



Middle Bucks Institute of Technology

Path to Reopening: Health & Safety Plan

The Middle Bucks Institute of Technology Health and Safety Plan serves to formalize and communicate the guidelines that will be implemented for the 2020-2021 school year as we take on the important task of safely reopening our school for in-person instruction. This plan was developed in consultation with the Bucks County Intermediate Unit, our participating school districts, and the Bucks County Health Department using the recommendations provided by the Office of Governor, the Department of Health (DOH), the Department of Education (PDE), the Department of Health and Human Services (DHS), the Center for Disease Control, World Health Organization, and other sources of research-based information and guidance. The plan has been developed by staff members and key stakeholders with opportunities for our community and key stakeholders to provide input.

Middle Bucks Institute of Technology's plan provides an overview of: scheduling based on Bucks County's classification of Red, Yellow, or Green; safety measures we will implement in each scenario; and the protocols we will use for responding to COVID-19 cases. This plan will be reviewed and revised as necessary before being presented to the Executive Council on August 10, 2020 for approval. Reopening will launch on September 2nd for our faculty and staff and on September 8th for all students.

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

Table of Contents

Health and Safety Plan	3
Type of Reopening	5
Pandemic Coordinator/Team	6
Key Strategies, Policies, and Procedures	9
Cleaning, Sanitizing, Disinfecting and Ventilation.....	9
Social Distancing and Other Safety Protocols	13
Monitoring Student and Staff Health	22
Other Considerations for Students and Staff	28
Health and Safety Plan Professional Development.....	31
Health and Safety Plan Communications	33
Health and Safety Plan Summary	35
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	35
Social Distancing and Other Safety Protocols.....	36
Monitoring Student and Staff Health	37
Other Considerations for Students and Staff.....	38
Health and Safety Plan Governing Body Affirmation Statement	42

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: MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

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. Governor Wolf's 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 distance 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 school directors) and posted on the school entity's publicly available website.

Based on our county's current designation (i.e., red, yellow, green) and the best interests of our local community, we plan to implement the following reopening plan:

GREEN PHASE: Total reopen for all students and staff.

YELLOW PHASE: Blended reopening that balances in-person learning and remote learning for all students

RED PHASE: Total remote learning for all students.

Please note that depending upon the public health conditions in our county, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. It is likely that Middle Bucks Institute of Technology will need to change based on designation. The Health and Safety Plan will help to ensure fluid transition between more and less restrictive conditions in each of the phase requirements as needed.

Addressing Community Spread

LEVEL OF COMMUNITY SPREAD (AS DETERMINED BY STATE AND LOCAL HEALTH OFFICIALS)

Red Phase (Substantial Spread)	Yellow Phase (Minimal/Moderate Spread)	Green Phase (Low Spread)
<ul style="list-style-type: none"> ● Schools that are closed, remain closed. Implement distance/remote learning (see Supporting Teaching and Learning). ● Coordinate with local and state DPH health officials ● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible) ● Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting. ● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations) 	<ul style="list-style-type: none"> ● Schools may provide in-person instruction only in accordance with Department of Education guidance ● Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors) and posted on the school entity's publicly available website. ● Establish and maintain communication with local and state DPH health officials. ● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible). ● Implement enhanced social distancing measures. ● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. ● COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols. ● Establish a protocol for students/staff who feel ill/experience symptoms when they come to school. ● Isolate and deep clean impacted classrooms and spaces ● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. ● Schools have the authority and flexibility to close school buildings and utilize distance/remote learning as needed. 	<ul style="list-style-type: none"> ● Schools Subject to CDC and Commonwealth Guidance ● Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors) and posted on the school entity's publicly available website. ● Establish and maintain communication with local and state DPH health officials ● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible) ● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. ● COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols ● Establish a protocol for students/staff who feel ill/experience symptoms when they come to school. ● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness.

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

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

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

- 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: September 8, 2020

Pandemic Coordinator/Team

Middle Bucks Institute of Technology has identified 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. Middle Bucks Institute of Technology's Reopening Committee and each member's role has been identified:

- **Pandemic Coordinator:** Individual will lead the development and implementation of the Health & Safety Plan and will handle all COVID-19 related communication
- **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)
Kathryn Strouse	Administrator – Director	Pandemic Coordinator
Richard Hansen	Administrator – Facility Manager	Both
Stacy Pakula	Administrator – Assistant Director	Both
Lauren Doherty	Administrator – CTE Supervisor	Both
Vincent Loiacono	Director of Facility Operations	Both
Sarah Webber	School Nurse	Both
Amanaki Taufalele	School Security Officer	Both
Dr. Louis Marino	Physician of Record	Both
Stephanie Gregory	School Counselor	Both
Jessie Matthews	Human Resources Coordinator	Health & Safety Plan Development
Kristin Feeney	Adult Education Coordinator	Both
Sherry Appleton	Teacher – RN	Pandemic Crisis Response Team

Stacey Flood	Teacher – Special Education	Health & Safety Plan Development
Steven Guinan	Teacher – Web Design	Health & Safety Plan Development
Lynda Moyer	Teacher – RN	Pandemic Crisis Response Team
Lise Rich	Teacher - Childcare Center Director	Health & Safety Plan Development
Sean Castineira	Teacher – Sports Therapy	Health & Safety Plan Development
Roberta Jackiewicz	Support Staff – Director’s Office	Health & Safety Plan Development
Jeanise Dimitri	Support Staff – PR	Health & Safety Plan Development
Dr. Janice Solkov	Local Advisory Council Member	Health & Safety Plan Development
Michael Stafford	Parent	Health & Safety Plan Development
Kim Shores	Parent	Health & Safety Plan Development

