



Western Montgomery Career and Technology Center Health and Safety Plan 2020-2021



Western Montgomery CTC Health and Safety Plan DRAFT

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with

a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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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: **Western Montgomery CTC**

All decision-makers should be mindful that 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. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The 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 remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, 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. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

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?**
 - Our building offers us the opportunity to bring all students and staff together for the opening of school. Our labs offer us the space to socially distance in each classroom in the AM and PM. Students will be able to remain in class and the labs safely and distanced while wearing face covering, if they are not able to distance. If a student or parent feels uncomfortable, they will be able to opt into a blended learning plan that offers the students the opportunity to utilize our curriculum online and come in intermittently to complete hands-on activities.
- **How did you engage stakeholders in the type of re-opening your school entity selected?**
 - We collaborated with teachers, staff, parents, sending school districts and our school board members and discussed the physical advantages of the classrooms, structures and processes we already have in place to bring our students and staff back safely. We do not have transitions to other classrooms. We have bathrooms in every classroom. We have limited students in each classroom. We have labs that are sized to accommodate each student at a safe distance. We relayed this information, along with our plan to open with a family opt out and feel strongly that it is in our stakeholders best interest to stay open.
- **How will you communicate your plan to your local community?**
 - When board approved, we will present our plan to our community via School Messenger and via our website. Administrative staff will be available throughout the summer to answer any questions that community members may have.
- **Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?**
 - We will collaborate with our sending schools, the Montgomery County Board of Health and PDE to help shape our decision-making process to stay open or not. In the event

that our sending schools need to close, we may advocate to stay open as we do have the space and facilities to stay safe from the virus.

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

- 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 (i.e., start of blended, scaffolded, or total reopening):
8/31/2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of

stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **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)
Daniel Chominski	Administration	Pandemic Coordinator: Both
Chris Moritzen	Administration	Both
Rachel Hetzel	Administration	Both
Donna Wilson	Administration	Both
Zach Charles	Administration	Both

Dawn Davison	School Nurse	Both
Carisa Long	School Staff	Crisis Response team
Patricia King	School Staff	Health and Safety Plan Development
Lisa Cassidy Lawler	School Staff	Health and Safety Plan Development
Candice Landis	School Staff	Crisis Response team
Maureen McCormick	School Staff	Crisis Response team
Dr. William Shirk	Sending School Administration	Both
Stacey Messing	Parent	Plan Development

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- 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?

Summary of Answers:

- I. Our custodial staff is working throughout the summer under the guidance of Zach Charles to ensure that the building is sanitized and ready. All cleaning supplies have been ordered and we will be ordering additional supplies through the CARES state grant (awarded). In addition, TRANE, our HVAC provider, is certifying our systems to bring in additional outside air. Each classroom will be equipped with a Dyson air purification/humidifier system which includes a HEPA filter and UVC light, both which have been deemed effective in combating the virus and keeping air in tight spots clean. This is essential as airborne transmission is potentially the primary way the virus spreads. In addition, keeping the humidity in classrooms above 50 percent is essential to combatting the virus.

<https://ntrs.nasa.gov/search.jsp?R=20170005166> HEPA Filters

<https://www.pnas.org/content/117/26/14857> Airborne Transmission

<https://pubmed.ncbi.nlm.nih.gov/24467190/> Face shield efficacy

<https://medicalxpress.com/news/2020-06-humidity-linked-covid-.html> Humidity defeating Covid

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7187824/> Temperature and humidity reducing spread

<https://www.wired.com/review/dyson-pure-humidify-cool/#:~:text=Review%3A%20Dyson%20Pure%20Humidify%20%2B%20Cool,it's%20dead%20easy%20to>

[%20clean.&text=Automatic%20settings%20don't%20over,Works%20with%20Siri%20and%20Alexa.:](#)

Dyson Air Purification/Humidifier System

- II. Adequate supplies have been ordered and are being added to the current inventory we already have.
- III. We will implement all cleaning, sanitation, disinfection protocols and procedures during the AM and PM class periods (8-10:25 and 11-2:10) at least twice per period and then after school our teachers will wipe down all surfaces.
- IV. Students and teachers will assist in wiping down the areas that they were in before the PM students arrive. Each individual will sanitize and wash their hands before leaving for the day. Students will use sanitation wipes to do this (wiping down keyboards, desks, tools they used, etc.) Teachers will wipe down door handles and their areas.
- V. All teacher, student, nurse, administrative and custodial staff will be trained on these protocols. Training will be provided in August when we return to school. We have a small staff so the training can be live (and socially distanced) with an option to follow along virtually. Preparedness will be measured by formative and summative assessment during and after the initial training and throughout the first two months during refresher courses.
- VI. If needed, we will shut down for 24 hours for a deep clean with our cleaning and custodial crew. When necessary and for emergency response, custodial staff will perform extensive disinfecting beyond the normal process. Custodians will be tasked to use additional methods and equipment to enhance the disinfection process. The process will include electrostatic backpack sprayer, manual and battery pump sprayers, and electric fogger. Vertical and horizontal surfaces will be wiped down. A hospital grade, 1-step clear, bactericidal, virucidal, mildewcide, fungicidal disinfectant is used. Custodial staff, in these circumstances, will be equipped with PPE and supplies.
- VII. ASHRAE, EPA, and CDC standards and guidance for air ventilation and cleaning will occur while increasing the frequency during which air filters will be changed.

