>	<p>N/A</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Staggering the use of communal spaces and hallways</b>	<p><u>The following applies to the MCIU's main office facility:</u></p> <ul style="list-style-type: none"> <li>• The MCIU will limit the number of individuals who may utilize the elevator at any one time to be no more than four (4).</li> <li>• Employees will continue to enter through the main front doors. However, employees will notice new signage directing the main exit will be through the Washington B conference room. In the event of an emergency, any available exit should be utilized (including the front doors).</li> <li>• Signage and red carpet lines have been placed at strategic locations throughout the facility to offer reminders of social distancing protocols.</li> <li>• Stairwells have been designated as 'up' and 'down'. It is understood that student physical therapy evaluations may require the use of the first floor stairwell. When an evaluation is taking place, the 'up' stairwell will be blocked and staff members will be redirected to the main center staircase to access the second floor. Crowd control safety belt poles have been prepositioned at this entry way for this purpose.</li> </ul>	Keith Henley, Facilities Supervisor	Signage	N/A
<b>Staggering the use of communal spaces and hallways</b>	<p><u>The following applies to the Anderson School and the Early Learning Academy:</u></p> <ul style="list-style-type: none"> <li>• Signage will be made available to dedicate travel directions in hallways, for example everyone uses the right side of the hallway when walking down the hallway and everyone uses the other side of the hallway when walking up the hallway.</li> <li>• Program administrators will determine schedules to limit the number of students in the hallways or communal spaces at any one time.</li> </ul>	Dr. Brittany Waddell, Director of Student Services  Dr. Holly Acosta, Director of Early Childhood	Building Schedules	Yes – Program Administrators will ensure all staff are aware of schedules for communal spaces.

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p><u>The following applies to all MCIU facilities and programs:</u></p> <ul style="list-style-type: none"> <li>• The MCIU’s pupil transportation services are highly dependent on school district start and end times.</li> <li>• The MCIU will to the maximum extent possible accommodate the schedules provided by the local school districts.</li> <li>• For the MCIU Head Start and Pre-K Counts programs, parents and guardians will no longer bring their children into the classroom. Rather MCIU staff will greet the family at their vehicle, confirm symptom questions and conduct temperature screening, and then escort the student into the building.</li> </ul>	Jeri Reinking, Program Administrator/ Transportation	School District calendars	N/A
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<p><u>The following applies to all MCIU facilities and programs:</u></p> <ul style="list-style-type: none"> <li>• The MCIU contracts with several external organizations for the provision of classroom based services. Each service provider will be required to submit a Health and Safety plan prior to resuming operations.</li> <li>• For the MCIU’s Transition Services and Montcoworks programs, the MCIU will require the receiving business to attest to the MCIU’s Health and Safety plan protocols prior to placing a student/young adult at the business.</li> </ul>	Dr. Brittany Waddell, Director of Student Services  Dr. Holly Acosta, Director of Early Childhood	Health & Safety plans of external providers and placement sites.	N/A

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other social distancing and safety practices</b>	<p><u>The following applies to all MCIU programs and facilities:</u></p> <ul style="list-style-type: none"> <li>• There will be no 'in person' field trips for any program thru December 2020. A decision regarding spring semester trips will be made at a later date.</li> <li>• There will be no 'out of state' travel for any students or staff members thru December 2020. Exceptions for required meeting attendance may be recommended by the Executive Director for Board approval (for example, a federal Department of Human Services required meeting for Head Start).</li> <li>• Given the pandemic situation, it is understood that any MCIU staff member may be reassigned to best meet the health and safety needs of the MCIU's students.</li> <li>• Itinerant staff members across all programs are advised that during this time, service should be delivered to all students and then the staff member should leave the school premises. Staff members can finish their work day by completing paperwork and other work responsibilities at home.</li> </ul>	<p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>N/A</p>	<p>N/A</p>

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?



- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:** The MCIU expects all staff members, parents, guardians, and students to be active participants in keeping everyone safe from COVID-19. All individuals are required to self-check for signs and symptoms of COVID-19 before coming to an MCIU facility or program. Additional precautions via temperature taking will also occur upon arrival at MCIU facilities.

The grid below will outline the MCIU's procedures for when a student or staff member will be required to not attend school/work and when he/she will be permitted to return to the school/work environment.