Roles and Responsibilities for Pandemic Crisis Response Team:

- Prevent accidents, injuries, and work/school-related illnesses in the schools.
- Create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by staff.
- Create and implement health and safety procedures/protocols/practices in accordance with the latest guidance and recommendations for the Department of Health (DOH) and Center for Disease Control (CDC) and to ensure that these procedures/protocols/practices are implemented by staff.
- Create a Health and Safety Plan and ensure it's regularly updated to reflect any changes to the law and/or guidance from federal, state, and local health officials. It's their responsibility.
- Ensure that each member of staff is aware of and adheres to the Health and Safety Plan.
- Provide regular inspections and risk assessments, and ensure that any hazards or defects are rectified immediately.
- Maintain records and thoroughly investigate any accident, community spread illness, and recommend any improvements in health and safety standards if required.
- Provide training to all staff in health and safety issues, and advising them on protective clothing and equipment where necessary.
- Serve as the key point of contact for any member of staff who has a query or concern regarding the health and safety of the workplace.



Key Strategies, Policies, and Procedures

The following table represent the steps that Middle Bucks Institute of Technology will take as part of its Health & Safety Plan. Action steps for the Red Phase are not identified because in this phase, all instruction will take place remotely and staff and students will not report to Middle Bucks. In the following tables, an asterisk (*) denotes an element of the plan that is mandated by the Pennsylvania Department of Education. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfection, and Ventilation

Key Questions

- **How will you ensure the building is cleaned and ready to safely welcome staff and students?**

The school building will undergo a deep cleaning this summer beginning in June 1, 2020. All spaces occupied by staff and students will be thoroughly cleaned followed by a disinfection process that is effective against COVID-19.

- **How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?**

[CDC Requirements for COVID-19](#)

MBIT will purchase supplies through a joint bid process with participating Bucks County schools.

- **How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?**

Custodial staff will clean sanitize and disinfect each workspace and common areas daily. They will also disinfect high touch areas twice a day at the end of each session. Air handlers' outside dampers will be opened to allow more outside air into the ventilation system.

The Facility Manager will maintain Safety Data Sheets (SDS) for all cleaning and disinfecting products.

- **What protocols will you put in place to clean and disinfect throughout an individual school day?**

MBIT will invest in additional disinfectant sprayers, UV electrostatic sprayers, and no-touch restroom cleaners to quickly disinfect larger areas during the school day. In addition, specific members of the custodial staff shall be reassigned to work during the school day to maintain cleanliness of the building while the building is occupied.

- **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?**
Custodial staff members have been trained virtually utilizing GCN.com tutorials and in person on cleaning, sanitizing, disinfecting and ventilation protocols. All training is documented, and kept on file to verify it has been sufficiently completed. Non-custodial staff members will be trained in their role in cleaning and disinfecting protocols. All training is documented, and kept on file to verify it has been sufficiently completed.
Training will begin in July 2020, and will continue throughout the summer, and/or as more relevant information is provided by the CDC, PA Dept. of Health, W.H.O., or similar.
- **FAQ Regarding Wearing a Facemask:**
 - What if a staff member has a condition that prevents them from wearing a mask?
 - What if I am worried about returning to work having to wear a mask all day? I have asthma and it can be difficult to wear a mask for a long period of time.
 - Would masks be required? They distort my line of vision and cause headaches.
 - My main concerns are having to deal with a mask all day which triggers migraines and makes it hard to breathe.
 - I am concerned about having staff and students having to wear masks for several hours a day at MBIT during warm weather days where there is no air conditioning.
 - Per the July 1, 2020 Order of the Department of Health, face coverings are required in public places, including schools. A face shield is an acceptable alternative to a mask. Please contact Human Resources to request a reasonable accommodation if needed.
[Governor's Order Requiring Universal Face Coverings July 1, 2020](#)

Summary of Responses to Key Questions:

Middle Bucks Institute of Technology will ensure the school building is cleaned and ready to safely welcome staff and students by September 8, 2020.

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>	<p><u>Prior to Re-Opening</u></p> <ul style="list-style-type: none"> • Deep cleaning / disinfecting of the entire building will occur. • Testing of the air quality and water systems will be conducted. • MERV 13/14 air filters will be installed in all air handler systems. • Procurement of cleaning, sanitizing, and PPE supplies will occur. • Install hand sanitizer dispensers in all classrooms and in hallways. • Until further notice, postpone the use of indoor facilities by outside groups until all phases are removed. <p><u>During School Year:</u></p> <ul style="list-style-type: none"> • Custodial staff will clean / disinfect all high-touch surfaces at the end of each session (water filling stations, door handles, light switches, hand rails, restrooms, etc.) following posted EPA / CDC / manufacturer guidelines. 	<ul style="list-style-type: none"> • Same as Yellow 	<p>Richard Hansen Facility Manager</p>	<p>Sanitation supplies</p> <p>Disinfectant Soap</p> <p>Hand sanitizing stations</p> <p>Face masks</p> <p>Face shields</p> <p>Water bottle filling stations</p> <p>UV electrostatic wand</p> <p>Air Assisted Misters</p> <p>MERV 13/14 filters</p> <p>CDC COVID-19 Considerations for Schools</p> <p>CDC Cleaning and Disinfecting Decision Tool</p> <p>CDC Cleaning and Disinfecting Your Facility</p>	<p>Yes</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"> Teachers and students will clean / disinfect desks and work areas at the end of each session along with their regular clean up duties based on following posted EPA / CDC / manufacturer guidelines, as feasible. Equipment, tools and machinery used by multiple students will be disinfected between each use. 				
<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"> All individuals will sanitize / wash hands on a frequent basis. Hand sanitizer stations will be available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available All individuals will use single-use water bottles and/or water bottle filling stations. Custodial staff will clean / disinfect all high-touch surfaces on school vans after each use. <p><u>COVID-19 Exposure:</u></p> <ul style="list-style-type: none"> The area used by individuals with COVID-19 will be closed off and disinfected after waiting 24-hours. 	<ul style="list-style-type: none"> Same as Yellow 	Richard Hansen Facility Manager	Sanitation supplies Disinfectant Soap Hand sanitizing stations Face masks Face shields Water bottle filling stations UV electrostatic wand Air Assisted Misters	Yes

