



## **Delaware County Intermediate Unit [DCIU] and Delaware County Technical Schools [DCTS] School Reopening Health and Safety Plan**

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On June 24, 2020, a meeting was held with the DCIU and DCTS Pandemic Team (members listed on page 4). As part of our team, Ms. Jeanne Casner, Director of the Chester County Health Department, and Mr. Timothy Boyce, Director of the Delaware County Emergency Services, serve as consultants. After the consultants conducted a thorough review of the DCIU and DCTS School Reopening Health and Safety Plan both were supportive of the plan.

DCIU and DCTS have created a Health and Safety Plan to serve as our organization's guidelines for all programs and services to reopen safely. Our guidelines are tailored to the unique needs DCIU and DCTS and provides for flexibility if the Governor moves our county from green to yellow during the 2020 –2021 year. DCIU and DCTS recognize if the Governor declares our county in the red phase, DCIU and DCTS will implement the Continuity of Education Plans that were developed spring 2020.

The development of this plan was created through multiple work groups. Workgroups consisted of a Reopening DCIU group that was comprised of administrators across the organization. This team guided the development of the global strategies that are applicable to all programs and services within the organization and will be key stakeholders to implement the plan. A group of health professionals were gathered to review *DCIU's Guidelines for the Control of Acute Communicable Diseases*. This document was updated to include coronavirus (COVID-19) aligned with recommendations from the Chester County Health Department. Additional workgroups were formed to guide DCIU and DCTS's reopening to include flexibility and phasing in employees returning to work, operations and facilities to establish guidelines to cleaning, sanitizing, and disinfecting in the workplace, communications team to assist in messaging the various strategies and publishing and posting signs throughout our facilities, and other types of committees to assist in supporting a successful reopening of the DCIU and DCTS. In addition, DCIU and DCTS will be conducting surveys of our parents and guardians in programs serving our infant and toddlers, preschoolers, and school-age students.

The strategies in this plan were derived from the work outlined above. The pandemic co-chairs and the pandemic team will be the overseers of the finalized Health and Safety plan. The co-chairs and team goals are to: 1) Review final Health and Safety plan; 2) Trouble shoot issues as they arise during implementation; 3) Revise Health and Safety plan as needed; and 4) Monitor the implementation of the plan. At the time of the development of this plan, DCIU and DCTS reviewed guidelines from the Chester County Health Department, Bucks County Department of

Health, SickKids Recommendations for School Reopening, Pennsylvania Department of Education [PDE] Guidance, the World Health Organization (WHO) and the CDC to address requirement area as per the direction of the PDE.

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## Health and Safety Plan: Delaware County Intermediate Unit [DCIU] and Delaware County Technical Schools [DCTS]

DCIU and DCTS are mindful that if there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within our organization. The goal of this plan is to try to put guidance and strategies in place to support mitigation efforts. Our plan is informed by the Pennsylvania Department of Education (PDE) Phased Reopening and the Office of Child Development and Early Learning (OCDEL) guidance for Infant/toddler and Preschool Early Intervention Programs. These guidelines are also informed by Governor Wolf's Process to Reopen Pennsylvania. The Governor's office and PDE have 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. DCIU and DCTS will implement the developed Continuity of Education Plans. These can be found on the DCIU website, [www.dciu.org](http://www.dciu.org). Large gatherings are prohibited.
- The **Yellow** Phase and **Green** Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan. DCIU and DCTS Health and Safety plan was approved by the Delaware County Intermediate Unit Board of Directors on July 1, 2020 and the Delaware County Area Vocational-Technical School Board of Directors) on July 1, 2020. This plan is also posted on the DCIU website, [www.dciu.org](http://www.dciu.org).

DCIU and DCTS in the **Yellow** and **Green** Phases will:

- ✓ Totally reopen for all students and staff (and DCIU and DCTS will work with students/families and their home school district for students/families who opt for distance learning out of safety/health concern).

**Anticipated launch date for in-person learning:** *July 1, 2020 for Early Head Start, August 31, 2020 for Early Intervention, and September 8, 2020 for all other programs.*

## Pandemic Coordinator/Team

Part of the requirement for our Health and Safety plan is to identify a pandemic coordinator. DCIU and DCTS has identified co-pandemic coordinators and a pandemic team. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of our 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. Our pandemic team reflects the considerations and needs of the stakeholders we serve in DCIU and DCTS programs and services.

