

BERKS COUNTY INTERMEDIATE UNIT
**HEALTH +
SAFETY PLAN**

August 11, 2020 / Revised August 27, 2020

**APPROVED BY THE BERKS COUNTY INTERMEDIATE UNIT
BOARD OF DIRECTORS**

August 11, 2020 / Revised August 27, 2020





Phased School Reopening Health and Safety Plan Template

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: **Berks County Intermediate Unit**

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 physical 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?

Summary of Responses to Key Questions:

In June 2020, the Pennsylvania Department of Education (PDE) announced the requirement that every school entity in the Commonwealth develop and present a Health and Safety Plan prior to providing services to students in response to reentry of schools during the COVID-19 pandemic. The BCIU Pandemic Team was formed to create the Berks County Intermediate Unit (BCIU) Health and Safety Plan, tailored to the unique needs of the BCIU, to serve as the organization's guidelines for in-person instruction and services to resume safely.

The programs and services provided by the Berks County Intermediate Unit impact more than 70,000 students, their families, and educators in Berks County and across the Commonwealth. We remain committed to our mission and our top priority of the health and safety of our staff, students, families, and the greater community. While we know that there are no strategies that can eliminate the risk of transmission of COVID-19, the BCIU Health and Safety Plan includes protocols and action steps that will help mitigate the spread of this highly infectious disease while maintaining operations and continuing needed services in a safe manner.

The plan outlines the BCIU's strategy in preparing for, responding to, and recovering from the COVID-19 pandemic in a collaborative approach and is based on information regarding plans identified by the Commonwealth of Pennsylvania. The BCIU will continue to incorporate guidance provided by the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health (DOH), the Pennsylvania Department of Education (PDE), the Department of Human Services (DHS), the Office of Child Development and Early Learning (OCDEL), and the County of Berks Department of Emergency Services (EMS). Because the document is based on guidelines from these various governing agencies, the practices and protocols outlined in this plan are subject to change as conditions and recommendations change throughout the Commonwealth. In the absence of guidance from these

agencies, the BCIU administration will make recommendations and seek approval from the BCIU Board of Directors to implement a plan of action to ensure the health, safety, and well-being of students, staff, and the community-at-large.

Based on the needs of our community and the individuals we serve, the BCIU is planning for a scaffolded reentry. This approach will allow the BCIU to meet the unique needs of each individual program which will include in-person instruction and services with the option for remote learning to be available to meet student needs. In addition, teleintervention will continue to be an ongoing option for delivery of Early Intervention services. BCIU staff working in school districts and community locations will follow the Health and Safety plans of those districts / locations.

The BCIU Board of Directors approved plan has been submitted to PDE, as well as posted on the BCIU public website. BCIU staff will review the plan as part of a required reentry training and details will be discussed at program meetings. Communications will be sent to both staff and parents in an effort to provide frequent updates regarding planning, changes, or emergencies. Continued reminders will be shared of best practices to help mitigate the spread of COVID-19.

The BCIU will continue to collaborate with district superintendents and state / county officials on reentry / service delivery plans that prioritize the safety of staff, students, and families. Additionally, office directors will work closely with program administrators to determine if data supports service delivery changes of specific classrooms and / or programs. More detailed information regarding the key components of the plan are outlined in this summary.

Due to the dynamic nature of COVID-19, the BCIU Health and Safety Plan is subject to change as needed throughout the 2020-2021 school year. The most up-to-date information will be posted publicly at www.berksiu.org.

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):

If Berks County remains in the Green phase of reopening, the BCIU will implement a hybrid approach designed to meet the unique needs of each individual program that will include in-person instruction with the option for remote learning to be available to meet student needs.

Please refer to the individual program calendars and communication regarding the program specific start dates for staff and students to determine the type of reentry for that program. Services delivered based on individual school district calendars will continue to follow those district calendars.

As of August 3, 2020, the first day of in-person instruction for students is planned as follows:

- **BCIU Child Care – Ongoing**
- **BCIU Head Start – August 31, 2020**
- **BCIU Pre-K Counts – August 24, 2020, through August 31, 2020, based on location specific calendar**
- **BCIU Preschool Early Intervention – Remote learning begins August 20, 2020, with a staggered start for in-person options beginning September 14, 2020, through September 21, 2020**
- **Learning Academy at Thomas Ford – August 31, 2020**
- **Berks County Jail – August 24, 2020**
- **ICE – August 24, 2020**

Pandemic Coordinator / Team

Each school entity is required to identify a pandemic coordinator and / or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official, or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator.” For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Jill Hackman	BCIU Executive Director	Both
Dr. Brenda Robertson	Program Administrator for Logistics	Pandemic Coordinator
Rob Rosenberry Alexis Luckhart Antonia Cramp Donna DeLoretta Lucille Gallis Eric Clemmer Dan Richards Dr. Christina Foehl Dr. Michelle Reichard-Huff Sara George Christi Weitzel Scott Major Cherie Zimmerman Dr. Marnie Aylesworth	COVID-19 Core Team made up of Office Directors and other representatives	Both
BCIU Board of Directors	Berks County School Districts	Both
BCIU Safety Committee	Berks County Intermediate Unit	Health and Safety Plan Development
Early Childhood and Student Services (ECSS) Health and Safety Committee	Early Childhood and Student Services Programs	Health and Safety Plan Development
ECSS Health Teams	Nurses and Assistants	Health and Safety Plan Development
Berks County Head Start Health Advisory Committee	Community Health Partners and Health Staff	Health and Safety Plan Development
Penn State Health St. Joseph Medical Center	Community Health Partner	Health and Safety Plan Development
Berks County Head Start Policy Council	Head Start Parents and Community Partners	Health and Safety Plan Development
BCIU/EA Representatives	BCIU Staff	Health and Safety Plan Development
SEIU Representatives	BCIU Staff	Health and Safety Plan Development
AFSCME Representatives	BCIU Staff	Health and Safety Plan Development

Berks County Head Start Representatives	BCIU Staff	Health and Safety Plan Development
Berks County Local Right to Education Task Force	Parents	Health and Safety 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:

The BCIU prioritizes the safety of students and staff through the use of various key components to mitigate the spread of COVID-19 including personal protective equipment, frequent handwashing or sanitizing, screening, cleaning, indoor air quality control, and physical distancing practices.

BCIU buildings have been deep cleaned in preparation for reentry. Building ventilation systems have been checked to ensure they are working properly. Spaces have been decluttered and unneeded items removed to support ongoing cleaning. Cleaning and disinfecting supplies have been procured to ensure the ability to maintain cleanliness. Toys and instructional materials will be cleaned between uses. Buildings will be deep cleaned on a regular schedule. High-touch surfaces will be cleaned frequently throughout the day. Staff will be required to complete training on cleaning, sanitizing, disinfecting, and ventilation protocols through virtual means, with in-person demonstrations where needed.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> • Work with vendors to procure adequate supplies of cleaning and disinfecting products. • Follow the CDC's Guidance for Cleaning and Disinfecting Schools CDC Guidance for Cleaning and Disinfecting Schools. • Prior to reentry, deep clean and prepare facilities and classrooms according COVID-19 Response Pre-Opening Procedures. • Flush waterlines as needed. • Train staff on the safe and correct use (including storage) of cleaning and disinfection products and procedures put in place in response to COVID-19. • Make cleaning and disinfection supplies broadly available so all staff can assist in frequent cleaning as needed. • Clean and disinfect frequently touched surfaces and objects within the school and on school buses following COVID-19 Response High Touch Area Cleaning. • Schedule regular checks to ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. • Limit or prohibit the use of communal drinking fountains and provide safe alternatives for providing water when possible. 	<ul style="list-style-type: none"> • Work with vendors to procure adequate supplies of cleaning and disinfecting products. • Follow the CDC's Guidance for Cleaning and Disinfecting Schools CDC Guidance for Cleaning and Disinfecting Schools. • Return to deep cleaning and disinfecting in areas where an individual(s) or student(s) has been reported with a suspected or confirmed case of COVID-19. • Train new staff on the safe and correct use (including storage) of cleaning and disinfection products and procedures put in place in response to COVID-19. • Provide existing staff with reminders about the safe and correct use (including storage) of cleaning and disinfection products and procedures put in place in response to COVID-19. • Make cleaning and disinfection supplies broadly available so all staff can assist in frequent cleaning as needed. • Clean and disinfect frequently touched surfaces and objects within the workplace / school(s) and on school buses at least daily following COVID-19 Response High Touch Area Cleaning. • Schedule regular checks to ensure ventilation systems operate properly and increase circulation 	<p>Assistant Director of Operations</p>	<p>Cleaning products Cleaning supplies Electrostatic Sprayers Face Coverings Gloves</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> Ensure hand sanitizer is available in common areas, hallways, and / or in classrooms where sinks for handwashing are not available. For preschool-aged children, keep hand sanitizer out of the reach, dispense it into their hands, and supervise while they are using. 	<p>of outdoor air by opening windows and doors when possible.</p> <ul style="list-style-type: none"> Limit or prohibit the use of communal drinking fountains and provide safe alternatives for providing water when possible. Ensure hand sanitizer is available in common areas, hallways, and / or in classrooms where sinks for handwashing are not available. For preschool aged children, keep hand sanitizer out of the reach, dispense it into their hands, and supervise while they are using. <p>Student Transportation Services:</p> <ul style="list-style-type: none"> Deep clean and sanitize all buses with approved disinfectant prior to resuming transportation services. Train transportation employees on physical distancing and approved ongoing cleaning and sanitizing procedures. Disinfect buses after each run and thoroughly clean daily. Clean and disinfect all bus seats, seat backs, handrails, and other high touch areas. 			
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<ul style="list-style-type: none"> Clean and sanitize toys / instructional materials between uses following COVID-19 Response Toy Cleaning Procedures. Clean and sanitize playground, gross motor room, and 	<p>Same as Yellow</p>	<p>Operations Supervisor for Safety and Training ECSS Supervisors</p>	<p>Cleaning Products Cleaning Supplies Face Coverings Gloves</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	gymnasium areas between uses following COVID-19 Response Playground Procedures.				

