Health and Safety Plan: Fayette County Career & Technical Institute

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?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (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): July 29, 2020

The CTI is planning a full reopening; however, students will follow their own districts' schedules. All districts will not be attending every day. In those cases, students will be on a blended schedule.

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)
Cynthia Shaw	Director/Pandemic Coordinator	Both
Daniel Hoff	IT Coordinator	Both
Susan Benning	Business Manager	Both
Chasity Girvin	Health Teacher/Nurse	Both
Justin Grimm	Special Education Teacher	Both

Jon Hoover	Facilities Manager	Both
Charles Cobert	Manufacturing Teacher	Both
Crystal Rankin	LPN/Paraprofessional	Team
Ronald Stasko	Maintenance	Team
Robert Lehman	Maintenance	Team
Lisa Patterson	Secretary to Director	Team
Ton Broadwater	Director of Security	Team

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 Responses to Key Questions:

Students will learn and practice proper disinfection of high touch areas within the program as part of their daily cleanup. Students will disinfect their own workstations before and after each use. Students will disinfect shared tools after each use as recommended by industry. Custodial and maintenance staff will disinfect restrooms and all high touch points twice daily. The school's ventilation systems will be set to allow fresh air changes and will be fitted with UV-C air filtration devices where appropriate. Areas where forced air systems are not available will be fitted with CASPR mobile disinfecting devices. Instructors in areas that are equipped with overhead doors will be encouraged to open those doors and allow students to work outside, when appropriate.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	High contact areas (bathroom fixtures, light switches, desk surfaces) in staff occupied areas will be cleaned daily. Touchless bottle fillers will replace the water fountains to limit risk of exposure. Each classroom, office, and building entrances will have hand sanitizer dispensers available for use. Wipes and spray disinfectant will be placed in classrooms for teacher and student use to maintain their own environment. Signs will be installed to remind staff and students to practice healthy habits. Teachers will promote healthy hygiene practices such as hand washing. Designated handwashing times will be announced in each class.	High contact areas (bathroom fixtures, light switches, desk surfaces) in staff occupied areas will be cleaned daily. Touchless bottle fillers will replace the water fountains to limit risk of exposure. Each classroom, office, and building entrances will have hand sanitizer dispensers available for use. Wipes and spray disinfectant will be placed in classrooms for teacher and student use to maintain their own environment. Signs will be installed to remind staff and students to practice healthy habits. Teachers will promote healthy hygiene practices such as hand washing. Designated handwashing times will be announced in each class.	Jon Hoover, Maintenance Supervisor Business Manager Maintenance Custodial Staff Shop Teachers	Disinfectant for Sprayers Touchless Bottle Filler Hand Sanitizer Dispensers Disinfectant Wipes Signs	Y
Other cleaning, sanitizing, disinfecting, and ventilation practices	Ventilation filters will be changed monthly. Ventilation Systems will be set to allow fresh air changes and will be fitted with UV-C disinfection devices where available.	Ventilation filters will be changed monthly. Ventilation Systems will be set to allow fresh air changes and will be fitted with UV-C disinfection devices where available.	Maintenance IT Coordinator	Filters	

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- 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:

Most CTI shop areas are large enough to provide effective social distances for most students. The theory and shop time will be split between upper and lower level students to maintain distances. The shops have been reorganized to spread students out and to provide additional individual workspaces. Additional worktables and chairs were added to lab areas. In shops without at least six feet distance, plexiglass will be installed between individual work areas. These shops include Cosmetology, Barbering, Graphics, and Health.

Students will be taught proper hygiene by practicing regular handwashing at designated times and by cleaning and sanitizing their individual workstation as part of the daily clean up procedure. Students will receive individual toolkits and disinfect these items. When sharing of tool or equipment is required, students will disinfect before and after use.

Students will remain in their shop areas and with their cohort. Vending machines will be removed. Staggered break times will be enforced. The staff lunchroom will be closed. Teachers will have staggered lunches. Any students eating lunch at the CTI will eat in the classroom or in small, staggered lunch groups allowing for social distancing. Students will enter and exit the school at staggered times. No visitors or volunteers will be permitted in the building.