Social Distancing and Other Safety Protocols

Key Questions

- **How will classrooms/learning spaces be organized to mitigate spread?**
Classrooms and labs will have desks and work stations spaced to implement 6 feet of social distancing, when feasible. If 6-foot social distancing is not possible, a lesser distance of 3-feet is acceptable to meet the needs of the students. Teachers will assign seating and work stations to students to limit exposure.
- **If a teacher is not comfortable teaching in a classroom would they be able to teach their class virtually?**
The MBIT instructional plan does not include any virtual only assignments. We expect to need all classroom teachers to provide in person and virtual instruction in a hybrid format, and to shift from live to virtual as the situation dictates.
- **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?**
Traffic patterns will be established in hallways and common areas to indicate one-way movement. Additional common areas will be utilized as learning spaces to further reduce the number of students in a classroom/lab. Students will be assigned seating and work stations. Instructional Assistant staff will be assigned to specific programs in related locations in the school to limit contact.
- **What policies and procedures will govern use of other communal spaces within the school building?**
All staff and students will be required to wear face masks at all times including when in high traffic areas, during class transitions, and when riding in school transportation.
Students will report directly to class; no gathering in common areas such as the lobby, cafeteria, and school store will be permitted.
Students will be limited to 2 students at a time in a public area restroom.
- **How will you utilize outdoor space to help meet social distancing needs?**
MBIT will utilize outdoor space only for those programs that require their work to be completed outdoors.
- **What hygiene routines will be implemented throughout the school day?**
Encourage good hygiene including frequent handwashing and encouraging use of hand sanitizer in classrooms, and various locations within the building. Signage posted throughout the school building reminding of good hygiene routines.
- **How will you adjust student transportation to meet social distancing requirements?**
Transportation is provided by the sending school districts. Students will be required to wear face masks while on school busses. MBIT school vans will be limited in use by staff only. All passengers in school vans will wear a face mask and social distance, when feasible

- **What visitor and volunteer policies will you implement to mitigate spread?**

Non-essential visitors and volunteers will not be permitted in the school.

A list of essential visitors will be maintained and updated to reflect those who are granted access.

Essential visitors will be required to wear a face mask upon entering the building, complete a COVID19 health screening questionnaire, follow social distancing guidelines, and sign in at the Main Office through Raptor electronic visitor management system.

Virtual meeting formats will be utilized whenever possible.

- **Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?**

MBIT students are in grades 10 through 12. All students will practice social distancing when possible. Students will wear face masks while on the school bus, in high density areas, during class transitions or whenever 6 feet social distancing is not possible.

Adult Evening School students will be required to wear a face mask upon entering the building, complete a COVID19 health screening questionnaire, and follow social distancing guidelines.

Li'l Bucks families and children will comply with the Department of Health & Human Services' protocols.

- **Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?**

All MBIT staff will be trained on proper social distancing and safety protocols prior to the start of the school year and will be conducted monthly as needed. The training will be conducted using both in-person and on-line platforms that align with CDC and Pa. Department of Health guidelines.

All students will be trained on the same proper social distancing and safety protocols by the staff as part of their technical program's safety orientation the first day of school.

Families will receive education on health rules and expectations including ways to practice safe hygiene at home and social distancing through the MBIT website, emails and school alerts.

Resource materials from both the CDC and Pennsylvania Department of Health will be displayed in classrooms, common spaces and the main office. [CDC Communication Resources](#)

Summary of Responses to Key Questions:

Middle Bucks Institute of Technology will ensure all staff and students comply with social distancing and other safety protocols as outlined below.