Physical 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 physical distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet physical distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these physical distancing and other safety protocols differ based on age and / or grade ranges?
- Which stakeholders will be trained on physical 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:

BCIU learning spaces have been decluttered, unneeded items removed, and equipment arranged to support physical distancing practices. Individually plated / boxed meals will be served in the classroom. Use of cafeterias, auditoriums, and other such congregate settings will be restricted. Portable, clear plexiglass barriers will be available for use when physical distancing cannot be maintained during student and staff instructional interactions. Visual cues, such as tape on the floor, will be used to remind students of safe physical distances.

Students and staff will receive training in hygiene practices including [proper handwashing technique](#), [covering of coughs and sneezes](#), the proper wearing and handling of [face coverings](#), and [physical distancing](#). Regular handwashing will be built into the

schedule. [Signs](#) to remind students and staff of best practices to stop the spread of germs will be prominently posted around the facility. Staff will follow [CDC recommendations](#) for diaper changing.

Instructional materials and toys will be prepared for individual use and set aside for cleaning between uses. Students will be provided with their own set of materials such as pencils, pens, crayons, markers, scissors in an individually labeled container. Materials will not be shared among students. Safe opportunities for students to exercise will be selected and provided. Consideration will be given to the physical proximity of students, the length of time that students are close to each other or to staff during the activity, the amount of necessary touching of shared equipment and gear, and the ability to engage in physical distancing while not actively engaged in play.

Arrival and departure times and classroom schedules will be arranged to stagger the use of communal spaces such as entrances, exists, hallways, and restrooms to the extent feasible. Students will be dropped off at the door with staff as appropriate for the age group. Student and staff groups will remain static as much as possible and interactions between groups of students will be restricted. Non-essential visitors, volunteers, and activities that involve outside groups will be restricted.

