



Health and Safety Plan

2020-2021
Phased Reopening
Covid-19 Pandemic



TABLE OF CONTENTS

Overview	2
Purpose	2
Likely Realities and Constraints	3
Scope	4
Health & Safety Plan	5
Type of Reopening	6
Pandemic Coordinator/Team	7
Cleaning, Sanitizing, Disinfecting and Ventilation	8
Social Distancing and Other Safety Protocols	10
Monitoring Student and Staff Health	19
Other Considerations for Students and Staff	22
Health and Safety Plan Professional Development	26
Health and Safety Plan Communications	28
Health and Safety Plan Governing Body Affirmation Statement	29

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.

OVERVIEW

The Capital Area Intermediate Unit (CAIU) recognizes that our schools are a critical community institution serving over 12,000 students. The threat of a highly infectious outbreak in our schools could be detrimental to the community. By following this COVID-19 Health and Safety Plan, we are dedicated to reducing the miscommunications that may encompass the chaotic nature of an outbreak of any highly infectious illness.

This plan outlines the Capital Area Intermediate Unit's strategy in preparing for, responding to, and recovering from a pandemic, specifically COVID-19, in a collective, community approach. It serves as a guide for the safe reopening of the schools and offices of Capital Area Intermediate Unit. **This is a fluid document, based on local, state and federal guidelines, and will continue to develop over time.**

This document contains supplemental information from the Pennsylvania Department of Health (DOH), the Center for Disease Control (CDC), the Pennsylvania Department of Education (PDE), American Academy of Pediatrics (AAP).

The Capital Area Intermediate Unit Health and Safety Plan was created in accordance with advice provided by local, state, and national health agencies, and the collaboration of the CAIU Crisis Response Team.

PURPOSE

The intent of this Health and Safety Plan is to serve as the guidelines for all reopening activities. The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives while minimizing educational and social disruption while reducing morbidity and mortality.
- Enable the CAIU to continue to operate and provide services as normally and effectively as possible with minimal academic and economic losses.
- The response of the CAIU will be directed by the Pennsylvania Department of Health and the Pennsylvania Department of Education's direction and guidance. This plan coordinates federal, state, and local agencies.
- Continue the essential core operations of the CAIU in the event of increased staff/student absences.
- Establish and maintain a coordinated command system to enable effective, timely, and sensitive decision-making regarding continuity of student learning needs to remain the core value and focal point.
- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention strategies and infection control strategies.
- Prepare and provide resources for mental health/crisis service needs of staff, students and families.

LIKELY REALITIES AND CONSTRAINTS

Our current situation may seem unpredictable; however, we believe that there are some likely realities that our staff, students, and families can anticipate. Some of those realities help our plans to reopen, while others may make it more challenging and constrain our efforts. It is important, as we plan, for everyone to be on the same page about what is likely so we can focus most of our effort on the most likely circumstances, while still ensuring that we plan for the various “what if” scenarios.

1. **The virus will not disappear by September, but its level of spread may change.** Covid-19 will be present throughout the summer and fall, although the size and localization of the outbreak is to be determined and may change as businesses and communities reopen. Knowing that the number of cases is not a fixed amount, the CAIU will remain committed to adjusting its approach based on the reality of the virus’ spread in the region.
2. **The availability of Covid-19 testing will improve, but it is unclear by how much.** The state’s capacity for Covid-19 testing is improving by the week and can likely support all those requesting tests by September, but it is unclear how frequently re-testing can occur, or when antibody tests will be available at scale.
3. **Schools will likely open for in-person learning in August.** Students will begin returning to school in August and in-person instruction will be offered in schools. It is likely, however, that schedules, classroom spaces, and day-to-day operations will be adjusted to allow for social distancing and smaller groupings.
4. **Virtual instruction will be utilized when needed as part of Continuity of Education.** Even with schools opening in August for in-person instruction, the Capital Area Intermediate Unit will be prepared to continue to offer virtual learning to students. These options, however, are predicated on the state providing districts more flexibility regarding instructional days.
5. **Funding Considerations** The CAIU is primarily a service provider to our member districts and charter schools and one of the main sources of revenue is the sale of those services. The CAIU understands that our districts could be in a unique financial position over the next few years. The CAIU annually adopts each program budget and reviews revenue projections on an ongoing basis.

SCOPE

The scope of this Health and Safety Plan covers CAIU reopening as it pertains to COVID-19 (Coronavirus).

COVID-19 (Coronavirus) – Symptoms of COVID-19 have reportedly had mild to severe respiratory illness accompanied with fever, cough, and shortness of breath. Symptoms may appear 2-14 days after exposure. The virus is spread person-to-person between people within close contact (about 6 feet), via respiratory droplets produced when an infected person sneezes or coughs, and these droplets can land in the mouths or noses of people who are nearby where the droplets are inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, but this is not thought to be the main way of transmission.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. Click [HERE](#) for current list of symptoms.

