Intermediate Unit 1 Adult Education Health and Safety Plan

This plan is subject to change based on CDC and DOH guidelines, local/state guidelines, and any applicable laws.

Pandemic Team		
Individuals	**Stakeholder Group Represented**	**Role and Responsibilities**
Mr. Scott Craighead, Director of Operations	Intermediate Unit 1	Pandemic Coordinator
Mr. Donald Martin, Executive Director Dr. Kristin Szewczyk, Assistant Executive Director Mr. Scott Craighead, Director of Operations Ms. Jennifer Judge, Director of Human Resources Mrs. Rachel Zilcosky, Supervisor for Adult, Nonpublic, and ESL Education Service/Curriculum Coordinator	Central Office Administration	Plan Development and Response Team
Department of Health Official (DOH)	Health Official	Plan Development and Response Team
County Emergency Management Agency (EMA)	Health Official	Plan Development and Response Team

	Action Steps Under Yellow Phase	**Action Steps Under Green Phase**	**Materials, Resources, and/or Supports Needed**
Hygiene and Sanitation Protocols	• Daily cleaning of classroom with soap and water to decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Apply to frequently touched surfaces and objects including door handles, sink handles and drinking fountains. • At least daily and throughout the day disinfect the classroom using EPA-approved disinfectants against COVID-19 to reduce the risk. • Reinforce good hygiene measures such as handwashing, coverings, coughs, and face coverings • Provide hand soap, hand sanitizer with at least 70% alcohol, cleaning wipes, tissues, and paper towels in all classrooms. • 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/ school/ partner specific protocols.	• Daily cleaning of classroom with soap and water to decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Apply to frequently touched surfaces and objects including door handles, sink handles and drinking fountains. • At least daily and throughout the day disinfect the classroom using EPA-approved disinfectants against COVID-19 to reduce the risk. • Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings. • Provide hand soap, hand sanitizer with at least 70% alcohol, cleaning wipes, tissues, and paper towels in all classrooms. • 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/partner specific protocols.	• Cleaning Supplies – Ensure supply chain through multiple vendors. • Continuously monitor inventory. • Signs

Face Coverings and Personal Protective Equipment	• Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
	
	• Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.
	
	• Staff members are required to wear face coverings. Face coverings may be removed when:
	   o Eating or drinking when spaced at least 6 feet apart;
	   o Situations where wearing a face covering creates an unsafe condition to
		• Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
		
		• Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.
		
		• Staff members are required to wear face coverings. Face coverings may be removed when:
		   o Eating or drinking when spaced at least 6 feet apart;
		   o Situations where wearing a face covering creates an unsafe condition to
			• Masks/Face Coverings
			
			• Signage for proper use

	operate equipment or execute a task; or
	  o At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.
	> CDC Guidance
		operate equipment or execute a task; or
		  o At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.
		> CDC Guidance	

Limit Number of Students in the Classroom. ***Allow for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible.***	• Determine maximum capacity for each classroom. • Turn desks in the same direction. • Students sit on one side of tables/desk facing the same direction. • Balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable). • Limit physical interaction through partner or group work. • Establish distance between the teacher's desk/board and students' desks. • Work in collaboration with site's maximum capacity requirements.	• Determine maximum capacity for each classroom. • Turn desks in the same direction. • Students sit on one side of tables/desk facing the same direction. • Balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable). • Limit physical interaction through partner or group work. • Establish distance between the teacher's desk/board and students' desks. • Work in collaboration with site's maximum capacity requirements.	• Cleaning Supplies – Ensure supply chain through multiple vendors. • Continuously monitor inventory. • PPE
Limit the sharing of materials among students.	• Identify necessary learning tools and resources, consider using consumables (when possible). • Limit the sharing of technology tools (i. e., desktop computers, laptops, etc.) and provide cleaning materials to be used between uses. • Limit sharing of high-touch materials to extent possible (i. e., textbooks, math manipulatives, etc.), or limit the use of supplies and equipment to one group of students at a time and clean and disinfect these items between uses.	• Identify necessary learning tools and resources, consider using consumables (when possible). • Limit the sharing of technology tools (i. e., desktop computers, laptops, etc.) and provide cleaning materials to be used between uses. • Limit sharing of high-touch materials to extent possible (i. e., textbooks, math manipulatives, etc.), or limit the use of supplies and equipment to one group of students at a time and clean and disinfect these items between uses.	• Cleaning Supplies – Ensure supply chain through multiple vendors. • Continuously monitor inventory. • Tech wipes for all technology. • PPE
Identifying and restricting non-	• Restrict nonessential visitors, volunteers, and activities that involve other groups.	• Restrict nonessential visitors, volunteers, and activities that involve other groups.	• IU1 and Class Site Policies and Procedures