Bus routes will be developed to balance student ridership. Students from the same household will be seated together. Assigned seats will be used to support physical distancing when feasible and contact tracing if necessary. Face coverings will be worn on the bus, if appropriate for age and ability of the child.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom / learning space occupancy that allows for six (6) feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<ul style="list-style-type: none"> Remove unnecessary furniture and materials prior to reentry as per COVID-19 Response Pre-Opening Procedures. Provide / utilize portable plexiglass shields for small group or individualized instruction which must occur without physical distancing. Develop a schedule so that student and staff groupings are as static as possible by having the same group of students 	<ul style="list-style-type: none"> Develop a schedule so that student and staff groupings are as static as possible by having the same group of students stay with the same staff based on age and developmental level of students. Discourage interactions between groups of students. Create staggered schedules to limit the number of individuals in classrooms and other spaces. 	<p>Assistant Director for Operations ECSS Supervisors</p>	<p>Portable plexiglass shields Tape to mark spacing marks on floors</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>stay with the same staff based on age and developmental level of students.</p> <ul style="list-style-type: none"> Restrict interactions between groups of students. Create staggered schedules to limit the number of individuals in classrooms and other spaces. (CDC recommends no more than 25 individuals including staff.) The Executive Director must approve any exceptions. Establish distances (target six feet between students to the extent possible; when not possible, target three feet) between student desks / seating and other physical distancing practices to the maximum extent feasible and appropriate. Note that physical distancing may be difficult, impractical, and / or inappropriate when working with very young children and students with disabilities. Staff should employ other personal protective steps (face coverings, gloves, etc.) to mitigate transmission when physical distancing is not appropriate. Add visual cues to assist students to determine safe physical distances such as placing tape on tables to designate spacing or marking spots on the floor. 	<ul style="list-style-type: none"> Establish distances (target six feet between students to the extent possible; when not possible, target three feet) between student desks / seating and other physical distancing practices to the maximum extent feasible and appropriate. Note that physical distancing may be difficult, impractical, and/or inappropriate when working with very young children and students with disabilities. Staff should employ other personal protective steps (face covering, gloves, etc.) to mitigate transmission when physical distancing is not appropriate. Limit gatherings, events, and extracurricular activities to those that can maintain physical distancing and do not exceed 25 people. The Executive Director must approve any exceptions. Hold classes in gyms, auditoriums, or other large spaces. Turn desks to face in the same direction or have students sit on only one side of tables, spaced apart. Use sitting mats or marks on the floor to indicate safe distances for floor-based activities. Consider the unique needs of music programming (e.g., band, orchestra, choir, singing) and 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> • Limit gatherings, events, and extracurricular activities to those that involve existing groups (not inter-classroom activities), that can maintain physical distancing and require face coverings, and do not exceed 25 people. • Hold classes in gyms, auditoriums, or other large spaces. • Turn desks to face in the same direction or have students sit on only one side of tables, spaced apart. • Use sitting mats or marks on the floor to indicate safe distances for floor-based activities. • Consider the unique needs of music programming (e.g., band, orchestra, choir, singing) and transmission risk-mitigation protocols to address hygiene, disinfection of equipment, distancing during practice and competition, and numbers of participants. Due to potential increased risk of droplet transmission, physical distancing should be prioritized for wind instruments and face covering should be used during singing. • Covid-19 Instrument Cleaning Policies • A BCIU staff member working in a non-BCIU location will follow the Health and Safety Plan 	<p>transmission risk-mitigation protocols to address hygiene, disinfection of equipment, distancing during practice and competition, and numbers of participants. Due to potential increased risk of droplet transmission, physical distancing should be prioritized for wind instruments and face covering should be used during singing.</p> <ul style="list-style-type: none"> • Covid-19 Instrument Cleaning Policies • A BCIU staff member working in a non-BCIU location will follow the Health and Safety Plan guidelines of that organization in conjunction with the BCIU Health and Safety Plan. In the event of a conflict between plans, err on the side of caution and follow the more rigorous guidance. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>guidelines of that organization in conjunction with the BCIU Health and Safety Plan. In the event of a conflict between plans, err on the side of caution and follow the more rigorous guidance.</p>				
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> • Maintain closure of the BCIU Administrative office cafeteria. • Provide food service during in-person instruction where snacks / meals are part of the program. • Provide meals in the classroom. • Serve food individually plated or as boxed lunches; no family style or buffet style meals. • Serve food directly to the student / staff member; do not allow food to be passed from person to person. • Practice physical distancing during mealtimes. • Stagger serving times to allow for physical distancing. • Avoid sharing of food and utensils. • Use disposable products when possible. • Wash and disinfect reusable dishes and utensils. • Maintain closure of the Wellness Room. 	<ul style="list-style-type: none"> • Implement physical distancing and encourage take-out when the Administrative office cafeteria opens. • Provide food service to group meetings in individual servings such as boxed lunches. • Provide food service during in-person instruction where snacks / meals are part of the program. • Provide meals in the classroom. • Serve food individually plated or as boxed lunches; no family style or buffet style meals. • Serve food directly to the student / staff member; do not allow food to be passed from person to person. • Practice physical distancing during mealtimes. • Stagger serving times to allow for physical distancing. • Avoid sharing of food and utensils. • Use disposable products when possible. • Wash and disinfect reusable 	<p>Assistant Director of Operations ECSS Supervisors</p>	<p>Disposable products Cleaning supplies Cleaning products Larger trash receptacles in classrooms</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
		dishes and utensils. <ul style="list-style-type: none"> Maintain closure of the Wellness Room. 			
* Hygiene practices for students and staff including the manner and frequency of handwashing and other best practices	<ul style="list-style-type: none"> Teach and reinforce handwashing and covering coughs and sneezes with elbow among students and staff. Provide CDC handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits. Prohibit physical contact such as handshakes, fist-bumps, high-fives, etc. Wash hands often with soap and water, upon entrance, after each play center / classroom, before and after meals, before and after nap time, after toileting, after outside play, and at any other time needed. Use an alcohol-based hand sanitizer with at least 60% alcohol (which will be kept out of the reach of children) if soap and water are not readily available. Purchase adequate supplies and carefully monitor inventory to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and no-touch trash cans. 	Same as Yellow	ECSS Supervisors	Soap and water Hand Sanitizer	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> • Post signs on how to stop the spread of COVID-19, such as properly washing hands, promoting everyday protective measures, and properly wearing a face covering. • Ensure communications are in common languages spoken at the workplace / school and easily understandable for children and adults. • Work with health departments and local health care systems to disseminate hygiene and disinfection strategies for transmission prevention at home. • Follow CDC recommendations for diaper changing. 				
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> • Post signs in highly visible locations (e.g., school / facility entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering) CDC Signs. • Schedule regular communication through available electronic communication systems, websites, social media accounts, email, and print communications to encourage practices to reduce the spread of COVID-19. 	Same as Yellow.	Assistant Director of Operations BCIU Leadership Team	CDC Signs BCIU Web Page	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> Post links to CDC Video messages about behaviors that prevent the spread of COVID-19. 				
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> Discourage large group activities such as professional development, meetings, field trips, inter-group events, and extracurricular activities, but if necessary, limit to groups of students / employees already studying / working together and implementing physical distancing and safety practices, including handwashing and wearing face coverings. Prohibit renting of facilities / buildings by outside individuals. The Executive Director must approve exceptions. Students will be dropped off at the door with staff as appropriate for the age group. Parents will not enter the facility unless an in-person meeting is necessary, has been prearranged, and the parent has passed the self-screening. One parent may accompany a child when an in-person evaluation is necessary. Prohibit nonessential visitors, volunteers, and activities that involve outside groups. Screen all essential visitors entering the facility following the COVID-19 Response Building Entry Procedures. 	<ul style="list-style-type: none"> Discourage large group activities such as professional development, meetings, field trips, inter-group events, and extracurricular activities, but if necessary, implement physical distancing and safety practices, including handwashing and wearing face coverings in accordance with current guidelines. Prohibit renting of facilities / buildings by outside individuals. The Executive Director must approve exceptions. Discourage nonessential visitors, volunteers, and activities that involve outside groups. Students will be dropped off at the door with staff as appropriate for the age group. Parents will not enter the facility unless an in-person meeting is necessary, has been prearranged, and the parent has passed the self-screening. One parent may accompany a child when an in-person evaluation is necessary. Screen all essential, non-essential visitors, and volunteers entering the facility following the COVID-19 Response Building Entry Procedures. 	<p>Director Office of Early Childhood and Student Services</p>	<p>Screening Tool</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> Post self-screening questions at entrances. BCIU staff greeter / receptionist will confirm visitor responded “no” to all questions outlined on the signage. Visitor signs log sheet indicating all question responses were “no.” Require visitor(s) who become ill while onsite to report the illness to the staff person with whom they are meeting, and that staff person will report incident to HR for response and follow-up. 	<ul style="list-style-type: none"> Post self-screening questions at entrances. BCIU staff greeter / receptionist will confirm visitor responded “no” to all questions outlined on the signage. Visitor signs log sheet indicating all question responses were “no.” Require visitor(s) who become ill while onsite to report the illness to the staff person with whom they are meeting, and that staff person will report incident to HR for response and follow-up. 			
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> CDC Considerations for Youth Sports Select and provide safe opportunities for exercise and sports events for students. Consider the following: <ul style="list-style-type: none"> Physical proximity of players and the length of time that players are close to each other or to staff. Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquets, mats, or water bottles). Ability to engage in physical distancing while not actively engaged in play (e.g., practice, games, locker rooms, showers). Engagement of players at higher risk of developing serious disease. 	<ul style="list-style-type: none"> CDC Considerations for Youth Sports Select and provide safe opportunities for exercise and sports events for students. Consider the following: <ul style="list-style-type: none"> Physical proximity of players and the length of time that players are close to each other or to staff. Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquets, mats, or water bottles). Ability to engage in physical distancing while not actively engaged in play (e.g., practice, games, locker rooms, showers). Engagement of players at higher risk of developing serious disease. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> ○ Size of the team. ● Prohibit travel. ● Select non-contact sports. ● Implement safe hygiene practices (handwashing / sanitizing). ● Disinfect equipment after use and between use by different students whenever feasible during practice and competition. ● Conduct a daily health check (temperature, health screening, history of exposure) prior to participation in sports. ● Follow procedures outlined in COVID-19 Response Playground Area Procedures when planning use of onsite playground spaces. ● Wear face coverings when taking walks in the community; use of community playgrounds are prohibited. 	<ul style="list-style-type: none"> ○ Size of the team. ● Encourage limited travel outside of the local community. Do not travel to areas not in the “Green” phase. ● Implement safe hygiene practices (handwashing / sanitizing). ● Disinfect equipment after use and between use by different students whenever feasible during practice and competition. ● Conduct a daily health check (temperature, health screening, history of exposure) prior to participation in sports. ● Require enhanced surveillance and testing for any contact sports to minimize higher risk of transmission in participating athletes. ● Follow procedures outlined in COVID-19 Response Playground Area Procedures when planning use of on-site playground spaces. ● Practice frequent handwashing or sanitizing before leaving, upon arrival, periodically during play on equipment, and upon return from walks in the community and use of community playground. Wear face coverings when taking walks in the community in accordance with current guidelines. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students and staff	<ul style="list-style-type: none"> • Prepare buildings and classrooms according to posted guideline COVID-19 Response Pre-Opening Procedures prior to reentry. These steps will help reduce the number of materials in learning spaces for ease of tracking use and cleaning, while also creating a reserve of clean materials available for timely rotation into the room if needed. • Ensure adequate cleaning and disinfecting supplies are available in all learning and workplace areas. • Create space to keep each student's / employee's belongings separated from others and in individually labeled containers, cubbies, lockers, or other areas. • Prepare rooms with adequate supplies to minimize sharing of high touch materials to the extent possible or limit use of supplies to one group of students / employees at a time and clean and disinfect between use. • Provide students with their own art and writing tools in an individually labeled pencil case. The case and tools will be cleaned regularly. • Ensure cleaning and disinfecting of devices and materials between uses that must be shared. • Avoid using other employees' 	<p>Same as Yellow</p>	<p>Assistant Director of Operations ECSS Supervisors</p>	<p>Cleaning products Cleaning supplies Gloves Face Coverings Containers for student and employee personal items Containers to organize multiple sets of materials for easy removal for cleaning</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.				
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> • Coordinate building schedules to limit the number of students and staff who need to use the hallways, lobbies, and entrances / exits at the same time. • Ensure physical distancing in offices and staff lounges, and during staff meetings. • Monitor buildings / schools to ensure staff or students do not commune; close communal areas if needed. 	<ul style="list-style-type: none"> • Coordinate building schedules to limit the number of students and staff who need to use the hallways, lobbies, and entrances / exits at the same time. • Ensure physical distancing in offices and staff lounges, and during staff meetings. • Limit large gatherings, events, and extracurricular activities to those that can maintain physical distancing. • Monitor buildings / schools to ensure staff or students do not commune; close communal areas if needed. 	ECSS Health and Safety Committee	N/A	Y
Adjusting transportation schedules and practices to create physical distance between students	<ul style="list-style-type: none"> • Develop bus / van routes, paying particular attention to balancing student ridership. • Limit extracurricular and educational field trips. • Stagger student arrival and dismissal times or locations as feasible. • Designate multiple entrances with screening protocols in place to expedite building entry and prevent lines of students waiting to enter. • Create physical distance between children on school buses (e.g., seating children one child per seat or every other 	<ul style="list-style-type: none"> • Develop bus / van routes, paying particular attention to balancing student ridership. • Limit extracurricular and educational field trips. • Stagger student arrival and dismissal times or locations as feasible. • Designate multiple entrances with screening protocols in place to expedite building entry and prevent lines of students waiting to enter. • Create physical distance between children on school buses (e.g., seating children one child per seat or every other 	Assistant Director of Operations ECSS Health and Safety Committee	N/A	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>row) when feasible. No more than two per seat.</p> <ul style="list-style-type: none"> Wear face coverings on the bus, if appropriate for age and ability of the child. Use assigned seats on bus / van to support contact tracing, if necessary. Seat students from same household together. Report students who are non-compliant with physical distancing or face covering guidelines to school administration for follow-up. Communicate bus strategies and procedures to parent / guardian, allowing them to make informed decisions about accessing transportation services or choose an alternate mode of transportation. Coordinate transportation schedules with other LEAs when sharing students or transportation systems. Maximize ventilation by opening, at a minimum, every third window (weather permitting and considering any special needs of passengers). Bus drivers must wear face covering (mask or shield) whenever others are on the bus unless it interferes with driving. 	<p>row) when feasible. No more than two per seat.</p> <ul style="list-style-type: none"> Wear face coverings on the bus, if appropriate for age and ability of the child in accordance with current guidelines. Use assigned seats on bus / van to support contact tracing, if necessary. Seat students from same household together. Report students who are non-compliant with physical distancing or face covering guidelines to school administration for follow-up. Communicate bus strategies and procedures to parent / guardian, allowing them to make informed decisions about accessing transportation services or choose an alternate mode of transportation. Coordinate transportation schedules with other LEAs when sharing students or transportation systems. Maximize ventilation by opening, at a minimum, every third window (weather permitting and considering any special needs of passengers). Bus drivers must wear face covering (mask or shield) whenever others are on the bus in accordance with current guidelines unless it interferes with driving. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> • Close communal use spaces such as cafeterias, gross motor rooms, gymnasiums, and playgrounds; otherwise stagger use and disinfect in between use. • Stagger classes of students to limit numbers in hallways at any time. • Create one-way traffic pattern in hallways where feasible unless the hallways are wide enough for physical distancing. • Separate students within common areas that cannot be closed such as lobbies. • Pursue virtual group events, gatherings, or meetings, if possible, and promote physical distancing of at least six feet between people if events are held. Limit group size to the extent possible and no more than 25. Reevaluate as conditions warrant. 	<p>Same as Yellow</p>	<p>ECSS Health and Safety Committee</p>	<p>N/A</p>	<p>Y</p>
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> • Identify childcare partners to initiate collaboration. • Establish plan for joint communication regarding program status, expectations, protocols, and collaboration. • Share Health and Safety plans. • Coordinate calendars. • Coordinate transportation expectations and procedures. • Determine status of special education staff and their ability to visit and / or provide services 	<ul style="list-style-type: none"> • Identify additional childcare partners to initiate collaboration. • Establish plan for joint communication regarding program status, expectations, protocols, and collaboration. • Share Health and Safety plans. • Coordinate calendars. • Coordinate transportation expectations and procedures. • Determine status of special education staff and their ability to visit and / or provide services 	<p>Early Childhood and Student Services Program Administrators</p>	<p>NA</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	onsite or willingness for site to participate in tele-intervention.	onsite or willingness for site to participate in tele-intervention. <ul style="list-style-type: none"> Continue collaboration with all partners. 			
Other physical distancing and safety practices	<ul style="list-style-type: none"> Install plexiglass face shields for front-facing staff. Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront. Provide prescreening and decision tree tools for staff traveling to homes / community locations to support appropriate planning for delivery of services. Use virtual means of service delivery if in-person is not appropriate. Provide health and safety protocols to families / community locations. Provide alternative services if unable / unwilling to follow protocols. 	<ul style="list-style-type: none"> Continue to use plexiglass face shields for front-facing staff. Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront. Provide prescreening and decision tree tools for staff traveling to homes / community locations to support appropriate planning for delivery of services. Use virtual means of service delivery if in-person is not appropriate. Provide health and safety protocols to families / community locations. Provide alternative services if unable / unwilling to follow protocols. 	Assistant Director of Operations ECSS Health and Safety Committee	Plexiglass and mounting materials	N

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, 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:

Parents and staff will be required to complete a self-screening / daily health check at home before coming into school or work. Staff should stay at home and parents should keep children at home if they are sick. Students and staff with symptoms or a temperature ≥ 100.4 will not be permitted on a bus, at school, or in the workplace. Parents and staff will be provided with information regarding signs and symptoms of COVID-19 and tools to complete the screening / health check. No touch thermometers will be available for staff use at each location.