HEALTH AND SAFETY PLAN: CAPITAL AREA INTERMEDIATE UNIT

The CAIU recognizes that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate the risk of transmission within the educational and workplace environments. The goal of this plan is to mitigate risk and minimize the possibility of transmission as much as possible. Governor Wolf's Reopen Pennsylvania plan is categorized into three broad phases as described below:

- **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.

Type of Reopening

Based on the IU's current county designations (Dauphin, Cumberland, Perry, and Northern York) and local community needs, **the IU has selected a total reopen for all students and staff**. Total reopening can be defined as in-person face to face instruction for all students except where students/families opt for distance learning out of safety/health concern. This may change based on the current conditions.

Anticipated start date for in-person learning:

Given the nature of our services to the public, private, charter, Early Intervention, and other schools in the region, we anticipate some manner of school services to begin for the 2020-21 school year in August of 2020. The CAIU educates nearly 2,500 students across over 475 different locations. Students range in age from three to twenty-one, and locations range geographically across four counties. Early Intervention services work across 16 preschool locations, provide services across 18 Pre-K Counts and Head Start programs, and support over 270 other Early Childhood settings. School-age services operate classrooms in 17 different locations and provide support across 155 buildings within the CAIU footprint.

Independent satellite classroom locations will follow the CAIU Health & Safety Plan. The CAIU Student & Educational Services Teams have also developed programmatic procedures for health & safety that align with this plan. Some locations stand alone, some are embedded in district operated schools, and some are paired within organizations. Each educational environment is unique and requires specific attention when addressing health, safety, and returning to school in the fall of 2020. The CAIU has developed general practices for health and safety, and also has detailed specific health and safety plans for Hill Top Academy, Loysville Youth Development Center, Diakon Center Point Day Program, Early Intervention classroom sites, Early Intervention in-home instruction. School-age programs located in school district buildings or non-public school classrooms, classrooms operating in hospital settings, direct education taking place in the home, and for Itinerant staff, including our ELECT program, working across any number of settings.

Individual school district classroom and building health and safety guidelines will generally apply to CAIU classrooms operating within a school district or other settings, however the CAIU Health & Safety Plan guidelines should be considered a "minimum" level of operation compliance.

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.

- **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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Len Kapp	CAIU Pandemic Response Coordinator - Safety & Logistics	Both Plan Development & Response Team
Dr. Andria Saia	CAIU Incident Command – Implementation Oversight	Both Plan Development & Response Team
Alicia McDonald	CAIU School Operations/Education Compliance	Both Plan Development & Response Team
Brian Griffith	CAIU School Operations/Education Compliance	Both Plan Development & Response Team
Daren Moran	CAIU Financial Administration	Both Plan Development & Response Team
Dr. Thomas Calvecchio	CAIU HR/Communications - Agency & Employee Liaison Support	Both Plan Development & Response Team
Amy Hazel	CAIU Public Information Officer/Communications	Both Plan Development & Response Team
Rennie Gibson	CAIU Administration & Support - Planning/Scheduling/Recording/Other	Both Plan Development & Response Team
David Martin	CAIU Technology Support	Both Plan Development & Response Team
Irma Baughman	CAIU HR – Agency & Employee Liaison Support	Both Plan Development & Response Team
Dr. Andrew McCrea	CAIU School Operations/Education Compliance Support	Both Plan Development & Response Team
CAEA President & Vice-President	Capital Area Education Association – Bargaining Unit Staff	Health & Safety Plan Development
Local Task Force Representative	District and Agency Stakeholders	Health & Safety Plan Development
Early Intervention Connections Representative	Early Intervention Community Stakeholders	Health & Safety Plan Development
Head Start Representatives	Local Head Start Childcare Stakeholders	Health & Safety Plan Development
Classroom & Itinerant Teachers	Student & Educational Services Staff	Health & Safety Plan Development