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>Teachers and students will safely sanitize their areas before leaving every day</p> <p>Only two classes per day and two groups of students total</p> <p>Students will sanitize hands after cleaning their areas/tools/computers</p> <p>Recommend all individuals sanitize/wash hands on a frequent basis, available in all classes.</p> <p>Will permit single use water bottles by all students to reduce use of water fountain use</p> <p>Custodians will rotate through their areas and sanitize and disinfect daily; including all classrooms and all high touch areas.</p> <p>Maintenance will utilize hand held de fogging sanitization tools after school each day to sanitize each room.</p>	<p>Same as yellow.</p>	<p>Zach Charles, Maintenance Supervisor</p>	<p>Cleaning Supplies Ordered: Hand Sanitizer Disinfectant Paper towels Hand wipes Tissues Humidifiers Fans Hand held de-foggers Air purifiers</p>	<p>Yes</p>

	<p>Supplies ordered and re-upped in June 2020. Zach Charles will reorder as necessary</p> <p>Sanitizing stations have been installed in all high touch areas</p> <p>Consultation with TRANE HVAC</p> <p>Upgrade to HVAC system to allow for 20 percent increase in cold air from the outside.</p> <p>Allow for non open air classes to keep doors open during high touch times (entrance and exit of the classroom)</p>				
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>All classroom ventilated and equipped with Dyson Purifiers/Humidifiers</p> <p>Circulation patterns will push inside air to ventilation and Dyson Air Purification system in every classroom</p> <p>When necessary and for emergency response, custodial staff will perform extensive disinfecting beyond the normal process. Custodians will be tasked</p>	<p>Same as yellow</p>			

	<p>to use additional methods and equipment to enhance the disinfection process. The process will include electrostatic backpack sprayer, manual and battery pump sprayers, and electric fogger. Vertical and horizontal surfaces will be wiped down. A hospital grade, 1-step clear, bactericidal, viricidal, mildewcide, fungicidal disinfectant is used. Custodial staff, in these circumstances, will be equipped with PPE and supplies.</p> <p>ASHRAE, EPA, and CDC standards and guidance for air ventilation and cleaning will occur while increasing the frequency during which air filters will be changed.</p> <p>Zach Charles will be in charge of protocols and communication regarding any areas that require additional cleaning.</p> <p>All teachers and students will be trained on protocols and procedures</p>				
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Social Distancing and Other Safety Protocols

Key Questions: Questions and Answers 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>	<p>Classroom Social Distancing Protocols: Instruction Each class will be “measured out” to include all students with 6 feet of separation.</p> <p>Classes will be reconfigured in the summer of 2020 by school administration.</p> <p>Non-instructional items will be removed to maximize space in the classrooms. Students that cannot be included in the 6 feet of separation will follow the lesson via Zoom in the lab area with their desks facing the instructor and the door open, if needed. Our ample lab space and technology allows us to welcome all of our students back if they so choose.</p> <p>If students cannot maintain 6 feet of space, they are required to wear a face shield or mask. For classes without labs (only 2 of 18), special instructions will be given and reviewed with the teacher and team.</p>	<p>Same as Yellow.</p>	<p>Daniel Chominski, Principal</p>	<p>Ipad, tripod to broadcast zoom</p> <p>Google Classroom training</p> <p>Masks for Staff</p> <p>Face shields</p> <p>Extra masks for students if needed</p>	<p>Yes</p>

	<p>Students must have assigned seats; all chairs must be facing in the same direction if possible This will rotate as students rotate in and out of the lab if necessary Students may select their own seat</p> <p>The students that sit near them are their “group” for hands on work This CAN change if teachers need to switch groupings for differentiation of instruction/grouping levels of students academically, teachers must note the change in lieu of contact tracing</p> <p>II. Shop/Lab Work Protocols Students will be required to wear masks/shields when working in close quarters with their “groups” and are not able to maintain 6 feet of space</p> <p>When not actively working, students will continue to maintain 6 feet of space Instructors must wear a mask and/or a shield that is readily available to put on their face when in the lab as the ability to socially distance will vary minute to minute</p>				
<p>* Restricting the use of cafeterias and other congregate</p>	<p>I. Lunch Parameters No lunch will be served at WMCTC due to the half day format and due to our</p>	<p>Same as Yellow</p>	<p>Daniel Chominski, Principal</p>	<p>Reviewing new lunch protocols, training for students and teachers</p>	<p>Yes</p>