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p><u>Staff Member Expectations</u></p> <ul style="list-style-type: none"> <li>• Staff and contractors will be required to take their own temperature and complete a symptom screening prior to reporting to school/program and to stay home if above 100.4F or if experiencing other symptoms.</li> <li>• At MCIU operated facilities, temperature verification kiosks have been installed at the entryway to the facility. Any individual (staff member, parent, member of the public) requesting access to an MCIU facility will need to complete the temperature verification and symptom screening.</li> <li>• Any staff member experiencing signs or symptoms of COVID-19 should immediately contact their supervisor.</li> </ul> <p><u>Student Expectations</u></p> <ul style="list-style-type: none"> <li>• Parents will be asked to take their child's temperature and to complete a symptom screening prior to reporting to school and to keep their child home if the student has any influenza symptoms or signs of possible COVID or a temperature above 100.4F.</li> <li>• At MCIU operated facilities, temperature verification kiosks have been installed at the entryway to the facility. All students will need to complete the temperature verification prior to entering the facility.</li> <li>• Any student experiencing signs or symptoms of COVID-19 will be denied entry into the facility. The Program Administrator or Principal will contact the student's family to make necessary arrangements for the student to go home.</li> <li>• For students in all other classrooms programs, the parent will be required to complete a screening each day. Students without a completed screening tool will be held in the isolation room until the parent/guardian can be contacted to complete the symptom screener.</li> </ul>	<p>Jack Hurd, Director of Human Resources</p> <p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>Temperature kiosks/thermometer</p> <p>PA Symptom Screening Tool</p>	<p>Yes – All staff will be provided training in the signs and symptoms of COVID-19.</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p><u>The following applies to all MCIU facilities and programs:</u></p> <ul style="list-style-type: none"> <li>• Staff and students shall be sent home if they become ill during the school/work day.</li> <li>• While waiting to go home, ill persons shall be isolated as follows:               <ol style="list-style-type: none"> <li>1. <u>Anderson School</u>: Meeting room across from Main Office</li> <li>2. <u>Main Office Building</u>: Betsy Ross Meeting Room</li> <li>3. <u>PaTTAN</u>: Lower Level Office - Room #1</li> <li>4. <u>Early Learning Academy</u>: TBD</li> </ol> </li> <li>• Should a student become ill during the school day, parents/guardians are reminded that they are required to pick up the student immediately upon notification. It is imperative that accurate parental contact information be provided to the student's teacher.</li> <li>• All staff members are expected to protect confidentiality of any ill students/staff members.</li> <li>• Any case of COVID-19 shall be reported to the Office of Human Resources immediately.</li> <li>• Wherever possible, the MCIU will provide remote learning opportunities to students who are excluded from school due to a COVID-19 quarantine.</li> <li>• If the MCIU becomes aware of a staff member or a student who has tested positive for COVID-19, the entire building will not be closed. The MCIU will close off the affected area for 24 hours and then clean and disinfect the area. Once the area has been cleaned and disinfected, the area may be utilized again.</li> </ul>	<p>Jack Hurd, Director of Human Resources</p> <p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>Various PPE</p>	<p>Yes – All staff will be provided training in the MCIU procedures for the possible exposure to COVID-19.</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p><u>The following applies to all MCIU facilities and programs:</u></p> <ul style="list-style-type: none"> <li>The MCIU will follow the COVID-19 School Exclusion requirements as put forth by the Montgomery County Department of Health.</li> <li>A copy of the guidance can be found here: <a href="https://www.montcopa.org/DocumentCenter/View/28389/Final-Version-COVID-19-School-Exclusion-Guide-002">https://www.montcopa.org/DocumentCenter/View/28389/Final-Version-COVID-19-School-Exclusion-Guide-002</a></li> </ul>	<p>Jack Hurd, Director of Human Resources</p> <p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>N/A</p>	<p>Yes – All staff will be provided training regarding protocols for attendance and COVID-19 testing.</p>
<p><b>Notifying staff, families, and the public of school closures and within-school year changes in safety protocols</b></p>	<p><u>The following applies to all MCIU facilities and programs:</u></p> <ul style="list-style-type: none"> <li>The MCIU has been informed that the Montgomery County Department of Health will lead contact tracing procedures.</li> <li>If the MCIU becomes aware of a staff member or student who may have COVID-19, the MCIU will work with the Montgomery County Department of Health to the maximum extent possible provide contact tracing to inform individuals who may have had close contact with the suspect individual to obtain a COVID-19 test.</li> <li>The MCIU has requested all Non Public schools, preschools, work sites, etc to provide the MCIU with immediate communication regarding any suspected COVID-19 cases in their building, so the MCIU may communicate appropriately with affected staff members and students.</li> <li>If necessary, the MCIU will utilize our website, the school messenger system, as well as, program specific parental communication systems to notify staff, parents, and community members of school closures/changes.</li> </ul>	<p>Jack Hurd, Director of Human Resources</p> <p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>N/A</p>	<p>N/A</p>

## Other Considerations for Students and Staff

### Key Questions

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

**Summary of Responses to Key Questions:** In accordance with directives from the PA Department of Health, the MCIU will require staff and students to wear face coverings. Accommodations and specially designed instruction opportunities are available to students in MCIU programs who are unable to wear a mask during the school day.