The table below identifies our pandemic coordinators and pandemic team.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
<b>Dr. Maria Edelberg, Executive Director</b>	Student and client stakeholders in programs and services. Employees and administration at DCIU and DCTS. Board of Directors of the organization	Pandemic Co-coordinator- As the executive director, all programs, services, and operations of the DCIU and DCTS fall under Dr. Edelberg. Her role on the team assists in supporting decisions that need to make to support the Health and Safety Plan as well as interface with the DCIU Board of Directors.
<b>Mr. Tom Brown, Chief Financial and Operations Officer</b>	All employee groups within DCIU and DCTS and oversees all financial and operations at the organization.	Pandemic Co-coordinator- Mr. Brown leads the financial department, information technology, and operations for the organization. He leads all building and maintenance functions at DCIU. His expertise and knowledge of a key part of this health and safety plan will support the organization in its implementation.
<b>Dr. Caroline Duda, Director of Human Resources</b>	All employee groups within DCIU and DCTS	Pandemic Team Member- Dr. Duda leads Human Resources for the organization and serves on the cabinet. Her extensive knowledge in the development of programs for staff make her uniquely qualified to help this team.
<b>Dr. Shellie Feola, Assistant Executive Director</b>	Student and client stakeholders in programs and services. Employees and administration at DCIU and DCTS	Pandemic Team Member- Pandemic Team Member- As the assistant executive director, Dr. Feola understands the organization and assists in overseeing student programs. Her background as superintendent and human resources director assists in understanding how best to implement the Health and Safety Plan.
<b>Ms. Tracey Karwoski, DCIU Board Member and Vice President</b>	All stakeholders within DCIU and DCTS	Pandemic Team Member - Ms. Karwoski is registered nurse in Pennsylvania. Her role on the team will be to support the organization as the Vice President of the Board of Directors as well as provide her expertise in the medical profession.

<b>Dr. Stephen Butz, Director of Career and Technical Education</b>	All stakeholders within DCTS	Pandemic Team Member- Dr. Butz oversees the DCTS programs. His role on the team will be to support this department as well as the Licensed Practical Nursing Program, an adult program operated by the DCIU. His perspective on the team will support a strong Health and Safety Plan.
<b>Mr. Tim Boyce, Director of Emergency Services in Delaware County</b>	Emergency Services of Delaware County, Pennsylvania	Pandemic Team Member Consultant- Mr. Boyce is the Director of Emergency Services within Delaware County. He will be a consultant on our team to review our plans from a safety perspective and provide a larger perspective from a county level.
<b>Ms. Katherine Meehan, Solicitor for DCIU and DCTS</b>	Community member of Delaware County and supports DCIU Board of Directors	Pandemic Team Member- Ms. Meehan is an attorney and parent of children in Delaware County. Her role of the task forces will be to guide legal issues as they may arise. Further, as a resident of the county, her insights into perspectives of reopening and operations will be valuable.
<b>Ms. Jeanne E. Casner, Chester County Health Department Director</b>	Community Health Department	Pandemic Team Member Consultant- Ms. Casner is the Director of the Chester County Health Department. She will be a consultant on the team to problem solve issues of possible COVID-19 cases, review issues around PPE when they arise, and be an overall consultant to the DCIU and DCTS Health and Safety Plan.
<b>Ms. Natalie Hess, Assistant Director of Student Services</b>	All stakeholder groups within student services	Pandemic Team Member- As the assistant director of student services, the largest department within DCIU, Ms. Hess a keen understanding of the needs of programs both for staff and students. Her background as a leader in multiple settings provides a perspective to assist in how to best implement the Health and Safety Plan.
<b>Ms. Nikki Borradaile, Supervisor and member of Reopening DCIU Workgroup</b>	Various stakeholder groups within and outside of DCIU	Pandemic Team Member- As a supervisor of Professional Learning, Ms. Borradaile interfaces with all staff and many students within the DCIU and school districts in the county. Her background as a leader in multiple settings provides a perspective to assist in how to best implement the Health and Safety Plan.