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>	<ul style="list-style-type: none"> All rows of desks and work areas will face the same direction for seating configurations, where feasible. If not feasible, staggered or diagonal seating at shared tables to avoid “across the table” seating will be configured. Desks and work areas will be positioned in staggered rows facing the same direction using social distancing, where feasible. Teachers will assign seating and/or work stations to students to limit exposure. All individuals will adhere to 6-foot social distancing, where feasible. If 6-foot social distancing is not possible, a lesser distance of 3-feet is acceptable to meet the needs of the students. Staff Lounge will be reconfigured to allow for social distancing. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse Administrative Director/ Pandemic Coordinator</p>	<p>Signage</p> <p>Lecture tables</p> <p>Flexible instruction</p> <p>Face masks</p>	<p>Yes</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>* 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"> Limit the use of cafeteria and other congregate settings. All individuals will be seated in staggered arrangement to avoid “across-the-table” seating. All individuals to sanitize/wash hands before and after eating. All Culinary Arts & Science staff and students will participate in the Bucks County Health Department training in best practices for food service and food safety in schools. 	<ul style="list-style-type: none"> Assigned seating for students eating in cafeterias and other congregate settings to help control for contact tracing. All individuals will be seated in staggered arrangement to avoid “across-the-table” seating. All individuals to sanitize/wash hands before and after eating. All Culinary Arts & Science staff and students will participate in the Bucks County Health Department training in best practices for food service and food safety in schools. 	<p>Stacy Pakula Assistant Director</p>	<p>Signage</p> <p>Hand sanitation stations</p> <p>ServSafe COVID-19 Certification</p>	<p>Yes</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> Hand sanitizing stations will be placed at each entrance and hallway throughout the school All staff and students will be trained on handwashing and other hygiene related to the prevention of the spread of COVID-19. All individuals will sanitize/wash hands before and after eating. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Sarah Webber School Nurse</p>	<p>Signage</p> <p>Hand sanitation Stations</p>	<p>Yes</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>* 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"> Signs will be posted in highly visible locations that promote everyday protective measures and good hygiene practices. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse Administrative Director/ Pandemic Coordinator</p>	<p>Signage</p>	<p>No</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> Non-essential visitors and volunteers will not be permitted. Essential visitors and volunteers will comply with all school screening and monitoring processes. Essential visitors and volunteers will be requiring to sign in using Raptor Visitor Management System in the event contact tracing is required. Li'l Bucks parents will drop off and pick up their child at the Check-in Station where health screening and temperature of each child will be completed as required by DHS. Parent pick-up (due to illness or other) may be done outside of the school. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse Administrative Director</p>	<p>Raptor Visitor Management System</p> <p>Survey Monkey COVID Screening app</p> <p>Check-in Station</p> <p>Hands free thermometers</p> <p>CDC Considerations for Schools and Pre-K-12 Reopening Guidance</p> <p>Hillyard Poster Resource Center Pandemic Awareness</p> <p>DHS Childcare Guidance on COVID-19</p>	<p>No</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"> Deliveries and student item drop off must be left inside the Main Office doorway. All meetings including IEP and 504 will be virtual unless the parent requests an in-person meeting. 				
<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"> Middle Bucks does not have physical education classes for recess. All programs will limit practical skills to those that do not require physical contact and touching. Additional anatomy models will be purchased for students in health related programs to practice skills. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Stacy Pakula Assistant Director</p>		<p>Yes</p>
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> Teachers will limit the sharing of equipment, tools and materials among students. Student tool kits will be utilized wherever possible 	<ul style="list-style-type: none"> Same as Yellow 	<p>Stacy Pakula Assistant Director</p>	<p>Student tool kits</p>	<p>Yes</p>
<p>Staggering the use of communal spaces and hallways</p>	<ul style="list-style-type: none"> Students will report directly to class to limit high-traffic, high-volume hallway use and maintain social distancing Hallways will be identified with one-way directional designations. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse Administrative Director/ Pandemic Coordinator</p>	<p>Directional Floor Signage</p> <p>Face masks</p> <p>Face shields COVID-19 Communication Resources</p>	<p>No</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"> Staggered arrival and dismissal times will be implemented to reduce traffic. All individuals must adhere to 6-foot social distancing guidelines and wear face coverings at all times when in communal areas (excluding times alone in office space). 				
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> Limit students on vans to two (2) students to a seat with the understanding that all individuals wear masks while on the van. Educate students and drivers of the importance of passengers facing forward (not sideways or backwards). Increase ventilation on vans by opening windows, when feasible. 	<ul style="list-style-type: none"> Same as Yellow 	Lauren Doherty CTE Supervisor	Face masks Face shields	Yes

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"> All rows of desks and work areas will face the same direction for seating configurations, where feasible. If not feasible, staggered or diagonal seating at shared tables to avoid “across the table” seating will be configured. Desks and work areas will be positioned in staggered rows facing the same direction using social distancing, where feasible. Teachers will utilize larger lab areas in addition to classroom space to increase social distancing. Staff and students will maintain 6-feet social distancing, whenever feasible. Teachers will assign seating in classrooms, and congregate settings when feasible, to facilitate contact tracing, when necessary. 	<ul style="list-style-type: none"> Same as Yellow 	Stacy Pakula Assistant Director	Signage Lecture tables Flexible instruction Face masks	Yes

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)
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"> Li'l Bucks Partners in Learning staff will be required to follow both the protocol established by DHS and Health & Safety Plan standards as adopted by Middle Bucks Institute of Technology. 	<ul style="list-style-type: none"> Same as Yellow 	Lise Rich Li'l Bucks Director	Check-in Station Hands free thermometer DHS Childcare Guidance on COVID-19	Yes
Other social distancing and safety practices	<ul style="list-style-type: none"> No field trips, clinical, group activities, community-based education, and extracurricular activities. Work-based education will continue with additional protocols implemented as approved by the MBT Executive Council https://www.mbit.org/cms/lib/PA03000116/Centricity/Domain/59/WBE - COVID-19 Work Instructions.pdf All individuals will be required to 6-foot social distance, where possible. Procedures for lock-down and fire/evacuation drills will adhere to social distancing guidelines. 	<ul style="list-style-type: none"> Field trips, clinical, inter-group activities, community-based instruction, work based education, and extracurricular activities will follow the social distancing and hygiene practices described throughout this guidance, including increased use or enforcement of masks, hand washing, and distancing. 	Kathryn Strouse Administrative Director	Face masks Face shields Hand sanitizing stations	Yes

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?**

All staff and parents will be provided guidelines about the signs and symptoms of COVID-19. It will be expected that staff and parents will self-monitor prior to arrival at school. Students or staff that exhibit signs or symptoms during the school day will report to the Isolation Room wearing a face covering.