Cleaning, Sanitizing, Disinfecting and Ventilation

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)
*Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>Increased use of PPE required (masks/face shields, gloves and gowns where needed to address bodily fluids)</p>	<p>Increased use of PPE required (masks/face shields, gloves and gowns where needed to address bodily fluids)</p>	<p>Len Kapp Supervisor of Operations, Transportation & safety</p>	<p>PPE</p> <p>Training Materials</p> <p>Cleaning Supplies</p>	<p>Y</p>
	<p>Increase Social Distancing & Hygiene Practices</p> <p>The CAIU's contracted cleaning services generally meet or exceed the CDC's Guidance for Cleaning & Disinfecting Schools</p> <p>CDC Guidance for Cleaning and Disinfecting Schools</p> <p>Clean and disinfect frequently touched surfaces and objects within facilities and on vans and buses at least daily, including door handles, sink handles, and drinking fountains. Steps should be taken to limit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</p> <p>Building ventilation has been increased and air handlers set to run 24/7 to ensure maximum air exchange.</p>	<p>Increase Social Distancing & Hygiene Practices</p> <p>The CAIU's contracted cleaning services generally meet or exceed the CDC's Guidance for Cleaning & Disinfecting Schools</p> <p>CDC Guidance for Cleaning and Disinfecting Schools</p> <p>Clean and disinfect frequently touched surfaces and objects within facilities and on vans and buses at least daily, including door handles, sink handles, and drinking fountains. Steps should be taken to limit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</p> <p>Building ventilation has been increased and air handlers set to run 24/7 to ensure maximum air exchange.</p>	<p>Building Principals & Program Supervisors</p>	<p>CDC Website</p>	

	<p>Clean and disinfect frequently touched surfaces and objects including any shared materials.</p> <p>Implement specific planned clearing of materials used across specials classes like art and physical education.</p> <p>Implement routines to wash hands on a regular basis, including after using the bathroom, touching any common space, blowing nose, coughing or sneezing.</p> <p>Provide each class and itinerant staff necessary hygiene supplies.</p>	<p>Clean and disinfect frequently touched surfaces and objects including any shared materials.</p> <p>Implement specific planned clearing of materials used across specials classes like art and physical education.</p> <p>Implement routines to wash hands on a regular basis, including after using the bathroom, touching any common space, blowing nose, coughing or sneezing.</p> <p>Provide each class and itinerant staff necessary hygiene supplies.</p>			
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Maintain normal contracted cleaning protocols that meet or exceed CDC recommendations</p> <p>Daytime custodial staff will prioritize frequent cleaning of high-touch surfaces to the extent possible.</p>	<p>Maintain normal contracted cleaning protocols that meet or exceed CDC recommendations.</p> <p>Daytime custodial staff will prioritize frequent cleaning of high-touch surfaces to the extent possible</p>	<p>Len Kapp Supervisor of Operations, Transportation & Safety</p>	<p>N/A Reference site-specific cleaning contracts</p>	<p>N</p>

Social Distancing and Other Safety Protocols

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 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level.</p> <p>Restrict interactions between groups of students.</p> <p>Staggered schedule to limit the number of individuals in a classroom or other space. Limit gatherings, events and extracurricular activities to those that can maintain social distancing. Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible. Turn desks facing the same direction or have students only sit on one side of the table, spaced apart. Adjust scheduling to limit student and staff interactions or building travel outside of the immediate class group.</p> <p>Limit or eliminate gatherings including assemblies, field trips, meals in common areas.</p>	<p>Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level.</p> <p>Restrict interactions between groups of students.</p> <p>Staggered schedule to limit the number of individuals in a classroom or other space. Limit gatherings, events and extracurricular activities to those that can maintain social distancing. Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible. Turn desks facing the same direction or have students only sit on one side of the table, spaced apart. Adjust scheduling to limit student and staff interactions or building travel outside of the immediate class group.</p> <p>Limit or eliminate gatherings including assemblies, field trips, meals in common areas.</p>	<p>Alicia McDonald, Director of Student Services</p> <p>Building Principals & Program Supervisors</p>	<p>Building Level Schedule</p> <p>Equipment/Materials to aid in physical separation of spaces in classrooms</p>	Y

	Use plexiglass or other transparent dividers on tables during direct instruction.	Use plexiglass or other transparent dividers on tables during direct instruction.			
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>Students will be encouraged to use hand sanitizer and/or wash hands prior to consuming food or beverages.</p> <p>Deliver to and consume meals in the classroom or structure cafeterias times to limit numbers of students and increase physical distancing. Meal condiments will be limited and provided to students on the serving trays.</p> <p>Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components.</p> <p>Student dining areas and cafeteria serving areas will be thoroughly cleaned between lunch periods.</p>	<p>Students will be encouraged to use hand sanitizer and/or wash hands prior to consuming food or beverages.</p> <p>Deliver to and consume meals in the classroom or structure cafeterias times to limit numbers of students and increase physical distancing. Meal condiments will be limited and provided to students on the serving trays.</p> <p>Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components.</p> <p>Student dining areas and cafeteria serving areas will be thoroughly cleaned between lunch periods.</p>	<p>Principals & Program Supervisors</p> <p>Food Service Manager</p>	N/A	No
*Hygiene practices for students and staff including the manner and frequency of handwashing and other best practices	<p>All staff will be trained on healthy hygiene practices so they can teach these to students.</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use a hand sanitizer.</p>	<p>All staff will be trained on healthy hygiene practices so they can teach these to students.</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use a hand sanitizer.</p>	<p>Alicia McDonald, Director of Student Services</p> <p>Building Principals & Program Supervisors</p>	<p>Training PowerPoint Presentation</p> <p>Hand soap Alcohol Based Sanitizer</p>	Y

