

ADULT EDUCATION



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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 July 13, 2020 for approval. Reopening will launch on August 26th for our faculty and staff and on September 1st 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 assure 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.

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.



Health and Safety Plan: 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)

| <p align="center">Red Phase (Substantial Spread)</p> | <p align="center">Yellow Phase (Minimal/Moderate Spread)</p> | <p align="center">Green Phase (Low Spread)</p> |
|---|--|--|
| <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. ● Isolate and deep clean impacted classrooms and spaces ● 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. |

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

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) |
|------------------------|------------------------------------|--|
| Kristen Feeny | Adult Education Coordinator | Both |
| 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 |
| Dr. Louis Marino | Physician of Record | Both |
| Jaime Moran | Human Resources Coordinator | Health & Safety Plan Development |
| Sherry Appleton | Teacher – RN | Pandemic Crisis Response Team |
| John Fala | Teacher – Public Safety | Pandemic Crisis Response Team |
| Lynda Moyer | Teacher – RN | Pandemic Crisis Response Team |

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.

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 | Adult Evening School Staff | Kathryn Strouse, Administrative Director Kristen Feeney, Adult Education Coordinator | In-service | MBIT Health & Safety Plan PowerPoint Presentation CDC | 9-15-2020 | 9-15-2020 |
| COVID-19 Transitioning to a Remote Workforce | Adult Evening School Staff | Kathryn Strouse, Administrative Director Kristen Feeney, Adult Education Coordinator | In-service | PowerPoint Presentation | 9-15-2020 | 9-15-2020 |
| COVID-19 Plan, Prepare, and Respond – Educational Institutes | Adult Evening School 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: How to wear a Mask (OSHA) | Adult Evening School Staff | Jaime Moran, HR Coordinator | On-line | Computer, GCN | 7-20-2020 | 8-31-2020 |
| COVID-19 Video: Proper Handwashing (CDC) | Adult Evening School Staff | Jaime Moran, HR Coordinator | On-line | Computer, GCN | 7-20-2020 | 8-31-2020 |
| COVID-19 Workplace Guidelines | Adult Evening School Staff | Jaime Moran, HR Coordinator | On-line | Computer, GCN | 7-20-020 | 8-31-2020 |
| Pandemic Preparedness | Adult Evening School Staff | Jaime Moran, HR Coordinator | On-line | Computer, GCN | 7-20-2020 | 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 |
|-------------------------|-----------------------|---|------------------------|------------|-----------------|
| Reopening School Update | Adult Education Staff | Kristen Feeney Adult Education Coordinator | E-mail correspondence | 8-1-2020 | 8-1-2020 |

Health and Safety Plan Summary: Middle Bucks Institute of Technology

Anticipated Launch Date: September 29, 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> |

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' of separation</p> <p>Use lab areas to increase social distancing</p> <p>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> |

| Requirement(s) | Strategies, Policies and Procedures |
|---|--|
| <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</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>Other social distancing and safety practices</p> | <p>Limit use of supplies and equipment by one group of students at a time and clean and disinfect between uses.</p> <p>Staggered arrival and dismissal times</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>Staff is required to notify a supervisor if they are experiencing symptoms, or have come in contact with someone with COVID-19.</p> |

| Requirement(s) | Strategies, Policies and Procedures |
|--|--|
| <p>* Returning isolated or quarantined staff, students, or visitors to school</p> | <p>Educate staff and students on the signs and symptoms of COVID-19.</p> |
| <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p> | <p>Follow CDC guidelines.</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>Staff will be required to wear a face mask while in common areas and social situation with high volume when maintain 6' social distancing is not possible.</p> |
| <p>* Use of face coverings (masks or face shields) by all staff</p> | <p>Students will be required to wear a face mask while in common areas and social situation with high volume when maintain 6' social distancing is not possible.</p> |
| <p>* Use of face coverings (masks or face shields)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> | <p>All staff must wear face masks and will be provided by MBIT.</p> <p>Face shields are an option, but they must be worn WITH a face mask.</p> |
| <p>Strategic deployment of staff</p> | <p>A specific plan that facilitates his/her 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> |

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>
- CDC the Interim Guidance for Schools and Day Camps: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=46>
- 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>
- CDC Print Resources: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- CDC Considerations for Youth Sports: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.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>
- Guidance on Homemade Masks During COVID-19: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Homemade%20Mask%20Guidance.pdf>
- PA COVID-19 PPE and Supplies Business-2-Business Interchange Directory: <https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/>
- CDC How to clean and disinfect: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.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 July 13, 2020.

The plan was approved by a vote of:

Yes

No

Affirmed on: **July 13, 2020**

By:

(Signature of Board President)*

(Print Name of Board President)