All MCIU approved substitute teachers will be required to complete the training regarding MCIU procedures and protocols for COVID-19 prior to being permitted into an MCIU classroom.

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p><u>The following applies to all MCIU facilities &amp; programs:</u></p> <ul style="list-style-type: none"> <li>• The MCIU has increased measures for cleaning, disinfecting, and requiring PPE of all staff to assist mitigation efforts.</li> <li>• Medically fragile and high-risk students and staff assigned to those classrooms will have a symptom screening done at school daily (in addition to the symptom screening required prior to arriving at school).</li> <li>• Students and staff members are encouraged to stay home if ill.</li> <li>• The MCIU delivers services that may require close contact between a staff member and a student (for example, lifting a student, physical therapy, etc). All staff members are required to wear their MCIU provided face shield and gloves when performing these activities. Staff members must dispose of the gloves after each use and thoroughly wash his/her hands before working with another student.</li> </ul>	<p>Jack Hurd, Director of Human Resources</p> <p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>Adequate supplies of soap, water, and hand sanitizer.</p>	<p>N/A</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p><u>The following applies to all MCIU facilities &amp; programs:</u></p> <ul style="list-style-type: none"> <li>All employees shall wear masks in accordance with PA Department of Health guidelines.</li> <li>The MCIU will provide face shields to all staff members who have public facing positions, such as classroom teachers, professional learning consultants, etc. Staff members will be responsible for maintaining and cleaning of face shields. Instructions for the care of the face shield will be provided when staff receive their equipment.</li> <li>All individuals requesting access to the MCIU facility for any reason, such as student evaluation, will be required to wear a mask. If the individual asserts that he/she cannot wear a mask, the individual will be offered a face shield. If the individual asserts that he/she cannot wear a face shield, the individual will be offered the option to reschedule the appointment via zoom. The MCIU will make the expectation of mask wearing known to all parents when scheduling evaluation or therapy sessions.</li> </ul>	<p>Jack Hurd, Director of Human Resources</p> <p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>Adequate supplies of PPE and face shields for staff members</p>	<p>Yes – The MCIU will provide training on how to clean and maintain the Humanity Shields.</p>

Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p><u>The following applies to all MCIU facilities &amp; programs:</u></p> <ul style="list-style-type: none"> <li>All students and staff shall wear masks in accordance with PA Department of Health guidelines.</li> <li>The MCIU recognizes the unique conditions that many of our students may have that may create a higher risk of a medical or physical condition due to wearing a mask.</li> <li>Should any student not be able to wear a mask due to his/her disability, the MCIU will convene an IEP or 504 plan team meeting to develop an appropriate plan of care for the student. It is understood that all students are entitled to a free appropriate public education and the MCIU cannot require a medically fragile student to wear a mask, per PA Department of Health orders. However MCIU will require all accommodations to be noted in an approved IEP or 504 plan.</li> <li>In situations where a school district's requirements for where the MCIU program is physically located is greater than the MCIU's, the MCIU will make face shields available for students to wear briefly during their time in hallways, entering/leaving school, etc.</li> <li>In the MCIU work-based programs, staff and students will be required to adhere to the place of employment's guidelines, including the wearing of masks throughout the work day.</li> </ul>	<p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>N/A</p>	<p>Yes – The MCIU will provide all staff with training on MCIU protocols for mask wearing.</p>



<p><b>Guidance for Services in the Home</b></p>	<p><u>The following applies to all MCIU facilities/programs:</u></p> <ul style="list-style-type: none"> <li>• When there is an identified need for a home visit, the staff member should contact the family prior to the home visit to ask the following health screening questions. The staff members should document the responses.             <ol style="list-style-type: none"> <li>1. Has anyone in the home tested positive or suspected of having COVID-19?</li> <li>2. Does anyone in the home have signs or symptoms of COVID-19, per CDC?</li> <li>3. Has anyone in the home had contact within the last 14 days with someone with or under investigation for COVID-19?</li> <li>4. Where in the home will the session take place and will everyone in the room be wearing a mask?</li> <li>5. Will a person with a weakened immune system, a person who is over the age of 65 years, or a person that has chronic health conditions (e.g. heart disease, lung disease, diabetes), or other factors that pose a risk if the person becomes infected with COVID-19 be present during the visit?</li> </ol> </li> <li>• If the staff member is not able to contact the family before the home visit and decides to proceed with the visit, the staff member should ask the four health screening questions included above before entering the home to make sure the staff member is doing everything the staff member can to mitigate the spread of COVID-19. The staff member should stand approximately 6 feet from the doorway when asking the four health screening questions.</li> <li>• If the answer is no to all of the health screening questions above or the staff member decides that going to the home is in the best interest of the child and family, then the staff member should provide service using a face shield/mask and gloves. If a staff members believes he/she needs a gown, one will be provided. In addition, when possible while in the home, maintain physical distance – try for 6 feet.</li> </ul>	<p>Dr. Brittany Waddell, Director of Student Services</p> <p>Dr. Holly Acosta, Director of Early Childhood</p>	<p>Adequate supplies of PPE and hand sanitizer</p>	<p>Yes – the MCIU will provide all itinerant professional staff with training regarding the MCIU protocols for in-home services.</p>
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Requirements	Action Steps Regardless of Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>Staff member should bring in only minimum materials for the home-based session and disinfect materials afterwards. Disposable PPE should be disposed of after the session.</p> <ul style="list-style-type: none"> <li>• If the staff member believes he/she is at risk of transmitting COVID-19 or the response is yes to any of the questions above, the staff member should communicate with the family the need to postpone the visit and to schedule a time to plan for a future visit (or alternate service option). The staff member should contact his/her supervisor immediately.</li> <li>• Before and after the home visit, the staff member must: <ol style="list-style-type: none"> <li>1. Wash hands with soap and water for at least 20 seconds before entering/going to the home and after exiting. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. The MCIU will provide hand sanitizer to staff members.</li> <li>2. Avoid touching eyes, nose, and mouth.</li> </ol> </li> </ul>			