<p>settings, and serving meals in alternate settings such as classrooms</p>	<p>sending schools offering virtual instruction.</p> <p>OFFICES and other spaces</p> <p>Ensure that social distancing, 6 feet will take place and when that is not possible, masks will be worn.</p>				
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Training will be provided through professional development prior to the beginning of the school year during regularly scheduled in-services.</p> <p>Announcements will reinforce all hygiene and mask protocols throughout the school year. All staff will have access to the WMCTC Health and Safety Plan to review.</p> <p>Staff will be trained in the Health and Safety Plan in August upon return to school</p> <p>The size of our staff allows for in person training, however, remote training can be utilized if needed All staff can access</p>	<p>Same as Yellow</p>	<p>Daniel Chominski, Principal</p>	<p>GCN Training Complete June 2020</p>	<p>Yes</p>

	<p>GCNTraining.com to access any and all COVID-19 related trainings and materials</p> <p>Training will be provided on hand washing, sanitization and cleanliness Throughout the school, announcements, posters and guidelines will be utilized from the CDC website on appropriate handwashing and sanitation techniques.</p> <p>This will be reinforced daily as it becomes a habit.</p>				
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Appropriate signage will be posted in high visibility areas.</p> <p>Hallways, Classrooms, Doors</p> <p>Signs will be printed and used from the CDC website.</p> <p>Daily Announcements will be made reminding students to wash hands, socially distance, mask wearing and education and avoid touching their face.</p>	<p>Same As Yellow</p>	<p>Dawn Davison, School Nurse</p>	<p>Signs will be printed, distributed and hung up in the summer of 2020 by teachers and staff</p>	<p>No</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Non-essential visitors, volunteers will not be allowed into the main part of the building.</p> <p>If they must visit with an essential individual, they must wear a mask.</p>	<p>Same as Yellow</p>	<p>Chris Moritzen, Director</p>	<p>Visitor policy will be posted online in August of 2020</p>	<p>No</p>

	<p>Any visitors from the outside of the building must wear a mask at all times.</p> <p>Parents that wish to visit school staff will be encouraged to meet with staff virtually.</p>				
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>The WMCTC does not have any organized team sports at the facility.</p> <p>Physical Education Plan</p> <p>A Students will remain physically distant (6 feet) during PE</p> <p>B. Student will wash hands and/or sanitize before, during (if necessary) and after class.</p> <p>C. Students will remain outside, weather permitting.</p> <p>D. When weather does not permit, students will partake in the Health curriculum.</p>	Same as Yellow	Carisa Long, Health and PE teacher	PE will have the support of custodial crews during the year to assist with sanitizing.	No
<p>Limiting the sharing of materials among students</p>	<p>Students will be encouraged to utilize hand sanitizer/disinfectant wipes prior to use of tools and/or to wipe down tools after use.</p> <p>Sanitizer and disinfectant will be made available for all students to utilize in every classroom/instructional area..</p>	Same as Yellow	Zach Charles, Maintenance Supervisor		No

	<p>Maintenance/Custodial staff will be “fogging” classrooms each evening to ensure all high touch areas are disinfected/sanitized.</p> <p>Students will be assigned groups to encourage contact tracing</p>				
<p>Staggering the use of communal spaces and hallways</p>	<p>Student Entrance to Classroom</p> <p>Students will enter the classroom by school (this is how they get off the bus)</p> <p>Locker rooms are in the classrooms</p> <p>Students will enter the locker rooms by location of their locker</p> <p>One side first, other second next, etc. until all students are changed ready and seated</p> <p>Students will exit the locker room and back to classroom</p> <p>Teacher will determine the appropriate number of students in the locker room based on the size of the locker room.</p> <p>Students will be required to wear masks in the locker rooms.</p> <p>Students sit down after changed and wait for class to begin reduce multiple door touches</p> <p>III. Student Dismissal to Bus</p>	<p>Same as yellow.</p>	<p>Daniel Chominski, Principal</p>	<p>Teachers and staff will be trained on these protocols in August of 2020</p>	

	<p>Students are currently dismissed by school in a staggered manner</p> <p>We will add an additional layer to this dismissal procedure by dismissing students last name A to L when the initial bell rings, then waiting 30 seconds and dismissing M to Z last names.</p> <p>In the minutes leading up to dismissal, students and instructor will wipe down and sanitize their areas</p>				
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>WMCTC relies on 3 sending schools for transporting their students to us. Students with their drivers licenses will be allowed to drive to WMCTC. WMCTC will work with and coordinate with the schools to ensure that their plans work for all parties involved</p> <p>When students exit the busses, these exit will be staggered to ensure limited students are in the hallways.</p> <p>When students get onto the bus, they will be staggered as well.</p>	<p>Same as yellow.</p>	<p>Daniel Chominski, Principal</p>		<p>No</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and</p>	<p>A maximum of 25 persons will be permitted in a classroom/instructional area at one time.</p> <p>All students will have assigned seats and assigned groups that they work with throughout the year.</p>	<p>Same as yellow</p>	<p>Daniel Chominski, Principal</p>		<p>No</p>

interactions between groups of students	Student entrance Hallways will be marked with tape lines 6 feet apart Students will enter and exit the building in a staggered manner No scheduling of field trips or trips with large groups of individuals.				
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	All communications will go out via School Messenger and be posted on our school website. All communications will be done in conjunction with our sending schools.	Same as yellow	Rachel Hetzel, Tech Director		No
Other social distancing and safety practices					

- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- How will classrooms/learning spaces be organized to mitigate spread?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?

- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- 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?

Summary of Responses to Key Questions:

- I. **Our students only go to one class per session then return to their sending schools (AM/PM). When in the classroom, they will be grouped by the teacher to mitigate any potential spread and allow for more manageable contact tracing. No field or group trips will be scheduled this year.**
- II. **Classrooms will be organized with students 6 feet apart. Our labs and ability for students to follow an instructor virtually (yet still nearby) allow us to keep all students 6 feet apart in our building.**
- III. **Communal spaces are limited in our building; however, all spaces will be governed by this Health and Safety plan and all social distancing, and mask guidelines set by the Pandemic team. Lunch and eating lunch will have its own special protocols as outlined in our HS Plan.**
- IV. **Outdoor spaces will be utilized for PE and other courses as weather permits.**
- V. **Students and staff will consistently wash their hands and utilize hand sanitizer frequently. In addition, they will assist our custodial staff in wiping down surfaces and tools used. In between classes, staff will sanitize and wipe down common surfaces. In addition, doors will remain wedged open so that there are no common doors being touched by hundreds of kids.**
- VI. **Students will get off of the bus in a staggered manner. All other transportation decisions are left up to our sending schools.**
- VII. **Visitor policies will restrict all non-essential visitors to the front office. Visitors must wear a mask. Any parent requests for meetings must be encouraged to be done virtually. Any volunteers must wear a mask at all times.**

- VIII. All safety protocols will be the same for all students as they are all grades 9 to 12.
- IX. Teacher, student staff stakeholders will be trained on all social distancing policies.
- X. Staff training will be implemented live in August of 2020. Virtual options are available. Student training will take place when they return to school. Students are expected to review policies with their parents before they enter school.

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?
- 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)?
- 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?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 needed to meet to safely return to school? How will you accommodate staff who are unable or uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- 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?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

I. Symptom screening will be conducted at our student's home by their parents. This will be encouraged and reinforced throughout the year. Parents will be encouraged to keep their students home if they feel they may be ill. Staff and students will be encouraged to stay home if they are feeling ill. Students and staff will be trained to look for the following to qualify as COVID symptoms per MCOPH: (2) of the following: fever, chills, fatigue, headache, sore throat, myalgia, congestion, nausea, vomiting, diarrhea or loss of taste, smell. (1): cough, shortness of breath, difficulty breathing. If any of these symptoms are present, they must get tested. If they test positive, they must follow the positive test protocols for return to school: they may return to work/school after 3 days with no fever AND improvement in symptoms AND 10 days since symptoms first appeared. If they test negative, they may return 3 days after symptoms subside.

II. Monitoring will take place daily upon student arrival to school. No temperature checks will take place when students enter our building, however teachers may take temperatures when students arrive at their doors. However, staff and students will be trained to recognize symptoms and will be encouraged to self-report daily.

III. If a staff member or student has a close exposure (defined as distanced less than 6 feet and with no face covering for more than 15 minutes) with a sick person, then they must quarantine for 14 days to ensure that no symptoms are present, per CDC guidelines. If they are able to be tested and that test is negative, they may return as long as they have no symptoms.

a. If a staff member is isolated and not sick, they will be expected to continue to assign work and teach virtually.

IV. If a staff member or student is confirmed COVID positive and has symptoms, they may return to work/school after 3 days with no fever AND improvement in symptoms AND 10 days since symptoms first appeared.

a. If a staff member or student is confirmed COVID positive and has no symptoms, they may return to school 10 days after the positive test was collected. IF symptoms develop during the 10 days, follow return to school protocols for a positive test (see above).

VI. Administration will alert staff and students/parents in that individual's group that an individual is sick with COVID and that they must go home for 14 days if they were in close contact with them. They may return after 14 days with no symptoms. Close contact is defined as not wearing a face covering and within 6 feet of them for an extended period of time (over 15 minutes). If they develop symptoms, they should get tested immediately.

VI. The decisions regarding quarantine and isolation will be made by the Pandemic Coordinator in conjunction with the Administrative Director, School Nurse and the Montgomery County Department of Health.