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Teachers will develop plans for having lessons in the theory room and shop area. Shop areas will have non-essential and obsolete materials removed, where necessary. Workstations with stools will be added. Extra desks and tables will be removed from theory rooms so that they have only the maximum amount of seating allowed. Plexiglass dividers will be added to classrooms where six feet distancing is not possible.	Teachers will develop plans for having lessons in the theory room and shop area. Shop areas will have non-essential and obsolete materials removed, where necessary. Workstations with stools will be added. Extra desks and tables will be removed from theory rooms so that they have only the maximum amount of seating allowed. Plexiglass dividers will be added to classrooms where six feet distancing is not possible.	Director Facilities Manager	Worktables Stools Plexiglass	Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	A schedule will be developed for serving lunch and monitoring rooms.	A schedule will be developed for serving lunch and monitoring rooms.	Director		Y

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)
* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	Students will receive instruction on proper cleaning and disinfecting of their work areas. Teachers will incorporate disinfecting and cleaning of tools or shared equipment into the daily cleanup procedure. Teachers will submit a daily clean up procedure to the Director for approval. Classroom sinks will be repaired where necessary. Hand sanitizing and disinfecting materials will be distributed and monitored by maintenance staff.	Students will receive instruction on proper cleaning and disinfecting of their work areas. Teachers will incorporate disinfecting and cleaning of tools or shared equipment into the daily cleanup procedure. Teachers will submit a daily clean up procedure to the Director for approval. Classroom sinks will be repaired where necessary. Hand sanitizing and disinfecting materials will be distributed and monitored by maintenance staff.	Teachers Director Maintenance Maintenance	Four sinks will be repaired or replaced	Y
* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**	CDC recommended signs will be printed and posted in restrooms, hallways, and classrooms.	CDC recommended signs will be printed and posted in restrooms, hallways, and classrooms.	Secretary to Director Maintenance	Laminated Signs	Y
* **Identifying and restricting non-essential visitors and volunteers**	Non-essential visitors and volunteers will not be permitted. Virtual fieldtrips and guest speakers will be arranged.	Non-essential visitors and volunteers will not be permitted. Virtual fieldtrips and guest speakers will be arranged.	Main Office staff Teachers	N/A	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	Toolkits will be provided to students when feasible. Other tools and equipment will be assigned to work areas only shared by small groups of students. Students will have their own devices and textbooks.	Toolkits will be provided to students when feasible. Other tools and equipment will be assigned to work areas only shared by small groups of students. Students will have their own devices and textbooks.	Business Manager Teachers IT Coordinator Teachers	Toolkits Devices	N
Staggering the use of communal spaces and hallways	Students will remain in their shops. Breaks will follow a staggered. schedule.	Students will remain in their shops. Breaks will follow a staggered. schedule.	Guidance Counselor	N/A	N
Adjusting transportation schedules and practices to create social distance between students	Drop off and pick up times will be coordinated with the sending schools. Dismissals will be staggered.	Drop off and pick up times will be coordinated with the sending schools. Dismissals will be staggered.	Director of Security	N/A	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Support staff will be assigned to specific shop areas.	Support staff will be assigned to specific shop areas.	Director	N/A	N

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 need to meet to safely return to school? How will you accommodate staff who are unable to 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:

Temperatures of each student (and teachers during yellow phase) will be taken upon entering the school building. Students with a temperature of 100.4 or above will be sent home. The school LPN will determine if a student will need to be quarantined. A designated quarantine area will be available for students waiting to go home, or unable to get a ride home. Students and staff returning from exposure will be required to provide a negative test result. Families will be notified of a confirmed case by One Call and/or letter sent home by the Director. All staff will be trained on what symptoms to look for relating to Covid-19. If a student displays symptoms, the teacher should notify the Director or Guidance Counselor, who will notify the school LPN. The LPN or other nursing staff will privately determine if the student needs isolated or sent home.