## 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
COVID-19 Awareness	All MCIU Staff	Pandemic Team	Virtual	Safe Schools Online Training	August 2020	August 2020
COVID-19 Managing Stress and Anxiety	All MCIU Staff	Pandemic Team	Virtual	Safe Schools Online Training	August 2020	August 2020
MCIU Plans & Protocols for COVID-19	All MCIU Staff	Pandemic Team/TBD	In conjunction with Office opening sessions.	Virtual Zoom Recording & Office Q & A sessions	August 2020	August 2020
Cleaning Protocols for COVID-19	Affected Staff	TBD	Virtual	TBD	August 2020	August 2020

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Current mitigation levels in the county and collaborative planning</b>	Collaborative discussions with County Commissioner, County Health Department, and County School District Superintendents	Dr. Regina Palubinsky	Virtual	Ongoing	Ongoing
<b>MCIU Health &amp; Safety Requirements</b>	Contracted providers, Non Public Schools, outside placements, Montcoworks sites, transition services providers, preschools, etc.	MCIU Cabinet	Virtual/Email; Website Posting; Signs Posted in prominent locations	July 2020	Ongoing
<b>MCIU Return to Work Guidelines</b>	MCIU Staff Members	Mr. Jack Hurd	Virtual/Email	July 2020	Ongoing
<b>MCIU Back to School Guidelines</b>	Parents & Guardians	MCIU Cabinet	Virtual/Email	July 2020	Ongoing

## Health and Safety Plan Summary: Montgomery County Intermediate Unit #23

Anticipated Launch Date: **August 31, 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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>The following applies to the MCIU's main office facility, PaTTAN office, <u>the Early Learning Academy, the Anderson School and any MCIU leased facilities.</u></p> <ul style="list-style-type: none"> <li>• Normal evening custodial cleaning will continue to occur.</li> <li>• Additional daytime custodial staff will be periodically cleaning 'high touch' surfaces throughout the day.</li> <li>• Fresh air intake for the building ventilation systems have been increased to the maximum amount feasible.</li> <li>• Restroom cleaning logs have been placed in facilities for staff and members of the public to view when restrooms are cleaned.</li> <li>• Sanitation stations have been created for staff members to borrow bottles of cleaner and paper towels for cleaning of personal desk areas, etc.</li> <li>• Hand sanitizer has been made available either through installed wall units or pump bottles.</li> <li>• Drinking fountains have been disabled for direct drinking, however the filling of water bottles remains accessible.</li> <li>• Staff members are asked to not place reusable lunch bags in the MCIU refrigerators as these may carry germs. Only unopened and tightly sealed plastic containers are permitted. Containers should not be stacked on top of another staff member's items.</li> <li>• Disinfectant supplies have been made available in the employee breakrooms/lunchrooms. Employees are asked to wipe down any equipment after usage.</li> </ul> <p><u>Additional Steps for MCIU operated programs in School District facilities (School Age and Early Intervention).</u></p>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>• The MCIU will follow the School District’s protocols for programs operated in a School District.</li> <li>• The MCIU will provide a supply of cleaning wipes, gloves, hand sanitizer, and paper towels to each classroom teacher. Additional materials will be available as needed.</li> <li>• It is expected that the classroom aides/paraprofessionals will assist with cleaning ‘high touch’ surfaces throughout the day.</li> </ul> <p><u>Additional Steps for Non Public Schools</u></p> <ul style="list-style-type: none"> <li>• The MCIU will request that each school requesting services sign an agreement to confirm the cleaning expectations of the MCIU.</li> <li>• The MCIU will provide a supply of cleaning wipes, gloves, hand sanitizer and paper towels to each itinerant staff member. Additional materials will be available as needed.</li> </ul> <p><u>Additional Steps for Preschools</u></p> <ul style="list-style-type: none"> <li>• The MCIU will request that each school receiving services sign an agreement to confirm the cleaning expectations of the MCIU.</li> <li>• The MCIU will provide a supply of cleaning wipes, gloves, hand sanitizer and paper towels to each itinerant staff member. Additional materials will be available as needed.</li> </ul> <p><u>MCIU-Operated Pupil Transportation</u></p> <ul style="list-style-type: none"> <li>• The MCIU contracts with external carriers for Pupil Transportation.</li> <li>• The MCIU has obtained the Health &amp; Safety Plans for each of these carriers to ensure plans exist for adequate cleaning and sanitizing.</li> <li>• The MCIU will also provide guidance to the contractors regarding MCIU’s expectations, including a log of vehicle numbers each student is transported on for each run.</li> <li>• The MCIU will periodically review the cleaning practices of the contracted carriers.</li> </ul>