Parents and staff are expected to self-disclose COVID-19 like symptoms, suspected or confirmed exposure to COVID-19, or a probable or confirmed diagnosis of COVID-19. Parents will report that information to their child's teacher / therapist. Staff will report that information to their supervisor. Staff will solicit information about students' existing conditions with symptoms similar to COVID-19 to support ongoing monitoring for symptoms of concern in the school setting. A process will be implemented to address privacy concerns associated with monitoring and confirmed exposure to cases. Local health officials will be notified of exposure or confirmed

cases. Directives from DOH will be followed for notifying staff and families of exposure or confirmed cases while maintaining confidentiality.

Staff, students, or visitors will be discreetly escorted to an isolation area if they become sick or report a history of exposure to COVID-19, and the wearing of face coverings will be required by both the sick person, if developmentally appropriate, and the caregiver. Staff members / visitors will be supported in making arrangements to be transported home or to a healthcare facility. If transportation to a hospital is needed, the ambulance and hospital will be alerted that the individual may have COVID-19. Parents will be contacted to pick up a sick child promptly (≤ 30 minutes).

Isolation areas will be closed off, custodian(s) alerted, and areas not used until cleaned and disinfected. Local health officials will be notified, and administration will follow their guidance in informing staff and families of exposure or a confirmed case of COVID-19, while maintaining confidentiality. The need to close building(s) will be considered and decisions based on recommendations of the CDC and DOH at the time of the confirmed case. Information regarding school / building closures and changes in safety protocols will be communicated through electronic communication systems, website, social media accounts, email, and in parent / staff flyers / letters.

Remote learning and telework will be considered for students and staff excluded from school or the workplace who are well enough to continue learning or working. Parents will be contacted, either individually or through survey, regarding return to school plans. Remote learning will be considered to accommodate families on a case by case basis when appropriate and permitted. If in-person instruction cannot occur, online or offline resources (e.g., Google Classroom, instructional packets) will be provided to ensure continuity of education.

Students and staff will be readmitted after they are cleared by their physician, and are fever free without fever-reducing medications for the previous 24 hours, at least 10 days have passed since symptoms first appeared, and / or 14 days after exposure if someone in their household is identified with COVID-19. The most recent [DOH Guidance on Home Isolation or Quarantine and Returning to Work](#) will be followed.

Ongoing education and awareness training will be provided to students, parents, and staff regarding signs and symptoms of COVID-19, hygiene practices, the proper wearing / handling of face coverings, and physical distancing protocols. Hygiene and safety practices will be modeled, monitored, and enforced by staff and administration. Signs / notices to remind students and staff of best practices to stop the spread of germs will be prominently displayed throughout buildings. In addition, training will be provided by program administration to prepare parents / guardians for digital and remote learning.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> Notify parents of symptoms to watch for which would prevent a child from participating in school using COVID-19 Response Welcome Back Letter. Solicit information about existing conditions a child may have with symptoms similar to COVID-19 to support staff conducting screening upon arrival using COVID-19 Response Child Health Questionnaire. Remind parents and staff to monitor current travel advisories, recommendations, or requirements as well as actions they can take to stay safe while traveling (daily symptom checks, facial coverings, physical distancing). Remind parents / students to self-screen and self-disclose COVID-19 like symptoms, suspected or confirmed exposure to COVID-19, a probable or confirmed diagnosis of COVID-19, or recent travel to a restricted area. Remind staff to self-screen and self-disclose COVID-19 like symptoms, suspected or confirmed exposure to COVID-19, a probable or confirmed diagnosis of COVID-19, or recent travel to a restricted area. Require workers to complete a 	<ul style="list-style-type: none"> Notify parents of symptoms to watch for which would prevent a child from participating in school using COVID-19 Response Welcome Back Letter. Remind parents and staff to monitor current travel advisories, recommendations, or requirements as well as actions they can take to stay safe while traveling (daily symptom checks, facial coverings, physical distancing). Remind parents / students to self-screen and self-disclose COVID-19 like symptoms, suspected or confirmed exposure to COVID-19, or a probable, confirmed diagnosis of COVID-19, or recent travel to a restricted area. Remind staff to self-screen and self-disclose COVID-19 like symptoms, suspected or confirmed exposure to COVID-19, a probable or confirmed diagnosis of COVID-19, or recent travel to a restricted area. Require workers to complete a daily health check (temperature, health screening, history of exposure) at home before coming into work and report any concerns to their supervisor. Do not allow students with symptoms or temperature on a 	<p>Director Office of Early Childhood and Student Services Director Office of Human Resources</p>	<p>Self-screen tool Educational materials</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>daily health check (temperature, health screening, history of exposure) at home before coming into work and report any concerns to their supervisor.</p> <ul style="list-style-type: none"> Do not allow students with symptoms or temperature on a bus or at school. Do not allow staff with symptoms or temperature at school or the workplace. Touch free thermometers remain available at each location. Monitor classrooms, cafeterias, hallways, common areas, etc. for symptoms by staff. Implement a process to address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases. Encourage staff to stay home if they are sick. Encourage parents to keep sick children home with this checklist. Monitor daily absence rates for students and staff closely. Notify local health officials, staff, and families of exposure or confirmed case while maintaining confidentiality. Report all suspected and confirmed cases of COVID-19 	<p>bus or at school. Continue temperature checks as needed.</p> <ul style="list-style-type: none"> Do not allow staff with symptoms or temperature at school or the workplace. Touch free thermometers remain available at each location. Implement a process to address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases. Encourage staff to stay home if they are sick. Encourage parents to keep sick children home with this checklist. Monitor daily absence rates for students and staff closely. Notify local health officials, staff, and families of exposure or confirmed case while maintaining confidentiality. Report all suspected cases of COVID-19 to the Pennsylvania Department of Health (Human Resources reports staff and program administrators report students) and facility closures to OCDEL at RA-PWOCDELFacilclose@pa.gov. DOH Contact: 1-877-PA-Health (1-877-724-3258) Provide staff with information on signs and symptoms of COVID-19 so that appropriate action can be taken if children 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>to the Pennsylvania Department of Health (Human Resources reports staff and program administrators report students) and facility closures to OCDEL at RA-PWOCDELFacilclose@pa.gov.</p> <ul style="list-style-type: none"> • DOH Contact: 1-877-PA-Health (1-877-724-3258) • Screen all children before they board the bus by confirming parent completed self-screening. • Screen all staff and children entering childcare / school buildings / workplace areas following the COVID-19 Response Building Entry Procedures. • Provide staff with information on signs and symptoms of COVID-19 so that appropriate action can be taken if children or staff develop symptoms during the day. 	<p>or staff develop symptoms during the day.</p>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or report a history of exposure</p>	<ul style="list-style-type: none"> • Respond to a sick staff member or student by following COVID-19 Response Sick Staff / Student Procedure. • Identify an appropriate number of isolation rooms or areas to separate anyone who exhibits COVID-19 like symptoms. • Require the wearing of a face covering by sick person in the isolation room if developmentally appropriate. • Require wearing of a face 	<p>Same as Yellow</p>	<p>Director Office of Early Childhood and Student Services</p>	<p>Procedure</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>covering by the caregiver when caring for a person who is sick.</p> <ul style="list-style-type: none"> • Support the staff member / visitor in making arrangements to be transported home or to a healthcare facility depending on severity of symptoms. • Alert the ambulance and hospital that an individual may have COVID-19 if they require transportation by an ambulance to a hospital. • Contact parent to pick up the sick child promptly (≤30 mins). • Close off the isolation area and do not use before cleaning and disinfection; alert custodian. • Notify local health officials and follow their guidance in notifying staff and families of exposure or confirmed case of COVID-19 while maintaining confidentiality. • Assist DOH with contact tracing as requested. • Consider need to close building for two to five days. Decisions to close will be based on current recommendations of the CDC and DOH at the time of the confirmed case. • Increase education on signs and symptoms, increase monitoring of hygiene, enforce use of face coverings, and increase enforcement of physical distancing for the 14-day period after a confirmed 				

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>case of COVID-19.</p> <ul style="list-style-type: none"> Consider remote learning for students excluded from school for COVID-19 who are well enough to continue learning. Require that teachers prepare a two-week substitute packet which can be implemented by a substitute if the teacher must quarantine and is unable to teach virtually. Office of Human Resources staff will review options related to attendance policies with staff on a case-by-case basis. 				
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> Follow the most recent DOH Guidance on Home Isolation or Quarantine and Returning to Work. Readmit students / staff after they are cleared by their physician. Require students / staff to be fever free without fever-reducing medications for the previous 24 hours and at least 10 days have passed since symptoms first appeared. Office of Human Resources staff will review options related to attendance policies with staff on a case-by-case basis. 	<p>Same as Yellow</p>	<p>Director Office of Early Childhood and Student Services Director Office of Human Resources</p>	<p>Procedures</p>	<p>Y</p>
<p>Notifying staff, families, and the public of school closures and within-school-year</p>	<ul style="list-style-type: none"> Post Health and Safety Plan on website. Train staff on reclosing procedures COVID-19 	<ul style="list-style-type: none"> Post Health and Safety Plan on website. Consider the need to temporarily close the building 	<p>Executive Director</p>	<p>NA</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>changes in safety protocols</p>	<p>Response Reclosure Procedures.</p> <ul style="list-style-type: none"> Consider the need to temporarily close the building (two to five days) for deep cleaning following a confirmed diagnosis. Decision to close will be made in conjunction with recommendations from the DOH regarding community conditions at the time and following CDC guidelines. Implement a 14-day period of increased education on signs and symptoms, increased monitoring of hygiene, enforce use of face coverings, and increased enforcement of physical distancing. Provide regular update information regarding school / building closures and changes in safety protocols through electronic communication systems, website, social media accounts, email, and in parent / staff flyers / letters. Provide training to prepare parents / guardians for digital and remote learning. 	<p>(two to five days) for deep cleaning following a confirmed diagnosis. Decision to close will be made in conjunction with recommendations from the DOH regarding community conditions at the time and following CDC guidelines. Implement a 14-day period of increased education on signs and symptoms, increased monitoring of hygiene, enforce use of face coverings, and increased enforcement of physical distancing.</p> <ul style="list-style-type: none"> Provide regular update information regarding school / building closures and changes in safety protocols through electronic communication systems, website, social media accounts, email, and in parent / staff flyers / letters. Prepare parents and families for remote learning if school is temporarily dismissed. Provide training to prepare parents / guardians for digital and remote learning. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other monitoring and screening practices	<ul style="list-style-type: none"> Notify local health officials of any known or suspected COVID-19 cases; request further instruction. Report all suspected and confirmed cases of COVID-19 to the Pennsylvania Department of Health, and building closures to OCDEL at RA-PWOCDELFacilclose@pa.gov. Require any student or staff aware of an exposure to a positive case of COVID-19 to contact the DOH and their physician for treatment, isolation, and quarantine instructions. 	Same as Yellow	Executive Director	NA	N