	<p>CDC - handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits.</p> <p>Ensure adequate supplies (e.g., soap, paper towels hand sanitizer, tissue) to support healthy hygiene practices.</p>	<p>CDC - handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits.</p> <p>Ensure adequate supplies (e.g., soap, paper towels hand sanitizer, tissue) to support healthy hygiene practices.</p>	School Nurses		
*Posting signs in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>Post various types of signage that reflects CDC health and hygiene guidelines for COVID-19 response that are appropriate for each facility and the adult or student inhabitants</p>	<p>Post various types of signage that reflects CDC health and hygiene guidelines for COVID-19 response that are appropriate for each facility and the adult or student inhabitants.</p>	CAIU Command Response Team	Source signage from both internal and external sources	N
	<p>Create signage that is visually and cognitively accessible for students and can be used in instruction/social stories.</p>	<p>Create signage that is visually and cognitively accessible for students and can be used in instruction/social stories</p>		Poster Printer – Educational Services	
*Identifying and restricting non-essential visitors and volunteers	<p>Restrict nonessential visitors, volunteers, and activities that involve other groups.</p>	<p>Restrict nonessential visitors, volunteers, and activities that involve other groups.</p>	CAIU Command Response Team	N/A	N
	<p>Follow host site procedures (district based classrooms, EI, Itinerants, etc.)</p> <p>When appropriate for visitors or families to be in the buildings, they should be asked to respond to the screening questions asked of staff.</p> <p>Restrict nonessential visitors to classroom or other education locations.</p>	<p>Restrict nonessential visitors, volunteers, and activities that involve other groups.</p> <p>When appropriate for visitors or families to be in the buildings, they should be asked to respond to the screening questions asked of staff.</p> <p>Train interns and student teachers on the district and CAIU Health & Safety Plans (as applicable).</p>	Alicia McDonald, Director of Student Services Building Administrators and Program Supervisors		

	<p>Meetings with districts and families should be conducted in a virtual or physically distanced manner.</p> <p>No facility rentals to outside individuals/entities</p> <p>Meetings limited to 10 persons or fewer – or as conditions dictate. When county is in yellow, ; social distancing requirements remain. The IU may change these requirements at any time as conditions change.</p>	<p>Meetings with districts and families should be conducted in a virtual or physically distanced manner.</p> <p>Very limited number of outside individuals/entities renting facilities.</p> <p>Meetings occupancy is limited to less than 50% occupancy in green; social distancing requirements remain. The IU may change these requirements at any time as conditions change. The Executive Director may grant exceptions. Social distancing requirements remain.</p>			
<p>* Handling activities for recess and physical education classes consistent with the CDC</p>	<p>Physical Education Select and provide safe opportunities for exercise and movement activities for students. Consider;</p> <ul style="list-style-type: none"> • Physical proximity of students • Amount of touching of shared equipment • Ability to engage in social distancing while not engaged in active play. • Engagement of players at higher risk. 	<p>Physical Education Select and provide safe opportunities for exercise and movement activities for students. Consider;</p> <ul style="list-style-type: none"> • Physical proximity of students • Amount of touching of shared equipment • Ability to engage in social distancing while not engaged in active play. • Engagement of players at higher risk. 	<p>Building Principals & Program Supervisors</p> <p>PE Teachers</p>	<p>Playground Equipment (balls, jump ropes)</p>	<p>Y - PE Teachers</p>
	<p>Train teachers and staff on all safety protocols.</p> <p>CDC Considerations for Youth Sports</p>	<p>Train teachers and staff on all safety protocols.</p> <p>CDC Considerations for Youth Sports</p>			
	<p>Recess Limit recreation areas to open spaces. Greatly restrict or eliminate use of playground structures.</p>	<p>Recess Limit to one group of students, following social distancing guidelines, using playground structures at a time.</p>			

	<p>Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between uses.</p> <p>Limit team sports and group games following social distancing guidelines.</p>	<p>Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between uses.</p> <p>Limit team sports and group games following social distancing guidelines.</p>			
Limiting the sharing of materials among students	Clean and disinfect shared items between uses	Clean and disinfect shared items between uses	Building Principals & Program Supervisors	Cleaning Materials	N
	<p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use.</p> <ul style="list-style-type: none"> ● Shared books and toys ● Technology ● Art Supplies ● PE Equipment <p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>	<p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use.</p> <ul style="list-style-type: none"> ● Shared books and toys ● Technology ● Art Supplies ● PE Equipment <p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>		Individual Student Spaces	