VII. Families will be alerted within one week of any changes to the Health and Safety Plan via School Messenger and posting on our school website. If a student has a close exposure, the families in their group will be notified directly by phone to alert them to the close exposure by the School Nurse.

VIII. Our School Counselor will remain in contact with students and parents of those students that leave, and/or are uncomfortable with returning. If they are, blended learning will be assigned. Teachers and administration prepared a blended learning model in May of 2020. Students that are uncomfortable with returning to school will communicate that with their sending schools who will then let us know. They may reach out directly to inquire about our Online learning options for the 20-21 school year.

IX. Teacher stakeholders will be trained on how to recognize signs of illness (this has taken place already). For staff health, our school nurse and administration will have an open communication policy of alerting us to any potential symptoms. We will implement this training right away to be proactive about the situation and to allow it to become a habit and part of our culture.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Students or staff that have entered the building and show signs of potential COVID-19 will be immediately escorted to the Isolation room which has been designated within the WMCTC.</p> <p>If students show signs throughout the day, they must communicate with their teacher who will communicate to the nurse. At this point, the student will go to the nurse; If the nurse determines that they may have symptoms for COVID, she may recommend to the parent that they get tested, a staff member will escort that individual to the Isolation room.</p> <p>If there are multiple students that need isolation until pick up, WMCTC will utilize the front half of the Board Room.</p> <p>Staff and students will be educated on signs and symptoms to look for via CDC guidance.</p>	<p>Same as yellow</p>	<p>Dawn Davison, School Nurse</p>	<p>CDC Guidance on Signs and symptoms and Isolation procedures</p>	<p>Yes</p>

	Any student or staff that shows symptoms of COVID19 will be required to wear an N95 Mask.				
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>Students or staff that have entered the building and show signs of potential COVID-19 will be immediately escorted to the Isolation room which has been designated within the WMCTC.</p> <p>If students show signs throughout the day, they must communicate with their teacher who will communicate to the nurse. At this point, the student will go to the nurse; If the nurse determines that they may have symptoms for COVID, she may recommend to the parent that they get tested, a staff member will escort that individual to the Isolation room. That student will immediately be given a mask.</p> <p>If there are multiple students that need isolation until pick up, WMCTC will utilize the front half of the Board Room</p> <p>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare</p>	Same as Yellow	Dawn Davison, School Nurse	Administration will write attendance policies in conjunction with sending schools	Yes

[Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.](#)

PPE will be provided by WMCTC

Establish procedures for safely transporting anyone sick home or to a healthcare facility.

Transportation will be provided by parent or via EMS if the parent is unavailable.

Transportation for staff will be self provided or by an immediate family member.

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

School Nurse will contact local health officials (Montgomery County Board of Health)

Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and

	<p>disinfect. If it is not possible to wait 24 hours, wait as long as possible.</p> <p>Ensure safe and correct application of disinfectants and keep disinfectant products away from children.</p> <p>Temperatures may be taken by the student's teacher at the classroom door.</p> <p>If an individual (staff or student) develops two of the following symptoms: fever, chills, fatigue, myalgia, headache, sore throat, congestion, nausea, vomiting, diarrhea, or new loss of taste or smell they should be tested for COVID19.</p> <p>If an individual develops one of the following symptoms: cough, shortness of breath, or difficulty breathing they should be tested for COVID19.</p> <p>If the result is negative, they should return 3 days after symptoms are no longer present.</p> <p>If the result is positive or they refuse/or are unable to be tested, they should return: 3 days with no</p>				
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	<p>fever, improvement in symptoms and 10 days since symptoms first appeared.</p> <p>If a staff member or student has a close exposure (defined as distanced less than 6 feet and with no face covering for more than 15 minutes) with a sick person, then they must quarantine for 14 days (or until they get a negative test) to ensure that no symptoms are present, per CDC guidelines.</p> <p>a. If a staff member is isolated and not sick, they will be expected to continue to assign work and teach virtually.</p> <p>IV. If a staff member or student is confirmed COVID positive and has symptoms, they may return to work/school after 3 days with no fever AND improvement in symptoms AND 10 days since symptoms first appeared.</p> <p>a. If a staff member or student is confirmed COVID positive and has no symptoms,</p>				
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	<p>they may return to school 10 days after the positive test was collected. If symptoms develop during the 10 days, follow return to school protocols for a positive test (see above).</p> <p>V. Administration will alert staff and students/parents in that individual's group that an individual is sick with COVID and that they must go home for 14 days if they were in close contact with them. They may return after 14 days with no symptoms or after having a negative test. Close contact is defined as not wearing a face covering and within 6 feet of them for an extended period of time (over 15 minutes). If they develop symptoms, they should be tested immediately.</p>				
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>If an individual (staff or student) develops two of the following symptoms: fever, chills, fatigue, myalgia, headache, sore throat,</p>	<p>Same as yellow</p>	<p>Candice Landis, School Counselor</p> <p>Dawn Davison, School Nurse</p>		<p>Yes</p>