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)
* **Monitoring students and staff for symptoms and history of exposure**	Temperature checks will be taken daily for staff through a temperature scanner. Staff and students with a temperature of 100.4 or higher will be sent home. School LPN will be monitoring symptoms and history of exposure.	Teachers will self-monitor temperatures. Teachers should stay home with a temperature of 100.4 or higher. Student temperatures will be taken each morning. Students with a temperature of 100.4 or higher will be sent home. If no one is available at home, students will be held in a designated isolation area monitored by staff. School LPN will be monitoring symptoms and history of exposure.	Monitoring and Nursing staff	Walk-through scanner	Y
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	Any person who demonstrates symptoms of Covid-19 will remain isolated in a designated isolation area until they can safely leave the school.	Any person who demonstrates symptoms of Covid-19 will remain isolated in a designated isolation area until they can safely leave the school.	Nursing staff	N/A	Y
* **Returning isolated or quarantined staff, students, or visitors to school**	The Department of Health will be consulted for each individual case. CDC Guidelines will be followed.	The Department of Health will be consulted for each individual case. CDC Guidelines will be followed.	Director Nursing staff	N/A	Y

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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	School Messaging Direct Mailing School Website	School Messaging Direct Mailing School Website	Director IT Coordinator	One Call Postage	N

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:

All staff and students will be required to wear face coverings when social distancing is not possible. While we have taken steps to allow for social distancing, some activities will require students and teachers to work in proximity. Students and staff will be surveyed to determine any special accommodations needed because of high risks. Individual plans for employees will be determined by the Director and employee. Students at higher risk for illness will work with the Learning Facilitator in their shops to arrange an appropriate plan. All support teachers will be assigned to specific shops with an assigned group of students to monitor and assist. Instructional aides will assist in shop areas where needed.

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)
* **Protecting students and staff at higher risk for severe illness**	Survey staff to determine their individual needs. Develop a plan specific to the staff member that can include reassigning duties to minimize contact with others, providing additional protective equipment, or supporting teleworking if feasible. Provide remote learning opportunities for all students. Determine additional considerations and supports needed for students with disabilities with complex medical needs to ensure the safety of these students and the individuals providing services to these students.	Survey staff to determine their individual needs. Develop a plan specific to the staff member that can include reassigning duties to minimize contact with others, providing additional protective equipment, or supporting teleworking if feasible. Provide remote learning opportunities for all students. Determine additional considerations and supports needed for students with disabilities with complex medical needs to ensure the safety of these students and the individuals providing services to these students.	Director	N/A	Y
* **Use of face coverings (masks or face shields) by all staff**	Protective face coverings will be worn by all staff in accordance with CDC and State Guidelines, the staff member has medical documentation of a condition preventing the use of masks/shields. The ADA Interactive process will be followed to determine accommodations that can be made for the employee.	Protective face coverings will be worn by all staff in accordance with CDC and State Guidelines, the staff member has medical documentation of a condition preventing the use of masks/shields. The ADA Interactive process will be followed to determine accommodations that can be made for the employee.	Director	Extra masks and face shields	Y

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)
* Use of face coverings (masks or face shields) by older students (as appropriate)	All students are required to have a face mask on them. Students must wear mask when moving in the halls and offices. Students must wear masks in shops and classroom when social distancing is limited. Students on remote learning must wear masks when entering the building for any reason.	All students are required to have a face mask on them. Students must wear mask when moving in the halls and offices. Students must wear masks in shops and classroom when social distancing is limited. Students on remote learning must wear masks when entering the building for any reason.	Teachers	Extra masks and face shields	Y