<p>Staggering the use of communal spaces and hallways</p>	<p>Enola Building Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.</p> <p>School Settings Create one-way traffic patterns in hallways when needed.</p> <p>Maintain common schedules for hallway movement, cafeteria, specials, bathrooms, recess, and shared spaces to limit and distance students in a given space.</p>	<p>Enola Building Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.</p> <p>School Settings Create one-way traffic patterns in hallways when needed.</p> <p>Maintain common schedules for hallway movement, cafeteria, specials, bathrooms, recess, and shared spaces to limit and distance students in a given space.</p>	<p>Command Response Team</p> <p>Building Principals & Program Supervisors</p>		<p>N</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Drivers will be asked to wear masks as personal health and safety concerns allow.</p> <p>Students will be encouraged to wear masks where possible/able.</p>	<p>Drivers will be asked to wear masks as personal health and safety concerns allow.</p> <p>Students will be encouraged to wear masks where possible/able.</p>	<p>Len Kapp Supervisor of Transportation</p> <p>Alicia McDonald Director of Student Services</p>	<p>CAIU and contractors will work collaboratively to ensure cleaning is accomplished with shared time and materials expense</p>	<p>N</p>
	<p>Shared, cooperative riding in minivans does not lend itself to social distancing. Any district having a student who is medically fragile or otherwise must be placed in a one-on-one transport situation will be given consideration only as van availability exists. Additional fees/minimum daily rates will apply.</p> <p>We strongly encourage school districts to enter into parent transport contracts where one-on-one transport and social distancing is required by the IEP, student health, or parent request/mandate.</p>	<p>Shared, cooperative riding in minivans does not lend itself to social distancing. Any district having a student who is medically fragile or otherwise must be placed in a one-on-one transport situation will be given consideration only as van availability exists. Additional fees/minimum daily rates will apply.</p> <p>We strongly encourage school districts to enter into parent transport contracts where one-on-one transport and social distancing is required by the IEP, student health, or parent request/mandate.</p>			

	<p>Extracurricular and Educational field trips will be limited. All transport procedures above apply. These limits will be established cooperatively by the Student Services and Transportation Departments.</p>	<p>Extracurricular and Educational field trips will be limited. All transport procedures above apply. These limits will be established cooperatively by the Student Services and Transportation Departments.</p> <p>Coordinate transportation schedules and cleaning procedures with school districts and transportation contractors.</p> <p>Adjust drop off and pick up schedules to reduce social interaction.</p> <p>Limit or eliminate within school day transportation to the extent possible.</p>			
	<p>School buses and vans will be disinfected nightly and throughout the day as time allows between routes.</p>	<p>School buses and vans will be disinfected nightly and throughout the day as time allows between routes.</p>			
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.</p>	<p>To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.</p>	<p>Alicia McDonald, Director of Student Services</p> <p>Building Principals & Program Supervisors</p>	<p>N/A</p>	<p>N</p>
	<p>Identify small groups and keep them together (cohorting).</p>	<p>Identify small groups and keep them together (cohorting).</p>			

	<p>Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possible for older children).</p> <p>Limit mixing between groups if possible.</p> <p>Restrict interactions between groups of students.</p>	<p>Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possible for older children).</p> <p>Limit mixing between groups if possible.</p> <p>Restrict interactions between groups of students.</p>			
<p>Coordinating with local childcare regarding onsite care, transportation protocol changes, and, when possible, revised hours of operation or modified school-year calendars.</p>	<p>Teleintervention services during yellow phase.</p>	<p>Survey families if sending children to a site.</p> <p>Survey sites to see if CAIU is welcome to provide services.</p> <p>Written communication to families regarding the CAIU's role and expectations.</p> <p>CAIU staff will participate in site's screening process and PPE requirements.</p>	<p>Amy Hazel, Public Information Officer</p> <p>Terry Telep, EI Program Supervisor with inclusion consultants</p>	<p>CAIU to purchase proper PPE (masks, face shields, shoe coverings and hand sanitizer)</p>	<p>N</p>
<p>Other social distancing and safety practices</p>	<p>Installed Sneeze-Guards</p> <p>At Reception Desk (Enola Office, Hill Top Academy) as well as secretary and support staff cubicles in Student Services area as needed.</p> <p>Install hand sanitizer dispensers at all CAIU owned or leased facilities. Planned indefinite refill and use.</p>	<p>Installed Sneeze-Guards</p> <p>At Reception Desk (Enola Office, Hill Top Academy) as well as secretary and support staff cubicles in Student Services area as needed.</p> <p>Install hand sanitizer dispensers at all CAIU owned or leased facilities. Planned indefinite refill and use.</p>	<p>Len Kapp, Supervisor of Operations</p>	<p>Completed purchase, fabrication, and installation of sneeze-guards as defined</p> <p>Acquisition and installation of dispensers in progress. To be completed before start of school.</p>	<p>N</p>