**Social Distancing and Other Safety Protocols**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<p><u>The following applies to all MCIU facilities/programs:</u></p> <ul style="list-style-type: none"> <li>• Whenever possible, all desks will be oriented in the same direction.</li> <li>• Plexiglass has been installed where a 6 foot distance cannot be maintained.</li> <li>• It is understood that the population of students served may not enable a guaranteed 6 foot separation. Staff are required to the maximum extent feasible to maintain the maximum distance between students as possible. Should a staff member need to be in closer contact with a student, the staff member should ensure proper wearing of PPE and minimize the time that the 6 feet is not maintained.</li> <li>• All MCIU Early Learning classrooms have been provided with additional room dividers to permit the instructor to divide the students into smaller groups for social distancing. For the MCIU's low incidence classrooms where social distancing may be difficult, clear roll-up dividers have been provided to place between students/staff, as necessary.</li> <li>• Portable plexiglass desk shields will be provided to all MCIU itinerant staff members.</li> <li>• Non-essential visitors will not be permitted into the MCIU classrooms or program sites.</li> <li>• Individuals who have an essential need to access an MCIU facility/program will be required to follow temperature &amp; screening protocols.</li> <li>• IEP meetings will be held virtually whenever possible. When in-person meetings need to be held, social distancing guidelines of at least 6 feet between people must be adhered to at the greatest extent possible.</li> <li>• For evaluations, staff members should complete as much information as possible virtually and note what needs to take place in-person to reduce in-person time. Only one parent/guardian may accompany a student to an evaluation.</li> <li>• The MCIU will not have a waiting area for individuals awaiting evaluations or interviews. Individuals will need to call the office they are visiting for an evaluation or interview when they arrive and only when informed to do so, should the individual enter the facility.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>• Additional parking spaces for parents will be designated at the MCIU's main office building to accommodate the back and forth of parents to vehicles.</li> <li>• The small evaluation rooms will be limited to two individuals at a time (therapist and student). The larger evaluation rooms may accommodate an additional adult (parent or other professional staff member). When necessary, the MCIU will utilize additional large spaces at both the main office building and the Early Learning Academy for conducting evaluations.</li> <li>• The MCIU will continue the protocol of staggering the use of gym and playground facilities.</li> <li>• Only one classroom will be permitted to access the playground facilities at a time.</li> <li>• Students will be required to wash hands before and after going to the gym or playground.</li> <li>• Only health and physical education activities that support social distancing and appropriate hygiene practices will be permitted.</li> <li>• All health and physical education equipment should be wiped down after use by each student. Limiting the equipment utilized during the day is strongly encouraged.</li> <li>• Families will be encouraged to only send required belongings to school each day.</li> <li>• Student's belongings will continue to be individually labeled and placed in cubbies, lockers, or other areas separated from other student's belongings.</li> <li>• The MCIU has obtained adequate supplies of high use materials to provide individual boxes of items such as, art supplies, pencils, etc for each student.</li> <li>• Classroom aides, assistant teachers, and paraprofessionals will be asked to assist with cleaning equipment or other devices between uses by students each day.</li> <li>• The MCIU's pupil transportation services are highly dependent on school district start and end times.</li> <li>• The MCIU will to the maximum extent possible accommodate the schedules provided by the local school districts.</li> <li>• For the MCIU Head Start and Pre-K Counts programs, parents will no longer bring their children into the classroom. Rather</li> </ul>