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:

The BCIU will continue to monitor and follow the orders by the PA Department of Health, with guidance provided by the PA Department of Education and the CDC. As of July 1, 2020, the Secretary of the PA Department of Health ordered universal face coverings, which applies to all individuals while in school entities, including public K-12 schools, brick and mortar and cyber charter schools, private and parochial schools, career and technology schools, and intermediate units; educational programming for students in non-educational placements such as residential settings (boarding schools), residential facilities, detention centers, and hospital settings; PA Pre-K Counts, Head Start programs, and Preschool Early Intervention programs; and private academic nursery schools and locally funded prekindergarten activities.

As per the Secretary's order, face coverings must be worn when anyone leaves home, with limited exceptions. Hence, students, staff, and visitors will be required to wear face coverings in all common areas and / or shared spaces as well as in workspaces where other employees or members of the public are present. The following are exceptions to the face covering requirement:

- Individuals who cannot wear a face covering due to a medical condition
- Individuals for whom wearing a face covering while working would create an unsafe condition
- Individuals who would be unable to remove a face covering without assistance
- Individuals who are communicating with someone who is hearing-impaired or has a disability, where the ability to see the mouth is essential for communication

As per guidance, schools may allow students to remove their face coverings when students are:

- Eating or drinking when spaced at least six feet apart
- Seated at desks or assigned workspaces at least six feet apart
- Engaged in any activity at least six feet apart (e.g., face covering breaks, recess, etc.)

Every attempt will be made to schedule breaks from face coverings into the routine when students can be safely physically distanced.

Safety strategies to protect staff and students focus on the use of various key components to mitigate the spread of COVID-19 including personal protective equipment, frequent handwashing or sanitizing, screening, cleaning, indoor air quality control, and physical distancing. Staff at higher risk will be encouraged to self-disclose to their supervisor or the Office of Human Resources. Requests to telework will be handled on a case by case basis through an interactive process with the Office of Human Resources. Rotation into offices while practicing physical distancing and wearing PPE may be permitted, and nonessential travel will be restricted. Individualized planning will be used to determine additional considerations and supports needed to ensure the safety of students with complex needs and the individuals providing services. Virtual or other forms of structured learning options will be considered for at-risk students. Teleintervention remains an ongoing option for Early Intervention services.

Additional substitute teaching and transportation staff will be retained when possible to ensure adequate staffing coverage for COVID-19 related absences. Substitutes will undergo the same training as other staff to ensure they are prepared in the event of staff illness. Program staffing patterns and use of instructional and non-instructional staff will be adjusted as needed to ensure students have access to quality learning opportunities and supports for social and emotional wellness at school and home.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<ul style="list-style-type: none"> • Monitor guidance and communication issued by the following organizations (performed by the COVID-19 Core Team): <ul style="list-style-type: none"> ○ Governor's Office ○ Department of Health ○ Pennsylvania Department of Education ○ Department of Human Services ○ Centers for Disease Control ○ County of Berks Department of Emergency Services 	<ul style="list-style-type: none"> • Monitor guidance and communication issued by the following organizations (performed by the COVID-19 Core Team): <ul style="list-style-type: none"> ○ Governor's Office ○ Department of Health ○ Pennsylvania Department of Education ○ Department of Human Services ○ Centers for Disease Control ○ County of Berks Department of Emergency Services 	<p>Executive Director Director, Office of Early Childhood and Student Services Director, Office of Innovation and Technology</p>	<p>Technical Assistance Supports</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> • Encourage staff at higher risk to self-disclose to their supervisor or the Office of Human Resources. Requests to telework will be handled on a case by case basis through an interactive process with the Office of Human Resources. • Encourage employees to continue to telework except essential personnel, if possible and appropriate. • Allow limited numbers of employees to rotate into the offices while practicing physical distancing and wearing PPE. • Cancel all nonessential travel. • Implement continued virtual or other forms of structured learning for high-risk students. • Identify vulnerable populations (e.g., homeless students, migrant students, English Learners, and those served by the juvenile justice system) and develop plans to address equity and truancy risks to ensure access to education. • Identify students with disabilities and / or complex medical needs and determine additional considerations and supports needed to ensure the safety of these students and the individuals providing services. 	<ul style="list-style-type: none"> • Encourage staff at higher risk to self-disclose to their supervisor or the Office of Human Resources. Requests to telework will be handled on a case by case basis through an interactive process with the Office of Human Resources. • Cancel all nonessential travel. • Continue to offer virtual or other forms of structured learning options for high-risk students. • Identify vulnerable populations (e.g., homeless students, migrant students, English Learners, and those served by juvenile justice system) and develop plans to address equity and truancy risks to ensure access to education. • Identify students with disabilities and / or complex medical needs and determine additional considerations and supports needed to ensure the safety of these students and the individuals providing services. • Liaise with parents to accommodate a more individualized return to school to ensure smoother transitions. • Provide accessible mental health support services and adapt for diverse groups and at-risk populations. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
		<ul style="list-style-type: none"> Prepare to switch to virtual or other forms of structured learning immediately if circumstances require. 			
<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> Monitor and implement the current guidance provided by CDC, PA DOH, PDE, and / or DHS regarding the use of face coverings. <ul style="list-style-type: none"> Order Requiring Universal Face Coverings Universal Face Coverings Order FAQ Answers to Questions School Leaders May Have <p>As per the Secretary's order, face coverings must be worn when anyone leaves home, with limited exceptions. Hence, students, staff, and visitors will be required to wear face coverings in all common areas and / or shared spaces as well as in workspaces where other employees or members of the public are present. The following are exceptions to the face covering requirement:</p> <ul style="list-style-type: none"> Individuals who cannot wear a face covering due to a medical condition. Individuals for whom wearing a face covering while working would create an unsafe condition. Individuals who would be unable to remove a face covering without assistance. Individuals who are 	<ul style="list-style-type: none"> Monitor and implement the current guidance provided by CDC, PA DOH, PDE, and / or DHS regarding the use of face coverings. <ul style="list-style-type: none"> Order Requiring Universal Face Coverings Universal Face Coverings Order FAQ Answers to Questions School Leaders May Have <p>As per the Secretary's order, face coverings must be worn when anyone leaves home, with limited exceptions. Hence, students, staff, and visitors will be required to wear face coverings in all common areas and / or shared spaces as well as in workspaces where other employees or members of the public are present. The following are exceptions to the face covering requirement:</p> <ul style="list-style-type: none"> Individuals who cannot wear a face covering due to a medical condition. Individuals for whom wearing a face covering while working would create an unsafe condition. Individuals who would be unable to remove a face covering without assistance. Individuals who are 	Office Directors	Face coverings	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>communicating with someone who is hearing-impaired or has a disability, where the ability to see the mouth is essential for communication</p> <p>As per the August 17, 2020 DOH guidance, schools may allow students to remove their face coverings when students are:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least six feet apart. • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task. • At least six feet apart during “face covering breaks” to last no longer than 10 minutes. <p>Every attempt will be made to schedule breaks from face coverings into the routine when students can be safely physically distanced.</p> <p>In the <u>absence</u> of specific guidance from CDC, PA DOH, PDE, and / or DHS regarding the use of face coverings, the following guidance will be applied:</p> <ul style="list-style-type: none"> • Model, teach and reinforce use of face coverings among all staff and students. • Require face coverings when entering or exiting the building, passing in the hallways, and in common areas. Face coverings are recommended within the classroom or other work areas. 	<p>communicating with someone who is hearing-impaired or has a disability, where the ability to see the mouth is essential for communication</p> <p>As per the August 17, 2020 DOH guidance, schools may allow students to remove their face coverings when students are:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least six feet apart. • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task. • At least six feet apart during “face covering breaks” to last no longer than 10 minutes. <p>Every attempt will be made to schedule breaks from face coverings into the routine when students can be safely physically distanced.</p> <p>In the <u>absence</u> of specific guidance from CDC, PA DOH, PDE, and / or DHS regarding the use of face coverings, the following guidance will be applied:</p> <ul style="list-style-type: none"> • Model, teach, and reinforce use of face coverings among all staff and students. • Recommend face coverings when entering or exiting the building, passing in the hallways, and in common areas. Face coverings are recommended within the 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> • Face coverings are encouraged on adults when physical distancing from students is difficult. • Have protective face coverings (masks or face shields) for adults who are unable to provide their own, including visitors. • Require staff unable to wear a face covering and / or face shield due to a specific health condition to discuss accommodation with supervisor / Human Resources. 	<p>classroom or other work areas.</p> <ul style="list-style-type: none"> • Recommend face coverings on adults when physical distancing from students and staff is difficult. • Have protective face coverings (masks or face shields) for adults who are unable to provide their own, including visitors. 			
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<ul style="list-style-type: none"> • Monitor and implement guidance provided by CDC, PA DOH, PDE, and / or DHS regarding the use of face coverings. <ul style="list-style-type: none"> ○ Order Requiring Universal Face Coverings ○ Universal Face Coverings Order FAQ ○ Answers to Questions School Leaders May Have <p>In the absence of specific guidance from CDC, PA DOH, PDE, and / or DHS regarding the use of face coverings, the following guidance will be applied:</p> <ul style="list-style-type: none"> • Model, teach, and reinforce use of face coverings among students. Face coverings may be challenging for students (especially students with special needs) to wear in all- 	<ul style="list-style-type: none"> • Monitor and implement guidance provided by CDC, PA DOH, PDE, and / or DHS regarding the use of face coverings. <ul style="list-style-type: none"> ○ Order Requiring Universal Face Coverings ○ Universal Face Coverings Order FAQ ○ Answers to Questions School Leaders May Have <p>In the absence of specific guidance from CDC, PA DOH, PDE, and / or DHS regarding the use of face coverings, the following guidance will be applied:</p> <ul style="list-style-type: none"> • Model, teach, and reinforce use of face coverings among students. Face coverings may be challenging for students (especially younger students or students with special needs) to 	Director Office of Early Childhood and Student Services	Face coverings/Shields	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>day settings such as school.</p> <ul style="list-style-type: none"> • Do not use face coverings with children who are not able to manage wearing and removing the covering safely themselves. • Require face coverings when entering or exiting the building, passing in the hallways, and in common areas. Face coverings are not required, but encouraged, within the classroom if the student is not having difficulty managing the face covering. • Require face coverings on adults when physical distancing from students and staff is difficult. • Provide protective face coverings (masks or face shields) for students / staff who are unable to provide their own. • Schedule face covering breaks into the daily routine when staff and students can practice physical distancing. 	<p>wear in all-day settings such as school.</p> <ul style="list-style-type: none"> • Do not use face coverings on children under two years of age or with children who are not able to manage wearing and removing the covering safely themselves. • Require face coverings when entering or exiting the building, passing in the hallways, and in common areas. Face coverings are not required, but encouraged, within the classroom if the student is not having difficulty managing the face covering. • Recommend face coverings on adults when physical distancing from students and staff is difficult. • Provide protective face coverings (masks or face shields) for students / staff who are unable to provide their own. • Schedule face covering breaks into the daily routine when staff and students can practice physical distancing. 			
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<ul style="list-style-type: none"> • Monitor guidance and communication (completed by COVID-19 Core Team) issued by the following: <ul style="list-style-type: none"> ○ Governor's Office ○ Department of Health ○ Pennsylvania Department of Education 	<ul style="list-style-type: none"> • Monitor guidance and communication (completed by COVID-19 Core Team) issued by the following: <ul style="list-style-type: none"> ○ Governor's Office ○ Department of Health ○ Pennsylvania Department of Education 	<p>Office Directors</p>	<p>NA</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> ○ Department of Human Services ○ Centers for Disease Control ○ County of Berks Department of Emergency Services ● Implement continued virtual or other forms of structured learning for high-risk students. ● Identify vulnerable populations (e.g., homeless students, migrant students, English Learners, and those served by the juvenile justice system) and develop plans to address equity and truancy risks to ensure access to education. ● Identify students with disabilities and / or complex medical needs and determine additional considerations and supports needed to ensure the safety of these students and the individuals providing services. ● Recommend students and staff assigned in classrooms with high-risk students to have a temperature check done at the school / building. ● Limit movement in and out of classrooms with high-risk students. ● Avoid gathering in groups of any size and avoid common areas such as staff lounges by 	<ul style="list-style-type: none"> ○ Department of Human Services ○ Centers for Disease Control ○ County of Berks Department of Emergency Services ● Continue to offer virtual or other forms of structured learning options for high-risk students. ● Identify vulnerable populations (e.g., homeless students, migrant students, English Learners, and those served by the juvenile justice system) and develop plans to address equity and truancy risks to ensure access to education. ● Identify students with disabilities and / or complex medical needs and determine additional considerations and supports needed to ensure the safety of these students and the individuals providing services. ● Liaise with parents to accommodate a more individualized return to school to ensure smoother transitions. ● Prepare to switch to virtual or other forms of structured learning immediately if circumstances require. ● Recommend students and staff assigned in classrooms with high-risk students to have a 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>teachers / staff at higher risks.</p>	<p>temperature check done at the school / building.</p> <ul style="list-style-type: none"> Limit movement in and out of classrooms with high-risk students. Avoid gathering in groups of any size and avoid common areas such as staff lounges by teachers / staff at higher risks. 			
<p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> Minimize staff working onsite, conduct virtual meetings when possible, divide shared spaces with barriers, or relocate staff. Schedule staff to function as door monitors / screeners to complete screening activities as staff / students arrive at childcare / school buildings. Schedule custodial staff to ensure adequate cleaning of high touch surfaces occurs as needed. Retain additional substitute teaching and transportation staff when possible to ensure adequate staffing coverage for COVID-19 related absences. Provide substitutes with the same training as other staff to ensure they are prepared in the event of a staff illness. Program staffing patterns and use of instructional and non-instructional staff will be adjusted as needed to ensure students have access to quality learning opportunities and supports for 	<ul style="list-style-type: none"> Continue use of virtual meetings, divide shared spaces with barriers, or relocate staff when possible. Schedule staff to function as door monitors / screeners to complete screening activities as staff / students arrive at childcare / school buildings. Schedule custodial staff to ensure adequate cleaning of high touch surfaces occurs as needed. Retain additional substitute teaching and transportation staff when possible to ensure adequate staffing coverage for COVID-19 related absences. Provide substitutes with the same training as other staff to ensure they are prepared in the event of a staff illness. Program staffing patterns and use of instructional and non-instructional staff will be adjusted as needed to ensure students have access to quality learning opportunities and supports for 	<p>Office Directors</p>	<p>Plexiglass shields for front facing staff</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	social emotional wellness at school and home. <ul style="list-style-type: none"> A collection of resources and supports has been compiled by our team of school mental health professionals to support staff self-care and wellness https://sites.google.com/berksiu.org/self-care-and-wellness. 	social emotional wellness at school and home. <ul style="list-style-type: none"> A collection of resources and supports has been compiled by our team of school mental health professionals to support staff self-care and wellness https://sites.google.com/berksiu.org/self-care-and-wellness. 			