	<p>congestion, nausea, vomiting, diarrhea, or new lost of taste or smell they should be tested for COVID19.</p> <p>If an individual develops one of the following symptoms: cough, shortness of breath, or difficulty breathing they should be tested for COVID19.</p> <p>IF the result is negative, they should return 3 days after symptoms are no longer present.</p> <p>If a staff member or student has a close exposure (defined as distanced less than 6 feet and with no face covering for more than 15 minutes) with a sick person, then they must quarantine for 14 days (or until they get a negative test) to ensure that no symptoms are present, per CDC guidelines.</p> <p>a. If a staff member is isolated and not sick, they will be expected to continue to assign work and teach virtually.</p>		Dan Chominski, Principal		
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IV. If a staff member or student is confirmed COVID positive and has symptoms, they may return to work/school after 3 days with no fever AND improvement in symptoms AND 10 days since symptoms first appeared.

a. If a staff member or student is confirmed COVID positive and has no symptoms, they may return to school 10 days after the positive test was collected. IF symptoms develop during the 10 days, follow return to school protocols for a positive test (see above).

V. If a staff member or student travels to a state with high COVID19 rates and develops symptoms they should follow the symptoms guidance above in returning to school. If they do not have symptoms, they should quarantine for 14 days.

VI. Administration will alert staff and students/parents in that

	individual’s group that an individual is sick with COVID and that they must go home for 14 days if they were in close contact with them. They may return after 14 days with no symptoms or after having a negative test. Close contact is defined as not wearing a face covering and within 6 feet of them for an extended period of time (over 15 minutes). If they develop symptoms they should be tested immediately.				
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	All alerts of public closures or changes to any protocols will be done in conjunction with Montgomery County and be posted on the school website and sent out via School Messenger.	Same as yellow.	Rachel Hetzel, Tech Director		No
Other monitoring and screening practices					

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?

- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- 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?

Summary of Responses to Key Questions:

- I. **Staff and students are required to wear face coverings at all times. When delivering instruction it is strongly recommended that they maintain that 6 feet distance at all times. They are required to wear masks when they are around more than 25 people. They are required to have on their person and to wear a mask when they are in the lab area due to potential movement during those times (not able to distance).**
 - a. **Students are required to wear masks at all times. Students are required to wear masks or face coverings when they are in the hallways and when they are working in small groups in the lab area.**
- II. **Students that are at higher risk for infection may select a blended learning option. Staff that are at higher risk will be provided with Personal Protection Equipment. In addition, the protocols discussed and listed are designed to protect both students and staff. Flexible attendance policies have been drafted to accommodate individuals that need to quarantine for 14 days and for those that are sick.**
- III. **We will continue to work with local substitutes and stay in constant communication with our regular subs, while continuing to advertise for additional substitutes.**
- IV. **To ensure that our students are getting the most out of their education, non instructional staff will consistently rotate through classrooms (maintaining distancing protocols and wearing masks when they cannot) to offer assistance to all of our students when necessary. Distance learning options are available for our students as well. Our staff will be available on those platforms to ensure that**

students at home are receiving the support they need as well. To ensure the social/emotional well being of our students, we will provide an open line of communication to them through our School Counselor who will then provide them with the contact information of the needed resource. Since we are not the LEA, we have limited resources in this area and will always connect our students back with the sending school supports to ensure that they are not missed.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Source CDC Website: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html Based on what we know now, those at high-risk for severe illness from COVID-19 are: People 65 years and older People who live in a nursing home or long-term care facility People of all ages with underlying medical conditions, particularly if not well controlled, including:</p>	<p>Same as yellow.</p>	<p>Chris Moritzen, Director</p>	<p>none</p>	<p>Yes</p>

	<p>People with chronic lung disease or moderate to severe asthma</p> <p>People who have serious heart conditions</p> <p>People who are immunocompromised</p> <p>Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications</p> <p>People with severe obesity (body mass index [BMI] of 40 or higher)</p> <p>People with diabetes</p> <p>People with chronic kidney disease undergoing dialysis</p> <p>People with liver disease</p> <p>STEPS TO PROTECT THESE INDIVIDUALS:</p> <p>Pandemic team will formulate flexible attendance policies regarding these individuals and formulate contingency plans for continuity of education.</p>				
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Students with health risks are able to select an online learning option.
Creation of confidential communications with School Nurse via email who will then alert Administration.
WMCTC will limit or cancel all non essential travel for these individuals.
High risk staff will be provided with a face shield or mask.
Masks and shields will be available at all times.
STUDENTS/TEACHERS WITH ASTHMA:
School Nurse or Designee will identify to the team all current students with identified asthma.
Teachers/faculty will self identify that they have moderate to severe asthma.
School Nurse or Designee will contact parents and set up a meeting in August to discuss options for the 20-21 school year for these students.
Follow your Asthma Action Plan (Source CDC Website)
Keep your asthma under control by following [your asthma action plan](#).
Continue your current medications, including any

inhalers with steroids in them (“steroids” is another word for corticosteroids). Don’t stop any medications or change your asthma treatment plan without talking to your healthcare provider.