First, the student or teacher should leave the classroom immediately, put on a mask, and report to the nurse's office. The nurse should fully assess the student/teacher, including a temperature check and questions about any pre-existing conditions that may explain the symptoms. As the situation warrants, the School Nurse should contact a parent/guardian to arrange for transportation at the exterior door near the Isolation Room.

- **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)?**

All stakeholders will self-monitor in the home setting. Parents/guardians will monitor their child daily for COVID-19 symptoms before leaving for school each morning. Self-monitoring should take place daily based on best practices by the Bucks County Department of Health and the CDC. All stakeholders and household members are required to report confirmed cases to the School Nurse or Administrative Director by submitting a standardized form to ensure cases are confidentially recorded and validated.

Li'l Bucks staff will greet the families and children at the Check-in Station to monitor the children arriving at the childcare center each day and record the results.

[FAQ Bucks County Health Department Guidelines](#)

- **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?**

If a student or staff member exhibits symptoms of COVID-19, they would be directed to the Isolation Room staffed by School Nurse to monitor and assess their symptoms. If the person is not wearing a mask, a mask will be applied immediately upon arriving at the Isolation Room. The School Nurse should consider an increased level of PPE (N95, gown, gloves, face shield) while interacting with individuals placed in isolation. Students/staff with signs of COVID-19 will remain masked and isolated until arrangements are made for dismissal. Dismissal will be through the exit door next to the Isolation Room. The School Nurse will clean and sanitize the area occupied by the infected student/staff member. The School Nurse or Administrative Director will notify the Bucks County Health Department of all known positive COVID-19 tests.

- **Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?**

The School Nurse with support from Administration and Pandemic Crisis Response Team.

- **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 or uncomfortable to return?**

After a positive test, with clearance from the Health Department or the individual's healthcare provider, a symptomatic student or staff member can return 10 days from symptom onset (inclusive of 72 hours without fever), without any additional testing required. The individual will need to report directly to the Health Suite upon returning to school to be evaluated by the School Nurse.

If an asymptomatic student or staff member tests positive, the Bucks County Health Department will be notified to fully investigate the case and determine the return criteria.

[FAQ Bucks County Health Department Guidelines](#)

- **How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?**

A survey was conducted to collect feedback from families and students about returning to MBIT. In the event that a student is uncomfortable or unable to return to on-site learning, the school district will notify MBIT and these students will participate in 100% remote learning using the Google Classroom platform.

- **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?**

Communication to notify families and staff of a confirmed staff or student illness or exposure that results in changes to the MBIT Health & Safety Plan will be communicated with through a PowerSchool Swift Alert message and posting on the MBIT website. All communications will be provided in English and Spanish. A COVID-19 Dashboard will be maintained on the MBIT website with the current status of positive cases.

- **Which stakeholders will be trained on protocols for monitoring students and staff health? When and how will the training be provided? How will preparedness to implement? as a result of the training be measured?**

All staff will be trained on the protocols for monitoring students' and staff members' health.

Training will be conducted during July for 12-month staff and faculty and in August for 10-month staff. The training will be provided virtually or in small groups to align with social distancing guidelines.

The Pandemic Crisis Response Team will continue to monitor staff and students for compliance and offer additional training if necessary.

Summary of Responses to Key Questions:

Middle Bucks Institute of Technology will monitor the health of all staff, students and Li'l Bucks children as outlined below.

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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ul style="list-style-type: none"> The individual will be quarantined in Isolation Room and held there until transportation can be arranged. This transportation must occur as soon as possible. Upon parent arrival, the parent will speak to nurse and student will be sent out to meet parent. The individual picking up the student will not be permitted in the school. The individual will be referred to medical personnel for testing, based on nursing assessment. All individuals with a fever will be referred to their physician for COVID testing. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse, Administrative Director</p> <p>Sarah Webber, School Nurse</p> <p>Richard Hansen, Facility Manager</p>	<p>Cleaning supplies for Isolation Room</p> <p>N-95 Masks and Fitting Tool</p> <p>Surgical gowns for nurse</p> <p>Gloves for nurse</p> <p>Plastic dividers</p> <p>Designated for isolation area</p> <p>Support and collaboration by Bucks County Department of Health</p> <p>PA Health – Guidance on Home Isolation or Quarantine</p> <p>CDC – At Home Protection Recommendations</p> <p>CDC – Communication Resources</p>	<p>Yes</p> <p>Training for nurse on protocols and proper cleaning</p> <p>Parent training on new procedures</p> <p>Training on use of masks</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"> • If testing is necessary, the individual will not be permitted to return unless there is a negative COVID test. • DOH will be notified of any positive testing. • All spaces will be sanitized were the individual traveled. • All spaces will be disinfected each evening. • Staff will refer to the isolation protocol for evaluation/disposition of students with COVID-19 symptoms. • Notify the Bucks County Health Department of all known positive COVID-19 tests. • Work in collaboration with the local health department to notify any students/faculty that had potential exposure to COVID-19 via contact tracing protocols. Confidentiality of positive cases to be maintained • If a student or staff member is positive for COVID: <ul style="list-style-type: none"> ○ Close off areas used by sick person and do not use again before cleaning and disinfected. 				