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
Health and Safety Plan and Procedures	All staff	BCIU Leadership Team	Safe Schools Course	Narrated Video and Handouts	8/10/2020	Ongoing
COVID-19 Overview and Prevention	All Staff	BCIU Leadership Team	Safe Schools Course	CDC Materials	8/10/2020	Ongoing
Cleaning, Sanitizing, and Disinfecting Protocols and use of Cleaning Products	All Staff	BCIU Leadership Team	Safe School Course	Handouts Videos	8/10/2020	Ongoing
Diaper Changing Protocols	Instructional and Support Staff	BCIU Leadership Team	Safe Schools Course	Handouts	8/10/2020	Ongoing
Bus Cleaning Protocols	Transportation Staff	BCIU Leadership Team	Safe School Course Small Group Review and Discussion	Handouts Discussion	8/10/2020	Ongoing
Healthy Hygiene Practices	All Staff	BCIU Leadership Team	Safe Schools Course	Handouts	8/10/2020	Ongoing
Screening, Temperature Checks, and Sick Staff/Student Protocols	All Staff	BCIU Leadership Team	Safe Schools Course	Handouts	8/10/2020	Ongoing
Facility and Operations Readiness	All Staff	BCIU Leadership Team	Safe Schools Course	Handouts	8/10/2020	Ongoing
Food Service Modifications	Instructional and Support Staff	BCIU Leadership Team	Safe School Course	NA	8/10/2020	Ongoing
Procedures for Reclosing	All staff	BCIU Leadership Team	Safe School Course	Handout	8/10/2020	Ongoing
Wellness and Mental Health	All Staff	BCIU Leadership Team	Safe Schools Course	Handouts Resources	8/10/2020	Ongoing
Training for Parents / Guardians to Prepare for Digital and Remote Learning	Parents	BCIU Instructional Staff	Phone calls Zoom meetings Written Guidance	Handouts Resources	8/10/2020	Ongoing

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
Return to School Survey	Parents	Program Administrators	Online Survey	July / August 2020	July / August 2020
Reentry to Work Survey	BCIU Staff	Dr. Jill Hackman, Executive Director	Online Survey	June 2020	June 2020
Health and Safety Plan and What to Expect Upon Return to School	Staff Parents and Children Providers / Partners	Dr. Brenda Robertson, Pandemic Coordinator	Posted on BCIU Website Reviewed with staff Added to program handbooks Flyers, letters, notifications, phone calls, meetings Sign-off acknowledging plan	August 2020	August 2020
Current Mitigation Levels	All Stakeholders DOH	Dr. Jill Hackman, Executive Director	Board of Directors meetings Superintendents' Advisory Committee meetings Leadership Team meetings	Ongoing	Ongoing
DOH Ongoing Communications	DOH	Director Office of Human Resources Director Office of Early Childhood and Student Services Dr. Brenda Robertson, Pandemic Coordinator	Telephone and email	Ongoing	Ongoing
Program Instructional Options	Staff Parents Community	Program Administrators	Flyers, letters, notifications, phone calls, meetings	August 2020	August 2020
Program Reentry Notification	Parents Community	Program Administrators	Flyers, letters, notifications, phone calls, meetings	August 2020	August 2020

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Staff Updates	All Staff	Dr. Jill Hackman, Executive Director	Email, telephone, announcements	Ongoing	Ongoing
Parent / Guardian Updates & Reminders	Parents/Guardians	Dr. Jill Hackman, Executive Director	Posted on BCIU Website Flyers, letters, notifications, phone calls, meetings	Ongoing	Ongoing
Expectations for Reporting Exposure, Diagnosis, or Travel to / from a Restricted Area	All Staff Parents / Guardians	Dr. Jill Hackman, Executive Director	Posted on BCIU Website Flyers, letters, notifications, phone calls, email, meetings	Ongoing	Ongoing

Anticipated Launch Date: August 11, 2020

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors of the **Berks County Intermediate Unit** reviewed and approved the Phased School Reopening Health and Safety Plan on August 11, 2020.