essential visitors and volunteers.			
Vulnerable Populations	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html • Provide PPE to vulnerable students and staff as appropriate • Provide remote/distance learning opportunities for vulnerable student populations in consultation with public health officials. • Establish a process for regular check-ins with vulnerable students and staff • Employees who would like to request accommodations will contact the Director of HR for assistance. • Follow Policy and Agreements on entitlement days and leaves of absences. • Follow State and Federal Employment Laws on Leaves of Absences • Provide Employee Assistance Program to all employees.	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html • Provide PPE to vulnerable students and staff as appropriate • Allow vulnerable students to complete their coursework virtually • Establish a process for regular check-ins with vulnerable students and staff • Limit large group gatherings/Interactions for vulnerable students and staff • Employees who would like to request accommodations will contact the Director of HR for assistance. • Follow Policy and Agreements on entitlement days and leaves of absences. • Follow State and Federal Employment Laws on Leaves of Absences • Provide Employee Assistance Program to all employees.	• IU1 and Class Site Policies and Procedures • Accommodations, as needed.
Monitoring students and staff for symptoms and history of exposure.	• Check of students and employees daily upon arrival. • Consider a process to address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases. • Develop a system for home/self-screening and reporting procedures. Follow any procedures set forth by class site agency. • Encourage staff and students to stay home if they are sick.	• Check of students and employees daily upon arrival. • Consider a process to address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases. • Develop a system for home/self-screening and reporting procedures. Follow any procedures set forth by class site agency. • Encourage staff and students to stay home if they are sick.	• Professional development for students and staff. • IU1 and Class Site Policies and Procedures
Isolating or quarantining students, staff, or	• Identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. - Needs to be coordinated with the site.	• Identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. – Needs to be coordinated with the site.	• Isolation room or area • PPE

| *visitors if they become sick or demonstrate a history of exposure* | • Establish procedures for safely transporting anyone who is sick home or to a healthcare facility.

• Notify local health officials and staff immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

• Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants.

• Advise sick staff members and students not to return until they have met state DOH criteria to discontinue home isolation.

• Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DOH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DOH guidance for home quarantine.

• Symptoms of Coronavirus
• What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection
• Standard Precautions
• Transmission-based Precautions | • Establish procedures for safely transporting anyone who is sick home or to a healthcare facility.

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• Symptoms of Coronavirus
• What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection
• Standard Precautions
• Transmission-based Precautions | |
| *Returning isolated or quarantined staff, students, or visitors to program/classroom.* | • Develop policies and procedures based on CDC guidelines

• https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html | • Develop policies and procedures based on CDC guidelines

• https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html | • IU1 and Class Site Policies and Procedures |

Health and Safety Plan Professional Development				
Topic	**Audience**	**Session Format**	**Start Date**	**Completion Date**
Review of Health and Safety Plan Protocols and Procedures	Adult Education Coordinators and Instructors	Virtual Via Weekly Staff Meeting Sign-Off on Plan via Safe Schools	7/23/2020	7/31/2020
Coronavirus Awareness	Adult Education Coordinators and Instructors	Online Via Safe Schools	8/1/2020	8/31/2020
Common Illness Prevention	Adult Education Coordinators and Instructors	Online Via Safe Schools	8/1/2020	8/31/2020
Disinfecting Your Workspace	Adult Education Coordinators and Instructors	Online Via Safe Schools	8/1/2020	8/31/2020
Any Additional Health and Safety Trainings Provided by Class Site	Adult Education Coordinators and Instructors	Online or Face-to-Face		