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"> o Wait at least 24 hours before cleaning and disinfecting associated areas. If seven days have passed since the sick individual was in the affected area, cleaning is not needed. 				
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> • Student must see School Nurse, upon return to school, prior to entering any other school space • If tested completed for COVID, must present these results prior to school return • • Guidelines currently- 10 days of quarantine/isolation with option to test out early – may have COVID test after day 5 of isolation, if negative may return to school on day 8 of quarantine/isolation. • Track estimated return to school dates of students and faculty/staff in isolation and quarantine • If a student/staff member travels to a state listed on the Pennsylvania government site for quarantine, the student/staff member must self-quarantine for in accordance with state guidelines prior to returning to school or work • Consult with the Bucks County DOH on decisions impacting the isolation of students/staff in contact with exposed members of the school community 	<ul style="list-style-type: none"> • Same as Yellow 	<p>Kathryn Strouse, Administrative Director</p> <p>Sarah Webber, School Nurse</p>	<p>DOH Resources</p> <p>FAQ Bucks County Department of Health Reopening Guidance</p> <p>CDC - Quarantine Guidelines</p> <p>Leave of Absence and Family First Corona Virus Response Act (FFCRA)</p>	<p>Yes</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"> 7 – 10 day quarantine for any student/staff member with a family member or member of their household who tests positive for COVID 				
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> Department of Health will be notified by the School Nurse of suspected positive COVID case Department of Health will give direction in terms of family notification, this communication will be shared by school Consult with the Bucks County Health Department on decisions impacting the closure of classrooms, schools, or the district 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse, Administrative Director</p> <p>Sarah Webber, School Nurse</p>	<ul style="list-style-type: none"> Support and Communication from the Bucks County Department of Health <p>MBIT School Alert</p>	No
Other monitoring and screening practices	<ul style="list-style-type: none"> Parents to monitor children at home for signs of illness Staff will self-monitor for signs of illness and will complete a monitoring checklist daily Staff will screen students for signs of illness School Nurse will track cases (staff and students) to assist Bucks County Department of Health with tracing and decisions in closing schools 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse, Administrative Director</p> <p>Sarah Webber School Nurse</p> <p>Teachers</p>	<p>Monitoring Tools</p> <p>Tracking System</p> <p>Assistance to the Bucks County Department of Health with Contact tracing information</p>	<p>Yes</p> <p>Parent and staff education on symptoms of COVID; staff training on tools</p>

Other Considerations for Students and Staff

Key Questions

- **What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?**
MBIT will follow the current recommendations of the Bucks County Health Department & the CDC. The current order as of July 1st, 2020 is for all stakeholders to wear a face covering in public settings and practice social distancing guidelines All staff and students entering the school building during will be required to wear a face covering. Staff teaching from the school building, support staff, and students will wear a face covering. Face masks or face shields will be made available to individuals who enter the school building.
[Governor's Order Requiring Universal Face Coverings July 1, 2020](#)
- **What special protocols will you implement to protect students and staff at higher risk for severe illness?**
A student-specific plan will be developed for students at higher risk that facilitates their safe return to school using increased social distancing strategies, where feasible, for the student and staff.
A staff-specific plan will be developed for staff who are at high risk that facilitates their safe return to school using increased social distancing strategies, where feasible. An alternative work schedule shall also be considered.
Those students and staff at higher risk for severe illness will be provided clear face shields, in addition to face masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.
- **How will you ensure enough substitute teachers are prepared in the event of staff illness?**
Additional substitute teachers will be recruited and prepared in the event of staff illness. All Instructional Assistants with post-secondary degrees will be approved through PDE as substitute teachers.
- **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?**
MBIT will conduct strategic professional development sessions to educate all teachers on utilizing Google Classroom so that they are prepared if distance learning is necessary. Youth Mental First Aid training will also be provided to staff.

MBIT plans to continue its use of Google Classroom for all students, and has worked with our sending school districts to ensure all students have access to a device to work on learning materials remotely. MBIT has purchased additional web- based and e-learning instructional materials to support CTE programs where the learning was more traditional. When necessary, accommodations will be provided for students who need learning packets or printed materials.

Counselors will have access to the Google Classroom and will provide social emotional resources to students using this platform as well as posting the information on the MBIT website

The Student Assistance Team will continue to meet twice a month.

The Special Education teachers and Instructional Assistants will continue to support students with an IEP.

Summary of Responses to Key Questions:

Middle Bucks Institute of Technology will protect all students and staff, especially those at high risk through the protocols as outlined below.