Requirement(s)	Strategies, Policies and Procedures
	<p>MCIU staff will greet the family at their vehicle, confirm symptom questions and conduct temperature screening, and then escort the student into the building.</p> <ul style="list-style-type: none"> <li>• The MCIU contracts with several external organizations for the provision of classroom based services. Each service provider will be required to submit a Health and Safety plan prior to resuming operations.</li> <li>• For the MCIU's Transition Services and Montcoworks programs, the MCIU will require the receiving business to attest to the MCIU's Health and Safety plan protocols prior to placing a student/young adult at the business.</li> <li>• There will be no 'in person' field trips for any program thru December 2020. A decision regarding spring semester trips will be made at a later date.</li> <li>• There will be no 'out of state' travel for any students or staff members thru December 2020. Exceptions for required meeting attendance may be recommended by the Executive Director for Board approval (for example, a federal Department of Human Services required meeting for Head Start).</li> <li>• Given the pandemic situation, it is understood that any MCIU staff member may be reassigned to best meet the health and safety needs of the MCIU's students.</li> <li>• Itinerant staff members across all programs are advised that during this time, service should be delivered to all students and then the staff member should leave the school premises. Staff members can finish their work day by completing paperwork and other work responsibilities at home.</li> <li>• The MCIU has worked with the food service provider to make only pre-packaged utensils and condiments available.</li> <li>• Signage has been made available throughout the facilities to remind all individuals of proper handwashing techniques.</li> <li>• Electronic hand dryers have been disconnected and additional paper towels and wastebaskets have been provided.</li> <li>• The restroom in the EI waiting room has been designated as a 'handwashing' only room. All individuals coming for an evaluation or therapy appointment must wash their hands prior to the evaluation or therapy session.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>• The MCIU has placed numerous signs regarding covering your cough, proper hand washing, and social distancing throughout the MCIU’s main office facility, PaTTAN office, The Early Learning Academy, the Anderson School, and any MCIU leased facilities. Additionally, signage will be provided to classroom teachers to install at their classroom location.</li> <li>• Student handbooks will include information regarding proper hygiene, as well as, guidance for staff.</li> <li>• All instructional personal will be required to provide learning opportunities for students regarding proper hygiene practices at the start of the school year and on an ongoing basis, as needed.</li> </ul> <p><u>The following applies to the MCIU’s main office facility:</u></p> <ul style="list-style-type: none"> <li>• The MCIU will limit the number of individuals who may utilize the elevator at any one time to be no more than four (4).</li> <li>• Employees will continue to enter through the main front doors. However, employees will notice new signage directing the main exit will be through the Washington B conference room. In the event of an emergency, any available exit should be utilized (including the front doors).</li> <li>• Signage and red carpet lines have been placed at strategic locations throughout the facility to offer reminders of social distancing protocols.</li> <li>• Stairwells have been designated as ‘up’ and ‘down’. It is understood that student physical therapy evaluations may require the use of the first floor stairwell. When an evaluation is taking place, the ‘up’ stairwell will be blocked and staff members will be redirected to the main center staircase to access the second floor. Crowd control safety belt poles have been repositioned at this entry way for this purpose.</li> <li>• The exercise room at the MCIU’s main office facility has been closed until further notice.</li> <li>• The conference center rooms will have revised capacity limits while social distancing protocols are in place.</li> <li>• The continued use of the zoom meeting platform for internal staff members, county-wide job alike meetings, and other internal collaborative meetings is encouraged.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>• When event catering is needed, meals should be provided as packaged lunches, rather than buffet style.</li> <li>• The 3<sup>rd</sup> floor lunchroom will be limited to 1/table.</li> <li>• When weather permits, the MCIU will block off an area in the back of the building for outdoor dining.</li> </ul> <p><u>The following applies to the Anderson School and the Early Learning Academy:</u></p> <ul style="list-style-type: none"> <li>• Signage will be made available to dedicate travel directions in hallways, for example everyone uses the right side of the hallway when walking down the hallway and everyone uses the other side of the hallway when walking up the hallway.</li> <li>• Program administrators will determine schedules to limit the number of students in the hallways or communal spaces at any one time.</li> <li>• At the Anderson School, lunch periods will continue in the cafeteria with a reduced capacity of students. Games and other materials have been removed from the cafeteria. Students will not be permitted to sit directly across from each other.</li> <li>• At the Anderson School, two portable hand sinks have been installed (1 in the nurse's office and 1 in the hallway outside of the cafeteria).</li> <li>• At the Early Learning Academy, portable hand sinks have been installed on the second floor for the emotional support program and in any classroom where a classroom sink is not available.</li> <li>• All Head Start, Pre-K Counts and Early Intervention classrooms either have a permanent sink or a portable hand sink in the classroom.</li> <li>• Head Start regulations do not permit the use of alcohol-based hand sanitizer, therefore non-alcoholic hand sanitizer will be provided for this program.</li> </ul> <p><u>The following applies for Non Public Schools</u></p> <ul style="list-style-type: none"> <li>• The MCIU has informed the Office of Catholic Education that no direct services can be delivered to students in the five (5) MCIU-owned trailers.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>• The MCIU has communicated with each Non Public school to discuss the maximum number of students that can be provided services given the constraints of the space provided. Where possible, the school has made alternative arrangements for space for MCIU services to be delivered. In the unfortunate instance where suitable space cannot be made available to the MCIU, the services will be offered to the Non Public school in a virtual setting.</li> <li>• The MCIU will provide portable tabletop plexiglass shields for each Non Public school site where MCIU staff are delivering services.</li> </ul>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p><u>Staff Member Expectations</u></p> <ul style="list-style-type: none"> <li>• Staff and contractors will be required to take their own temperature and complete a symptom screening prior to reporting to school/program and to stay home if above 100.4F or if experiencing other symptoms.</li> <li>• At MCIU operated facilities, temperature verification kiosks have been installed at the entryway to the facility. Any individual (staff member, parent, member of the public) requesting access to an MCIU facility will need to complete the temperature verification and symptom screening.</li> <li>• Any staff member experiencing signs or symptoms of COVID-19 should immediately contact their supervisor.</li> </ul> <p><u>Student Expectations</u></p> <ul style="list-style-type: none"> <li>• Parents will be asked to take their student's temperature and to complete a symptom screening prior to reporting to school and to keep their child home if the student has any influenza symptoms or signs of possible COVID or a temperature above 100.4F.</li> <li>• At MCIU operated facilities, temperature verification kiosks have been installed at the entryway to the facility. All students</li> </ul>

