

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.

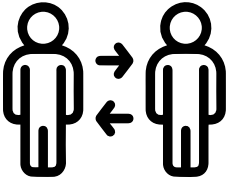

The BCIU will continue to collaborate with district superintendents and state / county officials on reentry / service delivery plans that prioritize the safety of staff, students, and families. Office Directors will work closely with program administrators to determine if data supports service delivery 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.

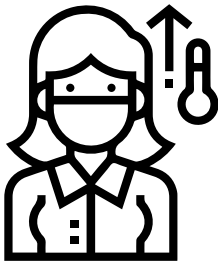

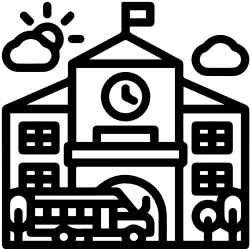
BERKS COUNTY: HEALTH + SAFETY PLAN

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.



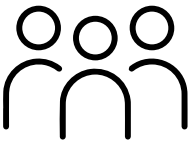
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REQUIREMENT(S)	STRATEGIES, POLICIES, AND PROCEDURES
 <p>Physical Distancing</p>	<ul style="list-style-type: none"> • BCIU learning spaces have been decluttered, unneeded items removed, and equipment arranged to support physical distancing practices. • 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. • 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.

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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).

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 <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 1528 1927" style="background-color: black; color: white; padding: 10px; text-align: center;"> <p>BCIU NOW HIRING</p> <p>For more information and/or to apply online, visit www.berksiu.org/jobline</p> </div>



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