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"> A student-specific plan will be developed for students at higher risk that facilitates their safe return to school using increased social distancing strategies, where feasible, for the student and staff. Staff who are at high risk will be required to wear clear face shields, in addition to a face mask when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings. Provide routine check-ins with the School Nurse for students and staff at higher risk. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse Administrative Director/ Pandemic Coordinator</p> <p>Sarah Webber School Nurse</p>	<p>High Risk Student Plans</p> <p>PPE</p> <p>N95 Mask</p> <p>Face masks</p> <p>Face shields</p> <p>If You Are Immunocompromised, Protect Yourself from COVID</p> <p>CDC – People Who Need to Take Extra Precautions</p>	<p>Yes</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> Staff will be required to wear a face covering per the Governor's Order requiring universal face coverings. Staff will be required to wear a mask when entering the Isolation Room. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse Administrative Director /Pandemic Coordinator</p>	<p>Signage</p> <p>Face masks</p> <p>https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx</p>	<p>Yes</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>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<ul style="list-style-type: none"> Students will be required to wear a face mask covering per the Governor's Order requiring universal face coverings. Students will be required to possess a mask at all times (and to carry it with them at all times). Students will be required to wear a face covering on school vehicles. Individuals who cannot wear a mask due to a medical issue, mental health condition or disability will be excluded from this requirement. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse Administrative Director/ Pandemic Director</p> <p>Lauren Doherty CTE Supervisor</p>	<p>Signage</p> <p>Face masks</p> <p>https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx</p>	<p>Yes</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<ul style="list-style-type: none"> A specific plan that facilitates the safe return to school using increased social distancing strategies, where feasible will be developed for students or staff at high risk with complex needs or vulnerabilities. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Sarah Webber School Nurse</p>	<p>Student-Specific Plans</p> <p>Staff-Specific Plans</p> <p>CDC – People Who Need to Take Extra Precautions</p>	<p>No</p>
<p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> Staff will be assigned to work in specific areas of the school to support social distancing and limit exposure. Instructional Assistants will assist in classroom where social distancing requires the class to divide between classroom and lab areas. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Kathryn Strouse Administrative Director/ Pandemic Director</p>	<p>Teacher Duty Assignment Chart</p> <p>IA Assignment Chart</p>	<p>No</p>

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
MBIT Health & Safety Plan Overview	All Professional Staff	Stacy Pakula, Assistant Director Steven Guinan, Administrative Intern	In-service	MBIT Health & Safety Plan PowerPoint Presentation CDC	7-20-2020`	8-26-2020
MBIT Health & Safety Plan Overview	12-Month, IA and Li'l Bucks Staff	Stacy Pakula, Assistant Director Lauren Doherty, CTE Supervisor Steven Guinan, Administrative Intern	In-service	MBIT Health & Safety Plan PowerPoint Presentation CDC	8-27-2020	8-27-2020
COVID-19 Transitioning to a Remote Workforce	All Staff	Stacy Pakula, Assistant Director Steven Guinan, Administrative Intern	In-service	PowerPoint Presentation	7-20-2020`	8-26-2020
COVID-19 Plan, Prepare, and Respond – Educational Institutes	All Staff	Jaime Moran	On-line	Computer, GCN	July 20, 2020	8-31-2020
COVID-19 Video: How to wear a Mask (OSHA)	All Staff	Jaime Moran, HR Coordinator	On-line	Computer, GCN	7-20-2020	8-31-2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
COVID-19 Video: Proper Handwashing (CDC)	All Staff	Jaime Moran, HR Coordinator	On-line	Computer, GCN	7-20-2020	8-31-2020
COVID-19 Workplace Guidelines	All Staff	Jaime Moran, HR Coordinator	On-line	Computer, GCN	7-20-2020	8-31-2020
Pandemic Preparedness	All Staff	Jaime Moran, HR Coordinator	On-line	Computer, GCN	7-20-2020	8-31-2020
Distance Learning	Teachers	Kathryn Strouse, Administrative Director Stacy Pakula, Assistant Director	In-service	PowerPoint, Computer Lab	7-22-2020 8-3-2020	7-22-2020 8-3-2020
Google Classroom for Educators	Teachers	Western IU IV	On-line	Computer; course material	Varied start dates	8-week course
Youth Mental Health First Aid Instructor Certification	School Counselor	BCIU 22	Workshop	Course material	8-17-2020	8-19-2020
Barbicide COVID-19 Certification	Cosmetology teachers and students	PA State Board of Cosmetology	On-line	Computer, course material, exam	9-15-2020	9-30-2020
ServSafe COVID-19 Food Safety Certification	Culinary Arts teachers	ServSafe	On-line	Computer, course material, exam	8-1-2020	8-31-2020

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Distance Learning Survey	Staff	Kathryn Strouse Administrative Director	School Alert System Survey Monkey	June 5, 2020	June 26, 2020
Distance Learning Survey	Students/Families	Kathryn Strouse Administrative Director	School Alert System Survey Monkey	June 5, 2020	June 26, 2020
Reopening School Survey	Students/Families	Kathryn Strouse Administrative Director	School Alert System Survey Monkey	June 26, 2020	July 8, 2020
Reopening School Update	Students, Families, & Staff	Kathryn Strouse Administrative Director	School Alert System Survey Monkey	June 30, 2020	June 30, 2020
MBIT Health & Safety Plan	Students, Families, & Staff	Kathryn Strouse Administrative Director	School Alert System MBIT website	July 8, 2020	July 14, 2020
Reopening School Update	Students, Families, & Staff	Kathryn Strouse Administrative Director	School Alert System MBIT website	July 20, 2020	July 20, 2020
MBIT Reopening Plan	Students, Families, & Staff	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	August 31, 2020	August 31, 2020
Accessing Google Classroom	Students/Families	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	September 3, 2020	September 3, 2020
100% Virtual Instruction Model Election Process	Students/Families	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	September 16, 2020	September 16, 2020