The plan was approved by a vote of:

 16 Yes

 0 No

Affirmed on: August 11, 2020

By:

(Signature of Board President)*

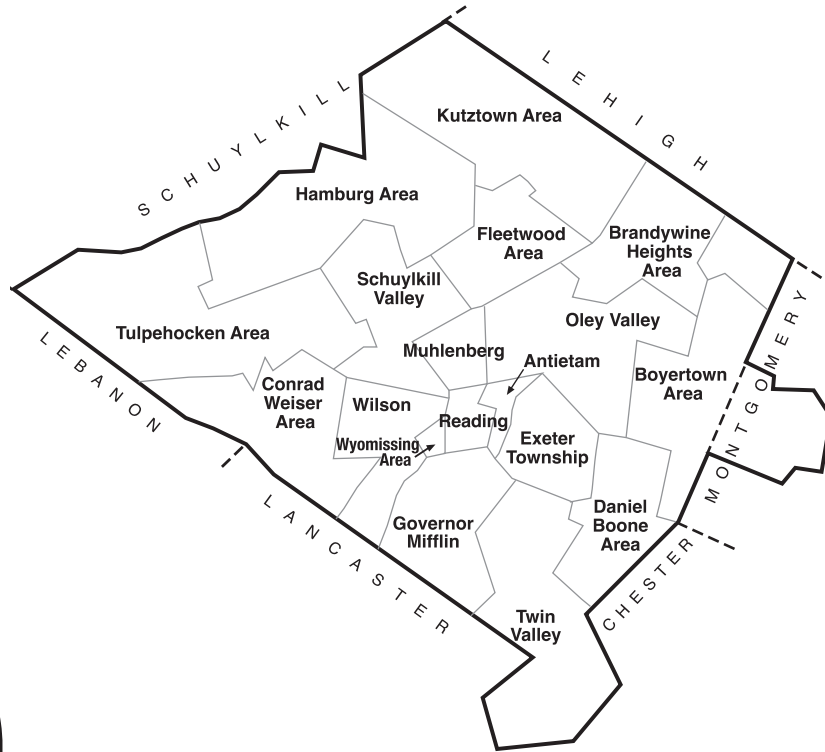
Mr. Gary McEwen

(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.



BERKS COUNTY INTERMEDIATE UNIT
HEALTH +
SAFETY PLAN
S U M M A R Y

Revised August 17, 2020

COVID-19 CORE TEAM MEMBER	TITLE
Dr. Jill Hackman	Executive Director
Dr. Brenda Robertson	Pandemic Coordinator / Program Administrator, Logistics Office of Early Childhood & Student Services
Eric Clemmer	Assistant Director, Operations Office of Business Services
Antonia Cramp	Program Administrator Office of the Executive Office
Dr. Marnie Aylesworth	Director The Pennsylvania Key
Donna DeLoretta	Chief Financial Office / Chief Operating Officer Office of Business Services
Dr. Christina Foehl	Assistant Director Office of Professional Development & Curriculum
Lucille Gallis	Assistant Director, Finance Office of Business Services
Sara George	Assistant Director, Student Services and K-12 Education Office of Early Childhood & Student Services
Alexis Luckhart	Program Administrator Office of Human Resources
Scott Major	Chief Information Officer / Director Office of Information Technology
Dr. Michelle Reichard-Huff	Director Office of Early Childhood & Student Services
Dan Richards	Director Office of Professional Development & Curriculum
Rob Rosenberry	Director Office of Human Resources
Christi Weitzel	Assistant Director, Early Childhood Programs Office of Early Childhood & Student Services
Cherie Zimmerman	Assistant Director Office of Information Technology

STAKEHOLDERS	BCIU Board of Directors	Berks County School Districts
	BCIU Safety Committee	Berks County Intermediate Unit
	ECSS Health and Safety Committee	Early Childhood & Student Services (ECSS) Programs
	ECSS Health Teams	Nurses & Assistants
	Berks County Head Start Health Advisory Committee	Community Health Partners & Health Staff
	Penn State Health St. Joseph Medical Center	Community Health Partner
	Berks County Head Start Policy Council	Head Start Parents & Community Partners
	BCIU Education Association (BCIU EA) Representatives	BCIU Staff
	Service Employees International Union (SEIU) Representatives	BCIU Staff
	American Federation of State, County, and Municipal Employees (AFSCME) Representatives	BCIU Staff
	Berks County Head Start Representatives	BCIU Staff
	Berks County Local Right to Education Task Force	Parents

Prioritizing the Health and Safety of our Students and Staff

In June 2020, the Pennsylvania Department of Education (PDE) announced the requirement that every school entity in the Commonwealth develop and present a Health and Safety Plan prior to providing services to students in response to reentry of schools during the COVID-19 pandemic. The BCIU Pandemic Team was formed to create the Berks County Intermediate Unit (BCIU) Health and Safety Plan, tailored to the unique needs of the BCIU, to serve as the organization's guidelines for all in-person instruction and services to resume safely.

The programs and services provided by the Berks County Intermediate Unit impact more than 70,000 students, their families, and educators in Berks County and across the Commonwealth. We remain committed to our mission and our top priority of the health and safety of our staff, students, families, and the greater community. While we know that there are no strategies that can eliminate the risk of transmission of COVID-19, the BCIU Health + Safety Plan includes protocols and action steps that will help mitigate the spread of this highly infectious disease while maintaining operations and continuing needed services in a safe manner.

The plan outlines the BCIU's strategy in preparing for, responding to, and recovering from the COVID-19 pandemic in a collaborative approach and is based on information regarding plans identified by the Commonwealth of Pennsylvania. The BCIU will continue to incorporate guidance provided by the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health (DOH), the Pennsylvania Department of Education (PDE), the Department of Human Services (DHS), the Office of Child Development and Early Learning (OCDEL), and the County of Berks Department of Emergency Services (EMS). Because the document is based on guidelines from these various governing agencies, the practices and protocols outlined in this plan are subject to change as conditions and recommendations change throughout the Commonwealth. In the absence of guidance from these agencies, the BCIU

administration will make recommendations and seek approval from the BCIU Board of Directors to implement a plan of action to ensure the health, safety, and well-being of students, staff, and the community-at-large.




Based on the needs of our community and the individuals we serve, the BCIU is planning for a scaffolded reentry. This approach will allow the BCIU to meet the unique needs of each individual program which will include in-person instruction and services with the option for remote learning to be available to meet student needs. In addition, teleintervention will continue to be an ongoing option for delivery of Early Intervention services. BCIU staff working in school districts and community locations will follow the Health and Safety plans of those districts / locations.

The BCIU Board of Directors approved plan has been submitted to PDE, as well as posted on the BCIU public website. BCIU staff will review the plan as part of a required reentry training and details will be discussed at program meetings. Communications will be sent to both staff and parents in an effort to provide frequent updates regarding planning, changes, or emergencies. Continued reminders will be shared of best practices to help mitigate the spread of COVID-19.

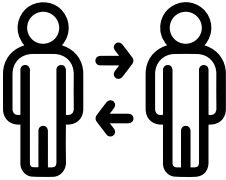

The BCIU will continue to collaborate with district superintendents and state / county officials on reentry / service delivery plans that prioritize the safety of staff, students, and families. Office Directors will work closely with program administrators to determine if data supports service delivery changes of specific classrooms and / or programs. More detailed information regarding the key components of the plan are outlined in this summary.

Due to the dynamic nature of COVID-19, the BCIU Health and Safety Plan is subject to change as needed throughout the 2020-2021 school year. The most up-to-date information will be posted publicly at berksiu.org.

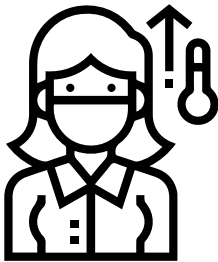

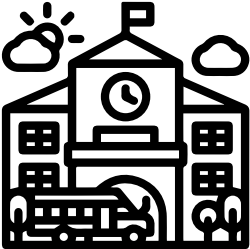
BERKS COUNTY: HEALTH + SAFETY PLAN

REQUIREMENT(S)	STRATEGIES, POLICIES, AND PROCEDURES
 <p>Cleaning + Sanitizing</p>	<ul style="list-style-type: none"> • BCIU buildings will be deep cleaned in preparation for reentry. • Building ventilation systems have been checked to ensure they are working properly. • Spaces have been decluttered and unneeded items removed to support ongoing cleaning. • Cleaning and disinfecting supplies have been procured to ensure the ability to maintain cleanliness. <ul style="list-style-type: none"> • Toys and instructional materials will be cleaned between uses. • Buildings will be deep cleaned on a regular schedule. • High-touch surfaces will be cleaned frequently throughout the day. • Staff will be required to complete training on cleaning, sanitizing, disinfecting, and ventilation protocols through virtual means, with in-person demonstrations where needed.
 <p>Hygiene Practices</p>	<p>Students and staff will receive training in hygiene practices including proper handwashing technique, covering of coughs and sneezes, the proper wearing and handling of face coverings, and physical distancing.</p> <ul style="list-style-type: none"> • Regular handwashing will be built into the schedule. • Signs to remind students and staff of best practices to stop the spread of germs will be prominently posted around the facility. Staff will follow CDC recommendations for diaper changing. <p>Instructional materials and toys will be prepared for individual use and set aside for cleaning between uses.</p> <ul style="list-style-type: none"> • Students will be provided with their own set of materials such as pencils, pens, crayons, markers, scissors in an individually labeled container. • Materials will not be shared among students.
 <p>Safety</p>	<p>Safety strategies will be implemented such as:</p> <ul style="list-style-type: none"> • Use of various key components to mitigate the spread of COVID-19 including personal protective equipment, frequent handwashing or sanitizing, screening, cleaning, indoor air quality control, and physical distancing. • Telework may be considered when appropriate (except for essential personnel). • Rotate staff into offices while practicing physical distancing and wearing PPE. • Nonessential travel will be restricted. <p>Staff at higher risk will be encouraged to self-disclose to their supervisor or Human Resources.</p> <ul style="list-style-type: none"> • Requests to telework will be considered on a case by case basis following submission of the COVID-19 Work-From-Home Request form via Frontline Central. <ul style="list-style-type: none"> • Upon receipt of a request, Human Resources will engage the staff member in an interactive process to discuss reasonable accommodations. <p>Individualized planning will be used to determine additional considerations and supports needed to ensure the safety of students with complex needs and the individuals providing services.</p> <ul style="list-style-type: none"> • Virtual or other forms of structured learning options will be considered for at-risk students. • Teleintervention remains an ongoing option for Early Intervention services. • Training will be provided by program administration to prepare parents / guardians for digital and remote learning.