Requirement(s)

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will need to complete the temperature verification prior to entering the facility.

- Any student experiencing signs or symptoms of COVID-19 will be denied entry into the facility. The Program Administrator or Principal will contact the student's family to make necessary arrangements for the student to go home.
- The parent will be required to complete a symptom screening tool each day. Students without a completed screening tool will be held in the isolation room until the parent can be contacted to complete the symptom screener.

The following applies to all MCIU facilities and programs:

- Staff and students shall be sent home if they become ill during the school/work day.
- While waiting to go home, ill persons shall be isolated as follows:
  - A. Anderson School: Meeting room across from Main Office
  - B. Main Office Building: Betsy Ross Meeting Room
  - C. PaTTAN: Lower Level Conference Room #1
  - D. Early Learning Academy: TBD
- Should a student become ill during the school day, parents are reminded that they are required to pick up the student immediately upon notification. It is imperative that accurate parental contact information be provided to the student's teacher.
- All staff members are expected to protect confidentiality of any ill students/staff members.
- Any case of COVID-19 shall be reported to the Office of Human Resources immediately.
- Wherever possible, the MCIU will provide remote learning opportunities to students who are excluded from school due to a COVID-19 quarantine.
- If the MCIU becomes aware of a staff member or a student who has tested positive for COVID-19, the entire building will not be closed. The MCIU will close off the affected area for 24 hours and then clean and disinfect the area. Once the area has been cleaned and disinfected, the area may be utilized again.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>• The MCIU will follow the COVID-19 School Exclusion requirements as put forth by the Montgomery County Department of Health.</li> <li>• A copy of the guidance can be found here: <a href="https://www.montcopa.org/DocumentCenter/View/28389/Final-Version-COVID-19-School-Exclusion-Guide-002">https://www.montcopa.org/DocumentCenter/View/28389/Final-Version-COVID-19-School-Exclusion-Guide-002</a></li> <li>• The MCIU has been informed that the Montgomery County Department of Health will lead contact tracing procedures.</li> <li>• If the MCIU becomes aware of a staff member or student who may have COVID-19, the MCIU will work with the Montgomery County Department of Health to the maximum extent possible provide contact tracing to inform individuals who may have had close contact with the suspect individual to obtain a COVID-19 test.</li> <li>• The MCIU has requested all Non Public schools, preschools, work sites, etc to provide the MCIU with immediate communication regarding any suspected COVID-19 cases in their building, so the MCIU may communicate appropriately with affected staff members and students.</li> <li>• If necessary, the MCIU will utilize our website, the school messenger system, as well as, program specific parental communication systems to notify staff, parents, and community members of school closures/changes.</li> </ul>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* <b>Protecting students and staff at higher risk for severe illness</b></li> <li>* <b>Use of face coverings (masks or face shields) by all staff</b></li> <li>* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b></li> </ul>	<p><u>The following applies to all MCIU facilities &amp; programs:</u></p> <ul style="list-style-type: none"> <li>• The MCIU has increased measures for cleaning, disinfecting, and requiring PPE of all staff to assist in mitigation efforts.</li> <li>• Students and staff members are encouraged to stay home if ill.</li> <li>• The MCIU delivers services that may require close contact between a staff member and a student (for example, lifting a student, physical therapy, etc). All staff members are required to wear their MCIU provided face shield and gloves when performing these activities. Staff members must dispose of</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>the gloves after each use and thoroughly wash his/her hands before working with another student.</p> <ul style="list-style-type: none"> <li>• All employees shall wear masks in accordance with PA Department of Health guidelines.</li> <li>• The MCIU will provide face shields to all staff members who have public facing positions, such as classroom teachers, professional learning consultants, etc. Staff members will be responsible for maintaining and cleaning of face shields. Instructions for the care of the face shield will be provided when staff receive their equipment.</li> <li>• All individuals requesting access to the MCIU facility for any reason, such as student evaluation, will be required to wear a mask. If the individual asserts that he/she cannot wear a mask, the individual will be offered a face shield. If the individual asserts that he/she cannot wear a face shield, the individual will be offered the option to reschedule the appointment via zoom. The MCIU will make the expectation of mask wearing known to all parents when scheduling evaluation or therapy sessions.