Discuss any concerns about your treatment with your healthcare provider.

Talk to your healthcare provider, insurer, and pharmacist about creating an emergency supply of prescription medications, such as asthma inhalers.

Make sure that you have 30 days of non-prescription medications and [supplies](#) on hand too in case you need to stay home for a long time.

[Know how to use your inhaler.](#)

Avoid your [asthma triggers](#).

As more cases of COVID-19 are discovered and our communities take action to combat the spread of disease, it is natural for some people to feel concerned or stressed. Strong emotions can trigger an asthma attack. [Take steps to help yourself cope with stress and anxiety.](#)

<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>All staff will be required to wear masks and/or face shields at all times.</p> <p>Staff will be required to wear a face covering at all times.</p> <p>Masks and shields will be provided to staff.</p> <p>Staff will be required to wear masks when around larger groups of students or people to protect themselves and others and not be able to be socially distant. (if they are asymptomatic)</p> <p>Staff should keep masks at school in a paper bag overnight.</p>	<p>Same as Yellow</p>	<p>Chris Moritzen, Director</p>	<p>PPE ordered June 2020</p>	<p>Yes</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Students are required to wear face masks at all times.</p> <p>Students are required to wear face masks when working together on Shop/Lab projects with their teams.</p> <p>Students are required to wear face masks in the hallways.</p>	<p>Same as yellow</p>	<p>Daniel Chominski, Principal</p>		<p>Yes</p>

	<p>Students are required to wear face masks during events when there are more than 25 people in a room.</p> <p>Staff are required to give students mask breaks throughout the school day.</p>				
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>WMCTC Administration will accommodate all students with complex needs on a case by case basis in conjunction with their sending schools.</p> <p>Flexibility in attendance options are at the core of this plan (blended or online option)</p>	Same as Yellow.	Daniel Chominski, Principal		No
Strategic deployment of staff	School staff will be assigned to areas of need by administration.	Same as Yellow.	Daniel Chominski, Principal		No

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.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Classroom Protocols and Procedures: exits, entrances, lunches	Staff, students	Chominski, Principal	In Person, Virtual option	None: in house	8/25/2020	8/25/2020
Staff Masks/Shields Protocols	Staff	Moritzen, Director	In person	None: in house	8/25/2020	8/25/2020
Student Masks Protocols	Staff and students	Chominski, Principal	In person, virtual	Documentations will be posted All others in house	8/1/2020	9/1/2020
Cleaning Training and Protocols	Staff and students	Charles, Maintenance supervisor Teachers	In person, virtual	CDC Cleaning protocols Posters/Reminders Training in house Teachers in class	8/25/2020	End of year
Blended Schools Option	Staff, students, parents	Chominski, Principal	In person staff Online parents, students	None :Posted online In house	8/1/2020	9/1/2020

Attendance Policies and Procedures: Symptoms Trainig, Isolation and Communications	Staff, students, parents	Moritzen/Chominski	In person staff Online students, parents	None: Posted online In house	8/1/2020	9/1/2020
Teacher in Isolation Procedures	Staff	Moritzen, Director	In person	None: in house	8/25/2020	8/25/2020

- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

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
Health and Safety Plan Posting	All Stakeholders	Rachel Hetzel, Director of Technology	Posting on website Sending out via school messenger	8/1/2020	All year
Mask and Face Shield Protocols	All Stakeholders	Rachel Hetzel, Director of Technology	Posting on website Sending out via school messenger	8/1/2020	All year
Attendance Policies and Procedures	All Stakeholders	Rachel Hetzel, Director of Technology	Posting on website Sending out via school messenger	8/1/2020	All year

Health and Safety Plan Summary: Western Montgomery Career and Technology Center

Anticipated Launch Date: 8/25/2020

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

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>	<ol style="list-style-type: none">I. Our custodial staff is working throughout the summer under the guidance of Zach Charles to ensure that the building is sanitized and ready. All supplies have been ordered and we will be applying for additional supplies through the state grant. In addition, TRANE our HVAC provider is certifying our systems. We are purchasing additional cleaning equipment, humidifiers, air ventilation equipment.II. Adequate supplies have been ordered and are being added to the current inventory we already have.III. We will implement all cleaning, sanitation, disinfection protocols and procedures during the AM and PM class periods (8-10:25 and 11-2:10) at least twice per period and then after school our teachers will wipe down all surfaces. In addition, each class will have multiple fans helping to ventilate the areas without windows.IV. Students and teachers will assist in wiping down the areas that they were in before the PM students arrive. Each individual will sanitize and wash their hands before leaving for the day. Students will use sanitation wipes to do this (wiping down keyboards, desks, tools they used, etc.) Teachers will wipe down door handles and their areas.V. All teacher, student, nurse, administrative and custodial staff will be trained on these protocols. Training will be provided in August when we return to school. We have a small staff so the training can be live (and socially distanced) with an option to follow along virtually. Preparedness will be measured by formative and summative assessment during and after the initial training and throughout the first two months during refresher courses.