<p>Provide professional development and ongoing consultation for districts and schools in a manner that provides for appropriate social distancing practices</p>	<p>No in-person training or consultation provided.</p> <p>CAIU team will provide these services in a virtual/remote environment.</p>	<p>When possible and practical, PD and consultations will be offered in a virtual/remote environment.</p> <p>When virtual delivery is not practical, services will be provided on-site with the requirement that CDC guidance related to social distancing, face masks and group size are accommodated and adhered to by all participants.</p>	<p>Director of Educational Services</p> <p>Director of Student Services</p>	<p>N/A</p>	<p>N/A</p>
<p>Travel outside of that required to perform day to day job duties.</p>	<p>Generally, travel outside of that required to perform day to day job duties is prohibited.</p> <p>The supervisor/director can seek approval for necessary travel.</p>	<p>Generally, travel outside of that required to perform day to day job duties is strongly discouraged.</p> <p>The supervisor/director can seek approval for necessary travel.</p>	<p>Staff: HR with support from Education Directors</p> <p>Students: Team Directors with support from HR</p>		

Monitoring Student and Staff Health

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>	Symptom screening will be done by all parents/guardians at home each morning before the school day.	Symptom screening will be done by all parents/guardians at home each morning before the school day.	<p>Student: monitored and supported by team directors, program supervisors, and school nurses</p> <p>Staff: Created by Human Resources, sourced by CDC and DOH/SHRM</p>	Self-Screening Protocol and training documents provided.	Y
	No children with symptoms will be sent on a bus or brought to school.	No children with symptoms will be sent on a bus or brought to school.		Staff training	
	Staff or families who present with possible Covid symptoms are to communicate with the appropriate IU contact immediately.	Staff or families who present with possible Covid symptoms are to communicate with the appropriate IU contact immediately.		Parent and Community Resources	
	All CAIU staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.	All CAIU staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.			
	Temperature screening will not be required upon entrance to school for students or staff.	Temperature screening will not be required upon entrance to school for students or staff.			
	Option to use temp screenings when working with students who are medically fragile in classroom or home setting	Option to use temp screenings when working with students who are medically fragile in classroom or home setting			
	Students and staff will consistently be made aware of the signs and symptoms of COVID-19.	Students and staff will consistently be made aware of the signs and symptoms of COVID-19.			

	Students will go to the nurse immediately if feeling symptomatic. Staff will advise supervisors when feeling symptomatic	Students will go to the nurse immediately if feeling symptomatic. Staff will advise supervisors when feeling symptomatic			
	The CAIU will share resources with the school community to help families understand when to keep children home. AAP When to Keep Your Child Home	The CAIU will share resources with the school community to help families understand when to keep children home. AAP When to Keep Your Child Home			
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</p> <p>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.</p> <p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.</p> <p>Notify staff and families confirmed case while maintaining confidentiality.</p> <p>Contact HR office for support of staff members with potential exposure.</p>	<p>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</p> <p>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.</p> <p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.</p> <p>Notify staff and families confirmed case while maintaining confidentiality.</p> <p>Contact HR office for support of staff members with potential exposure.</p>	<p>Alicia McDonald, Director of Student Services</p> <p>Building Principals & Program Supervisors in coordination with school nurses and/or HR</p>	Isolation Area Notification Letter School Nurses	Y

<p>* Returning isolated or quarantined staff, students, or visitors to school.</p>	<p>See CAIU Leave Scenarios</p>	<p>See CAIU Leave Scenarios</p>	<p>Administration – Directors & Supervisors with HR</p> <p>Coordinate with host sites, other impacted LEAs</p> <p>Building Principals</p>	<p>CDC discontinuation of isolation protocols and DOH guidance</p>	<p>Y</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Post Health and Safety Plan and any updates to safety protocols on CAIU Website.</p> <p>Provide regular updated information on CAIU website and via mass communication channels</p>	<p>Post Health and Safety Plan and any updates to safety protocols on CAIU Website.</p> <p>Provide regular updated information on CAIU website and via mass communication channels</p>	<p>Communications Team, Command Response Team, Building Principals</p> <p>Educational Items: Education Directors and Command Response Team</p> <p>Coordinate with host sites, other impacted LEAs</p>		<p>Y</p>