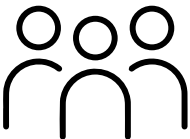
BERKS COUNTY: HEALTH + SAFETY PLAN

REQUIREMENT(S)	STRATEGIES, POLICIES, AND PROCEDURES
 <p>Physical Distancing</p>	<ul style="list-style-type: none"> • BCIU learning spaces have been decluttered, unneeded items removed, and equipment arranged to support physical distancing practices. • Individually plated / boxed meals will be served in the classroom. • Use of cafeterias, auditoriums, and other such congregate settings will be restricted. • Portable, clear plexiglass barriers will be available for use when physical distancing cannot be maintained during student and staff instructional interactions. • Visual cues, such as tape on the floor, will be used to remind students of safe physical distances. <ul style="list-style-type: none"> • Arrival and departure times and classroom schedules will be arranged to stagger the use of communal spaces such as entrances, exists, hallways, and restrooms to the extent feasible. • Students will be dropped off at the door with staff as appropriate for the age group. • Student and staff groups will remain static as much as possible and interactions between groups of students will be restricted. • Non-essential visitors, volunteers, and activities that involve outside groups will be restricted.
 <p>Self Screening / Monitoring</p>	<p>Parents and staff will be required to complete a self-screening / daily health check at home before coming into school or work.</p> <ul style="list-style-type: none"> • Staff should stay at home and parents should keep children at home if they are sick. • Students and staff with symptoms or a temperature ≥ 100.4 will not be permitted on a bus, at school, or in the workplace. • Parents and staff will be provided with information regarding signs and symptoms of COVID-19 and tools to complete the screening / health check. • No touch thermometers will be available for staff use at each location. <p>Parents and staff are expected to self-disclose COVID-19 like symptoms, suspected or confirmed exposure to COVID-19, or a probable or confirmed diagnosis of COVID-19.</p> <ul style="list-style-type: none"> • Parents will report that information to their child's teacher / therapist. • Staff will report that information to their supervisor. • Staff will solicit information about students' existing conditions with symptoms similar to COVID-19 to support ongoing monitoring for symptoms of concern in the school setting. <ul style="list-style-type: none"> • A process will be implemented to address privacy concerns associated with monitoring and confirmed exposure to cases. • Local health officials will be notified of exposure or confirmed cases. • Directives from DOH will be followed for notifying staff and families of exposure or confirmed cases while maintaining confidentiality. <p>Ongoing education and awareness training will be provided to students, parents, and staff regarding signs and symptoms of COVID-19, hygiene practices, the proper wearing / handling of face coverings, and physical distancing protocols.</p> <ul style="list-style-type: none"> • Hygiene and safety practices will be modeled, monitored, and enforced by staff and administration. • Signs / notices to remind students and staff of best practices to stop the spread of germs will be prominently displayed around buildings.

BERKS COUNTY: HEALTH + SAFETY PLAN

REQUIREMENT(S)	STRATEGIES, POLICIES, AND PROCEDURES	
 <p data-bbox="175 600 386 632">Illness / Quarantine</p>	<p data-bbox="509 291 943 415">Staff, students, or visitors will be discreetly escorted to an isolation area if they become sick or report a history of exposure to COVID-19.</p> <ul data-bbox="509 422 954 827" style="list-style-type: none"> • Face coverings will be required by both the sick person, if developmentally appropriate, and the caregiver. • Parents will be contacted to pick up a sick child promptly (≤ 30 minutes). • Staff members / visitors will be supported in making arrangements to be transported home or to a healthcare facility. • If transportation to a hospital is needed, the ambulance and hospital will be alerted that the individual may have COVID-19. 	<ul data-bbox="1024 291 1446 384" style="list-style-type: none"> • Isolation areas will be closed off, custodian(s) alerted, and areas not used until cleaned and disinfected. <p data-bbox="1024 422 1455 541">Students and staff will be readmitted following the most recent DOH Guidance on Home Isolation or Quarantine and Returning to Work guidelines as follows:</p> <ul data-bbox="1024 548 1466 764" style="list-style-type: none"> • They are cleared by their physician. • They are fever free without fever-reducing medications for the previous 24 hours. • At least 10 days have passed since symptoms first appeared, and / or 14 days after exposure if someone in their household is identified with COVID-19.
 <p data-bbox="212 1163 347 1194">Notifications</p>	<p data-bbox="509 926 948 1083">Local health officials will be notified, and administration will follow their guidance in informing staff and families of exposure or a confirmed case of COVID-19, while maintaining confidentiality.</p> <ul data-bbox="509 1089 948 1402" style="list-style-type: none"> • The need to close building(s) will be considered and decisions based on recommendations of the CDC and DOH at the time of the confirmed case. • Information regarding classroom / building closures and changes in safety protocols will be communicated through electronic communication systems, website, social media accounts, email, and in parent / staff flyers / letters. 	<p data-bbox="1024 926 1455 1018">Remote learning will be considered for students excluded from school who are well enough to continue learning.</p> <ul data-bbox="1024 1024 1455 1367" style="list-style-type: none"> • Parents will be contacted, either individually or through survey, regarding reentry plans. • Remote learning will be considered to accommodate families on a case by case basis when appropriate and permitted. • If in-person instruction cannot occur, online or offline resources (e.g., Google Classroom, instructional packets) will be provided to ensure continuity of education.
 <p data-bbox="199 1860 355 1892">Transportation</p>	<p data-bbox="509 1577 927 1669">Bus routes will be developed to balance student ridership. Students from the same household will be seated together.</p> <ul data-bbox="509 1675 964 1856" style="list-style-type: none"> • Parents self-screen student at home before sending to bus and keep home if ill. • Driver will confirm self-screen completed and passed before student boards the bus. • Students will be seated no more than two per seat, all facing forward. 	<ul data-bbox="1024 1577 1474 1919" style="list-style-type: none"> • Assigned seats will be used to support physical distancing when feasible and contact tracing if necessary. • Face coverings will be worn on the bus by staff and students, if appropriate for age and ability of the child. • Busses will be cleaned between runs and at end of day. • Ventilation maximized by opening windows (weather permitting and considering any special needs of passengers).

BERKS COUNTY: HEALTH + SAFETY PLAN

REQUIREMENT(S)	STRATEGIES, POLICIES, AND PROCEDURES
 <p>Face Coverings</p>	<p>The BCIU will continue to monitor and follow the orders by the PA Department of Health, with guidance provided by the PA Department of Education and the CDC.</p> <p>As of July 1, 2020, the Secretary of the PA Department of Health ordered universal face coverings, which applies to all individuals while in school entities, including public K-12 schools, brick and mortar and cyber charter schools, private and parochial schools, career and technology schools, and intermediate units; educational programming for students in non-educational placements such as residential settings (boarding schools), residential facilities, detention centers, and hospital settings; PA Pre-K Counts, Head Start programs, and Preschool Early Intervention programs; and private academic nursery schools and locally funded prekindergarten activities.</p> <p>As per the Secretary’s order, face coverings must be worn when anyone leaves home, with limited exceptions. Hence, students, staff, and visitors will be required to wear face coverings in all common areas and / or shared spaces as well as in workspaces</p> <p>where other employees or members of the public are present. The following are exceptions to the face covering requirement:</p> <ul style="list-style-type: none"> • Individuals who cannot wear a face covering due to a medical condition. • Individuals for whom wearing a face covering while working would create an unsafe condition. • Individuals who would be unable to remove a face covering without assistance. • Individuals who are communicating with someone who is hearing-impaired or has a disability, where the ability to see the mouth is essential for communication. <p>As per the 8/17/2020 DOH guidance, schools may allow students to remove their face coverings when students are:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least six feet apart; or • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or • At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes. <p>Every attempt will be made to schedule breaks from face coverings into the routine when students can be safely physically distanced.</p>
 <p>Physical Activity</p>	<ul style="list-style-type: none"> • Staff will select and provide safe opportunities for students to exercise. • Playgrounds, gross motor rooms, and gymnasiums will be cleaned and sanitized between uses. • Consider the physical proximity of students, the length of time that students are close to each other or to staff during the activity, the amount of necessary touching of shared equipment and gear, and the ability to engage in physical distancing while not actively engaged in play.
 <p>Staffing</p>	<p>Every attempt will be made to secure additional substitute teaching and transportation staff to ensure adequate staffing coverage for COVID-19 related absences.</p> <ul style="list-style-type: none"> • A collection of resources and supports has been compiled to support staff self-care and wellness. • Substitutes will undergo the same training as other staff to ensure they are prepared in the event of staff illness. <p>Program staffing patterns and use of instructional and non-instructional staff will be adjusted as needed to ensure students have access to quality learning opportunities and supports for social emotional wellness at school and home.</p> <div data-bbox="1133 1528 1529 1927" style="background-color: black; color: white; padding: 10px;"> <p>BCIU NOW HIRING</p> <p>For more information and/or to apply online, visit www.berksiu.org/jobline</p> </div>



BERKS COUNTY INTERMEDIATE UNIT

**HEALTH +
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