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
Canvas	IT Department	Train the Trainer	Online	Laptop	7/27/2020	7/31/2020
Canvas	Teachers	Train the Trainer	Face to Face	Laptop	TBA	N/A
Canvas	Students	Classroom Teacher	Face to Face	Laptop	TBA	N/A
Health and Safety	Teachers	Director	Face to Face	N/A	TBA	N/A
Effective Remote Teaching	Teachers	Todd Luke Instructional Coaches	Face to Face	N/A	TBA	N/A
Health and Safety	Students	Classroom Teachers	Face to Face	N/A	8/24/2020	9/7/2020
Remote Learning	Parents	Building Teachers	Face to Face	Computer Lab	TBA	N/A
Information Sessions	Parents	Director	Face to Face	N/A	TBA	N/A

Health and Safety Plan Summary: Fayette County Career & Technical Institute

Anticipated Launch Date: July 29, 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
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	Students will learn and practice proper disinfection of high touch areas within the program as part of their daily cleanup. Students will disinfect their own workstations before and after each use. Students will disinfect shared tools after each use as recommended by industry. Custodial and maintenance staff will disinfect restrooms and all high touch points twice daily. The school's ventilation systems will be set to allow fresh air changes and will be fitted with UV-C air filtration devices where appropriate. Areas where forced air systems are not available will be fitted with CASPR mobile disinfecting devices. Instructors in areas that are equipped with overhead doors will be encouraged to open those doors and allow students to work outside, when appropriate.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* **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**	Most CTI shop areas are large enough to provide effective social distances for most students. The theory and shop time will be split between upper and lower level students to maintain distances. The shops have been reorganized to spread students out and to provide additional individual workspaces. Additional worktables and chairs were added to lab areas. In shops without at least six feet distance, plexiglass

Requirement(s)	Strategies, Policies and Procedures
* 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 Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	will be installed between individual work areas. These shops include Cosmetology, Barbering, Graphics, and Health. Students will be taught proper hygiene by practicing regular handwashing at designated times and by cleaning and sanitizing their individual workstation as part of the daily clean up procedure. Students will receive individual toolkits and disinfect these items. When sharing of tool or equipment is required, students will disinfect before and after use. Students will remain in their shop areas and with their cohort. Vending machines will be removed. Staggered break times will be enforced. The staff lunchroom will be closed. Teachers will have staggered lunches. Any students eating lunch at the CTI will eat in the classroom or in small, staggered lunch groups allowing for social distancing. Students will enter and exit the school at staggered times. No visitors or volunteers will be permitted in the building.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* 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 Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	Temperatures of each student (and teachers during yellow phase) will be taken upon entering the school building. Students with a temperature of 100.4 or above will be sent home. The school LPN will determine if a student will need to be quarantined. A designated quarantine area will be available for students waiting to go home, or unable to get a ride home. Students and staff returning from exposure will be required to provide a negative test result. Families will be notified of a confirmed case by One Call and/or letter sent home by the Director. All staff will be trained on what symptoms to look for relating to Covid-19. If a student displays symptoms, the

Requirement(s)	Strategies, Policies and Procedures
	teacher should notify the Director or Guidance Counselor, who will notify the school LPN. The LPN or other nursing staff will privately determine if the student needs isolated or sent home.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **Protecting students and staff at higher risk for severe illness** * **Use of face coverings (masks or face shields) by all staff** * **Use of face coverings (masks or face shields) by older students (as appropriate)** **Unique safety protocols for students with complex needs or other vulnerable individuals** **Strategic deployment of staff**	All staff and students will be required to wear face coverings when social distancing is not possible. While we have taken steps to allow for social distancing, some activities will require students and teachers to work in proximity. Students and staff will be surveyed to determine any special accommodations needed because of high risks. Individual plans for employees will be determined by the Director and employee. Students at higher risk for illness will work with the Learning Facilitator in their shops to arrange an appropriate plan. All support teachers will be assigned to specific shops with an assigned group of students to monitor and assist. Instructional aides will assist in shop areas where needed.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Fayette County Career & Technical Institute** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 28, 2020**.

The plan was approved by a vote of:

_____ Yes

_____ No

Affirmed on: **July 28, 2020**

By:

_____

(*Signature* of Board President*)

Dorothy Grahek
_____

(*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.