Other Considerations for Students and Staff

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>	<p>Offer options for students and staff that limit their risks of exposure.</p> <p>Maintain policies to protect the privacy of those at higher risk of illness.</p> <p>The CAIU will follow guidelines set forth in the(FFCRA) Families First Coronavirus Response Act</p> <p>Discourage the use of perfect attendance awards and incentives.</p>	<p>Offer options for students and staff that limit their risks of exposure.</p> <p>Maintain policies to protect the privacy of those at higher risk of illness.</p> <p>The CAIU will follow guidelines set forth in the(FFCRA) Families First Coronavirus Response Act</p> <p>Discourage the use of perfect attendance awards and incentives.</p>	<p><u>Staff:</u> HR with support from Education Directors</p> <p><u>Students:</u> Team Directors with support from HR</p>		N
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>According to <u>current</u> DOH and PDE guidelines, staff, students, and visitors are mandated to wear masks or face coverings in public spaces, including classrooms.</p> <p>Recommended, but not mandatory, masks or face coverings by staff in private office spaces where social distancing recommendations are being met.</p>	<p>According to <u>current</u> DOH and PDE guidelines, staff, students, and visitors are mandated to wear masks or face coverings in public spaces, including classrooms.</p> <p>Recommended, but not mandatory, masks or face coverings by staff in private office spaces where social distancing recommendations are being met.</p>	<p>Command Response Team</p> <p>Building Principals & Program Supervisors</p>	<p>Signage regarding expectations</p>	N

<p>* Use of face coverings (masks or face shields) by students (as appropriate)</p>	<p>According to <u>current</u> DOH and PDE guidelines, staff, students, and visitors are mandated to wear masks or face coverings in public spaces, including classrooms.</p> <p>Recommended, but not mandatory, masks or face coverings by staff in private office spaces where social distancing recommendations are being met.</p> <p>Circumstances when students are permitted to remove their face coverings:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 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>According to <u>current</u> DOH and PDE guidelines, staff, students, and visitors are mandated to wear masks or face coverings in public spaces, including classrooms.</p> <p>Recommended, but not mandatory, masks or face coverings by staff in private office spaces where social distancing recommendations are being met.</p> <p>Circumstances when students are permitted to remove their face coverings:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 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>Alicia McDonald Director of Student Services</p> <p>Program Supervisors</p> <p>School Nurses</p>	<p>Signage regarding expectations</p>	<p>N</p>
--------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	---------------------------------------	----------

<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Extra precautions in low incidence programs (AS, MDS). Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a face covering, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>For these reasons, extra precautions will be implemented. These precautions include: If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</p> <p>Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p>	<p>Extra precautions in low incidence programs (AS, MDS). Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a face covering, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>For these reasons, extra precautions will be implemented. These precautions include: If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</p> <p>Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p>	<p>Alicia McDonald Director of Student Services</p> <p>Program Supervisors</p> <p>School Nurses</p>	<p>Gloves</p>	<p>Y</p>
-------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------	---------------	----------

	<p>Personal student iPads/AAC devices should be disinfected each time a student enters or exits the classroom.</p> <p>The district's feeding protocol should be followed when feeding students.</p> <p>Staff should wear gloves when feeding students.</p> <p>Students who receive nebulizer treatments: treatments should occur in a well-ventilated, private room that is cleaned before and after the treatment.</p> <p>Bathrooms and changing tables should be disinfected before and after student use.</p> <p>Limit students to one at a time. Students should be assisted with hand-washing.</p> <p>Students should be encouraged not to touch walls and fixtures when in hallways.</p>	<p>Personal student iPads/AAC devices should be disinfected each time a student enters or exits the classroom.</p> <p>The district's feeding protocol should be followed when feeding students.</p> <p>Staff should wear gloves when feeding students.</p> <p>Students who receive nebulizer treatments: treatments should occur in a well-ventilated, private room that is cleaned before and after the treatment.</p> <p>Bathrooms and changing tables should be disinfected before and after student use.</p> <p>Limit students to one at a time. Students should be assisted with hand-washing.</p> <p>Students should be encouraged not to touch walls and fixtures when in hallways.</p>			
Strategic deployment of staff	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.	Command Response Team	N/A	N