VI. If needed, we will shut down for 24 hours for a deep clean with our cleaning and custodial crew.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <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>I Our students only go to one class per session then return to their sending schools (AM/PM). When in the classroom, they will be grouped by the teacher to mitigate any potential spread and allow for more manageable contact tracing.</p> <p>II Classrooms will be organized with students at least 6 feet apart. Our labs and ability for student to follow an instructor virtually (yet still nearby) allow us to keep all students 6 feet apart in our building with the exception of one classroom.</p> <p>III Communal spaces are limited in our building, however, all spaces will be governed by this Health and Safety plan and all social distancing, and mask guidelines set by the Pandemic tea. Lunch and eating lunch will have its own special protocols as outlined in our HS Plan.</p> <p>IV Outdoor spaces will be utilized for PE and other courses as weather permits.</p> <p>V Students and staff will consistently wash their hands and utilize hand sanitizer frequently. In addition, they will assist our custodial staff in wiping down surfaces and tools used. In between classes, staff will sanitize and wipe down common surfaces. In addition, doors will remain wedged open so that there are no common doors being touched by hundreds of kids.</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>VI Students will get off of the bus in a staggered manner. All other transportation decisions are left up to our sending schools.</p> <p>VII Visitor policies will restrict all non-essential visitors to the front office. Visitors must wear a mask. Any parent requests for meetings must be encouraged to be done virtually.</p> <p>VIII All safety protocols will be the same for all students as they are all grades 9 to 12.</p> <p>IX Teacher, student staff stakeholders will be trained on all social distancing policies. Staff training will be implemented live in August of 2020. Virtual options are available. Student training will take place when they return to school. Students are expected to review policies with their parents before they enter school.</p>
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Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school <p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>If a staff member or student has a close exposure (defined as distanced less than 6 feet and with no face covering for more than 15 minutes) with a sick person, then they must quarantine for 14 days (or until they get a negative test) to ensure that no symptoms are present, per CDC guidelines.</p> <p>If an individual (staff or student) develops two of the following symptoms: fever, chills, fatigue, myalgia, headache, sore throat, congestion, nausea, vomiting, diarrhea, or new lost of taste or smell they should be tested for COVID19.</p>

If an individual develops one of the following symptoms: cough, shortness of breath, or difficulty breathing they should be tested for COVID19.

If the result is negative, they should return 3 days after symptoms are no longer present.

a. If a staff member is isolated and not sick, they will be expected to continue to assign work and teach virtually.

IV. If a staff member or student is confirmed COVID positive and has symptoms, they may return to work/school after 3 days with no fever AND improvement in symptoms AND 10 days since symptoms first appeared.

a. If a staff member or student is confirmed COVID positive and has no symptoms, they may return to school 10 days after the positive test was collected. If symptoms develop during the 10 days, follow return to school protocols for a positive test (see above).

V. Administration will alert staff and students/parents in that individual's group that an individual is sick with COVID and that they must go home for 14 days if they were in close contact with them. They may return after 14 days with no symptoms or after having a negative test. Close contact is defined as not wearing a face covering and within 6 feet of them for an extended period of time (over 15 minutes). If they develop symptoms, they should be tested.

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>I Staff and students are required to wear face coverings at all times. Students will be given mask breaks throughout the day.</p> <p>II Students that are at higher risk for infection may select an online learning or blended learning option. Staff that are at higher risk will be provided with Personal Protection Equipment. In addition, the protocols discussed and listed are designed to protect both students and staff. Flexible attendance policies have been drafted to accommodate individuals that need to quarantine for 14 days and for those that are sick.</p> <p>III We will continue to work with local substitutes and stay in constant communication with our regular subs, while continuing to advertise for additional substitutes.</p> <p>IV. To ensure that our students are getting the most out of their education, non-instructional staff will consistently rotate through classrooms (maintaining distancing protocols and wearing masks when they cannot) to offer assistance to all of our students when necessary. Distance learning options are available for our students as well. Our staff will be available on those platforms to ensure that students at home are receiving the support they need as well. To ensure the social/emotional well-being of our students, we will provide an open line of communication to them through our School Counselor who will then provide them with the contact information of the needed resource. Since we are not the LEA, we have limited resources in this area and will always connect our students back with the sending school supports to ensure that they are not missed.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Western Montgomery CTC** reviewed and approved the Phased School Reopening Health and Safety Plan on

The plan was approved by a vote of:

7 Yes

2 No

Affirmed on:

By:



(Signature* of Board President)

Stephen L. Cunningham

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.