</li> </ul> <p><u>The following applies to all MCIU facilities &amp; programs:</u></p> <ul style="list-style-type: none"> <li>• All students and staff shall wear masks in accordance with PA Department of Health guidelines.</li> <li>• The MCIU recognizes the unique conditions that many of our students may have that may create a higher risk of a medical or physical condition due to wearing a mask.</li> <li>• Should any student not be able to wear a mask due to his/her disability, the MCIU will convene an IEP or 504 plan team meeting to develop an appropriate plan of care for the student. It is understood that all students are entitled to a free appropriate public education and the MCIU cannot require a medically fragile student to wear a mask, per PA Department of Health orders. However MCIU will require all accommodations to be noted in an approved IEP or 504 plan.</li> <li>• In situations where a school district's requirements for where the MCIU program is physically located is greater than the MCIU's, the MCIU will make face shields available for students</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<p>to wear briefly during their time in hallways, entering/leaving school, etc.</p> <ul style="list-style-type: none"> <li>In the MCIU work-based programs, staff and students will be required to adhere to the place of employment's guidelines, including the wearing of masks throughout the work day.</li> </ul> <p><u>The following applies to all MCIU facilities/programs:</u></p> <ul style="list-style-type: none"> <li>When there is an identified need for a home visit, the staff member should contact the family prior to the home visit to ask the following health screening questions. The staff members should document the responses. <ol style="list-style-type: none"> <li>Has anyone in the home tested positive or suspected of having COVID-19?</li> <li>Does anyone in the home have signs or symptoms of COVID-19, per CDC?</li> <li>Has anyone in the home had contact within the last 14 days with someone with or under investigation for COVID-19?</li> <li>Will a person with a weakened immune system, a person who is over the age of 65 years, or a person that has chronic health conditions (e.g. heart disease, lung disease, diabetes), or other factors that pose a risk if the person becomes infected with COVID-19 be present during the visit?</li> </ol> </li> <li>If the staff member is not able to contact the family before the home visit and decides to proceed with the visit, the staff member should ask the four health screening questions included above before entering the home to make sure the staff member is doing everything the staff member can to mitigate the spread of COVID-19. The staff member should stand approximately 6 feet from the doorway when asking the four health screening questions.</li> <li>If the answer is no to all of the health screening questions above or the staff member decides that going to the home is in the best interest of the child and family, then the staff member should provide service using a face shield/mask and gloves. If a staff members believes he/she needs a gown, one will be provided. In addition, when possible while in the home, maintain physical distance – try for 6 feet. Staff member should bring in only minimum materials for the home-based</li> </ul>



Requirement(s)	Strategies, Policies and Procedures
	<p>session and disinfect materials afterwards. Disposable PPE should be disposed of after the session.</p> <ul style="list-style-type: none"> <li>• If the staff member believes he/she is at risk of transmitting COVID-19 or the response is yes to any of the questions above, the staff member should communicate with the family the need to postpone the visit and to schedule a time to plan for a future visit (or alternate service option). The staff member should contact his/her supervisor immediately.</li> <li>• Before and after the home visit, the staff member must: <ol style="list-style-type: none"> <li>1. Wash hands with soap and water for at least 20 seconds before entering/going to the home and after exiting. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.</li> <li>2. Avoid touching eyes, nose, and mouth.</li> </ol> </li> </ul>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Montgomery County Intermediate Unit #23** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 26, 2020**.

The plan was approved by a vote of:

  18   Yes

   0    No

Affirmed on: **August 26, 2020**

By:



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*(Signature\* of Board President)*

Ms. Maura Buri

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

<b>TITLE</b>	MCIU Health and Safety Plan Signature Page
<b>FILE NAME</b>	MCIU_Health and S...ignature Page.pdf
<b>DOCUMENT ID</b>	a8df7829c007994bcacd8c40b6a5c0e21d2e8fc1
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
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## Document History



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