HEALTH AND SAFETY PLAN PROFESSIONAL DEVELOPMENT

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students	CAIU custodial staff and contracted cleaning review	Len Kapp, Supervisor of Operations, Safety, and Transportation	Online training	Reference CDC Guidance for Cleaning and Disinfecting Schools and contract scope of work.	Ongoing review	Ongoing review
Train staff on best practices for cleaning and disinfecting workspaces and materials	All Staff	Alicia McDonald, Director of Student Services	Online training	Reference CDC Guidance for Cleaning and Disinfecting Schools.	Ongoing review	Ongoing review
Train staff on proper use of face coverings and physically distancing.	All Staff, in particular classroom staff	Alicia McDonald, Director of Student Services	Online training	CDC, DOH guidance	August 1, 2020	Ongoing review
Healthy Hygiene Practices	All Staff	HR	Online training	PowerPoint Presentation: Return to work SafeSchools training course	6/2/2020	Prior to start of 2020-2021 School Year
Implementing the CAIU Health and Safety Plan in School Age and EI Programs	Student Services Staff	Alicia McDonald, Director of Student Services	Online training	Plan, CDC DOH guidance	8/3/2020	Prior to start of 2020-2021 School Year
Train all Student Services staff on communications, reporting, confidentiality related to both staff and student issues.	Student Services Staff	Alicia McDonald, Director of Student Services	Online training	Plan, CDC DOH guidance, FERPA	8/3/2020	Prior to start of 2020-2021 School Year
Physical Education & Activity	PE Teachers & Classroom Teachers	Alicia McDonald, Director of Student Services	Online training	CDC DOH guidance, Plan	8/3/2020	Prior to start of 2020-2021 School Year
Implementing the CAIU Health and Safety Plan for School Administrators	All Principals & Program Supervisors	Alicia McDonald, Director of Student Services	In-person training	CDC DOH guidance, Plan	8/3/2020	Prior to start of 2020-2021 School Year

COVID 19 Health Care Procedures for Nurses	All Nurses	Alicia McDonald, Director of Student Services	In-person training	CDC DOH guidance, Plan	August 1, 2020	Prior to start of 2020-2021 School Year
Safety Protocols for Students with Complex Needs	Assigned staff from the EI, MDS, Autism Programs	Alicia McDonald, Director of Student Services	Online/In-person training	CDC DOH guidance, Plan	August 1, 2020	Prior to start of 2020-2021 School Year

HEALTH AND SAFETY PLAN COMMUNICATIONS

Timely and effective family and caregiver communication about health and safety protocols and schedules are critical.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Staff Updates	Staff	Andria Saia, Executive Director	Email, Video, Phone Message, Website	Ongoing	Ongoing
Parent/Guardian Updates	Guardians	Alicia McDonald, Director of Student Services	Written, Email, Phone Message, Website	Ongoing	Ongoing
Superintendents' Advisory Committee (SAC) Meeting	CAIU District Superintendents or Representative	Andria Saia, Executive Director	Zoom Meeting	March 2020	Biweekly, Ongoing
Technology Survey	Guardians	Alicia McDonald, Director of Student Services	Online Survey	3/26/2020	4/3//2020
Board of Directors COVID-19 Updates	CAIU Board of Directors and Community	Andria Saia, Executive Director	Verbal reporting during board meetings.	4/23/2020	Monthly, Ongoing
CoE Plan	Guardians, Staff, CAIU Board of Directors	Alicia McDonald, Director of Student Services	Email, Phone Message, Website	4/5/2020	4/5/2020
260-Day Staff Reentry Plan	Staff (260-day employees)	Andria Saia, Executive Director	Email, Phone Message, Website, Online Training	6/5/2020	6/15/2020
260-Day Reentry Plan (Open Q&A)	Staff (260-day employees)	Andria Saia, Executive Director	Zoom Meeting	6/9/2020	6/9/2020
Return to School Survey	Guardians	Alicia McDonald, Director of Student Services	Online Survey	July 2020	August 2020
Board of Directors COVID-19 Resolution	CAIU Board of Directors	Andria Saia, Executive Director	Board Resolution to allow hybrid and virtual instruction to count towards required instructional hours and days during a pandemic	7/23/2020	7/23/2020
Reopening Letter	Guardians	Alicia McDonald, Director of Student	Written	July 2020	August 2020
190-Day Staff Reentry Plan	Staff (190-day employees)	Andria Saia, Executive Director	Email, Phone Message, Website, Online Training	July 2020	August 2020
190-Day Reentry Plan (Open Q&A)	Staff (190-day employees)	Andria Saia, Executive Director	Zoom Meeting	July 2020	August 2020

HEALTH AND SAFETY PLAN GOVERNING BODY AFFIRMATION STATEMENT

The Board of Directors for **Capital Area Intermediate Unit** reviewed and approved the Phased School Reopening Health and Safety Plan on July 23, 2020.

The plan was approved by a vote of:

 X **Yes**

 No

Affirmed on: July 23, 2020

By:

(Signature of Board President)

(Print Name of Board President)

The Board of Directors for **Capital Area Intermediate Unit** reviewed and approved the REVISED Phased School Reopening Health and Safety Plan on August 27, 2020.

 Yes

 No

Affirmed on: August 27, 2020

By:

(Signature of Board President)

(Print Name of Board President)