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Hybrid Instructional Model FAQ	Students, Families & Staff	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	September 17, 2020	September 17, 2020
Transition to Hybrid Instruction Model	Students, Families & Staff	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	September 24, 2020	September 24, 2020
Welcome Back Letter	Students/Families	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	September 25, 2020	September 25, 2020
NOCTI Testing Schedule	Students/Families	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	October 26, 2020	October 26, 2020
100% Virtual Skill Assessment 1st MP	Students/Families	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	October 29, 2020	October 29, 2020
Holiday Travel Guidelines	Students/Families	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	October 29, 2020	October 29, 2020
Hybrid Attendance Update	Students/Families	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	November 3, 2020	November 3, 2020
COVID Attendance FAQ	Staff	Kathryn Strouse Administrative Director	Staff Meeting, Memo Email	November 10, 2020	November 10, 2020
Holiday Travel Guidelines	Students/Families	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	November 11, 2020	November 11, 2020
Holiday Travel Guidelines	Students/Families	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	November 19, 2020	November 19, 2020
PDE Attestation & Universal Face Covering	Staff	Kathryn Strouse Administrative Director	Staff Meeting, Memo Email	November 30, 2020	November 30, 2020
Inclement Weather – Virtual Instruction	Students, Families & Staff	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	December 15, 2020	December 15, 2020
MBIT's 3C's Protocol	Students, Families & Staff	Kathryn Strouse Administrative Director	School Alert System MBIT website, Email	December 15, 2020	December 15, 2020



Health and Safety Plan Summary: Middle Bucks Institute of Technology

Anticipated Launch Date: September 8, 2020

This overview of the Middle Bucks Institute of Technology’s Health and Safety Plan provides a summary and will be posted on the MBIT website.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p>All occupied spaces cleaned daily.</p> <p>High touch area disinfected 2X daily (light switches, handrails, door handles, etc.</p> <p>Restrooms additionally disinfected mid-day.</p> <p>Air handlers opened to allow more outside air into the ventilation system.</p> <p>Install MERV 13/14 air filters in all air handler systems.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Modify classrooms to provide 6 feet of separation Use lab areas to increase social distancing Use flex learning areas</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Encourage increased hand washing.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Distribute hand sanitizer and wall mounted sanitizer throughout the school building and classrooms.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Post signs, floor decals, and electronic communication, to educate and increase awareness.</p>
<p>* Limiting the sharing of materials among students</p>	<p>Avoid sharing electronic devices, when feasible.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Limit use of supplies and equipment by one group of students at a time and clean and disinfect between uses.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Staggered arrival and dismissal times.</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>Li'l Bucks parents drop off children at the Check-in Stations rather than enter school building.</p>
<p>Other social distancing and safety practices</p>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Staff and parents will be provided guidelines about signs and symptoms of COVID-19. It will be expected that staff and parents will self-monitor prior to arrival at school.</p> <p>Parents are asked not to send students to school if they are exhibiting COVID-19 symptoms.</p> <p>The School Nurse will operate an Isolation Room in a separate location to quarantine possible COVID patients from other medical related needs.</p> <p>Staff or student that exhibit signs or symptoms during the school day will report to the Isolation Room with a face covering.</p> <p>The School Nurse will fully assess the staff or student including a temperature check and questions about any pre-existing conditions that may explain the symptoms. If the situation warrants, the School Nurse will contact the parent/guardian to arrange for transportation off-site.</p> <p>The School Nurse will clean and sanitize the area between each student/staff visit.</p> <p>The School Nurse or Administrative Director will consult with the Bucks County Health Department on decisions impacting the closure of classrooms or the school.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Staff will be required to wear a face mask whenever outside of their individual work area.</p> <p>Students will be required to wear a face mask while in common areas on the school bus, and while transitioning classes.</p> <p>All staff must wear face masks that will be provided by MBIT.</p> <p>Face shields are an option.,</p> <p>A specific plan that facilitates the safe return to school using increased social distancing strategies, where feasible will be developed for students or staff at high risk with complex needs or vulnerabilities.</p> <p>Face masks will be available daily to MBIT staff at the Main Office and Health Suite.</p> <p>Additional substitute teachers will be recruited and all Instructional Assistants with post-secondary degrees will be approved as substitute teachers through PDE.</p> <p>Instructional Assistants will be assigned to work in specific areas of the school to support social distancing and limit exposure.</p>

RESOURCES:

- CDC Considerations for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- CDC The Schools Decision Tree: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- Process to Reopen Pennsylvania: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>
- CDC People Who Need Extra Precautions: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
- PA Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees and the Public: <https://www.governor.pa.gov/wp-content/uploads/2020/06/20200504-COVID-19-Business-Guidance.pdf>
- DOH Guidance on Home Isolation or Quarantine and Returning to Work: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf>
- CDC Important Information About Your Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
- CDC How to Clean and Disinfect: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- COVID-19 Planning Considerations: Guidance for School Re-entry: <https://services.aap.org/en/pages/2019-novel-coronaviruses-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- Pennsylvania School Reopening Task Force Report: https://www.psba.org/wp-content/uploads/2020/06/School-Reopening-Task-Force-Report_FINAL-061820.pdf
- DHS Office of Child Development and Early Learning (OCDEL) Operational Guidance for Childcare Centers <https://www.dhs.pa.gov/coronavirus/Pages/OCDEL-Family-Support-Programs-Operational-Guidance.aspx>
- CDC Guidance on Childcare, Schools, and Youth Programs: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>



Health and Safety Plan Governing Body Affirmation Statement

The Board of School Directors for **Middle Bucks Institute of Technology** reviewed and approved the Phased School Reopening Health and Safety Plan on August 10, 2020, revised and reapproved on January 11, 2021 and revised and reapproved on February 8, 2021.

The plan was approved by a vote of:

9 Yes
0 No

Affirmed on: **February 8, 2021**

By:



(Signature of Board President)

John H. Gamble

(Print Name of Board President)