## Key Strategies, Policies, and Procedures

PDE requires each organization to develop a Health and Safety Plan that describes key strategies, policies, and procedures DCIU and DCTS will use to satisfy the requirements that are broken down into domains. For each requirement within each domain, DCIU and DCTS will 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.
- **Action Steps under Green Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in green.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** Identify the type of professional development that will be needed.

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

**Summary:** DCIU has a committee consisting of the Chief Financial and Operations Officer (CFO), Assistant Chief Financial and Operations Officer (Assistant CFO), Supervisors of Operations, Building Supervisors of Facilities, Coordinator of Operations for Head Start and Early Head Start, and Lead Custodians assisting in the development of the plan for cleaning, sanitizing, disinfecting and ventilation of DCIU buildings. Teams at buildings conducted walk throughs to determine what was needed at each site and what type of protective barriers might be required (e.g., plexiglass barriers). All DCIU buildings were deep cleaned and disinfected prior to any staff member or students returning to the buildings. DCIU also engaged the company, Environmental Controls, to review cleaning, sanitizing, and disinfecting materials to ensure they are effective against COVID-19. All products were deemed to be effective against COVID-19. DCIU also applied for increased CARES dollars through Head Start to increase custodial supports for our building serving our head start and early head start children. Procuring supplies is ongoing to maintain inventory levels needed for facility cleanliness. Organizational procedures and processes increasing cleaning and sanitizing the facilities have been consider with the various programs operating in facilities in mind, for the purpose of following CDC guidelines. Training will be ongoing for DCIU and DCTS staff for cleaning protocols and various outside contractors will support the facility operations and regular maintenance of HVAC and ventilation systems.

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)	Same under Green Phase	<ul style="list-style-type: none"> <li>Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Most surfaces and objects will just need normal routine cleaning.</li> <li>Clean visibly dirty surfaces with soap and water prior to disinfecting.</li> <li>Clean and disinfect frequently touched surfaces and objects within the school and on school buses at least daily, including door handles, handrails, sink handles, elevator buttons and drinking fountains.</li> <li>More frequent cleaning and disinfecting is required on greater use areas.</li> <li>First clean the surface or object with soap and water then disinfect.</li> </ul>	Supervisor of Operations & Facilities: overall organization procedures and protocols and maintaining inventory supplies for addressing the pandemic. Act 93 Building Supervisors, building supervisors and Education Managers for maintaining individual building procedures and protocols are adhered to and maintaining local inventory levels.	DCIU utilizes EPA Approved Disinfectants for use against COVID-19. (The list is compiled by the DCIU third party contractor, Environmental Control Systems Inc., from the most recent "Chemical Right to Know" Inspection). The list is a partial list and additional disinfectants may be added as purchased. PPE are required for all staff.	PD will be required for proper cleaning of facilities for custodial staff and contracted service staff. Always read and follow instructions on cleaning products

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>(Continued)                      * <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>		<ul style="list-style-type: none"> <li>Disinfection will be done using EPA-approved disinfectants against COVID-19. More frequent disinfection of surfaces and objects touched by multiple people is important. Targeting indoor frequently touch services include tables, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucets and sinks, touchscreens, and water fountains.</li> <li>Outside routine disinfecting required on playground equipment. Disinfecting is not recommended as it has not been proven to reduce COVID-19.</li> <li>Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. Change filters regularly</li> <li>Disinfect high touch areas of HVAC and other building service systems (on off switches, thermostats)</li> <li>Disinfect the interior of refrigerated devices.</li> <li>Take steps to limit or prohibit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</li> </ul>	<p>Head Custodians or lead custodian to assure daily cleaning procedures are met.                      Staff – will clean and disinfect personal workspace including, tables, desks, phones, keyboard, touchscreens and light switches in offices.                      Custodial staff and services provided under contract for HVAC and mechanical systems contracted maintenance services</p>	<p>Custodian staff must have proper PPE including mask, glove and gown (when appropriate for deep cleaning).                      PPE purchases for the organization increasing inventory supplies for the pandemic will be coordinated through the operations department.                      Increase vendor list supplying PPE and cleaning and disinfecting supplies</p>	
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>		<ul style="list-style-type: none"> <li>Increase pest control services as students will be eating in classrooms to support social distancing efforts.</li> <li>Add plexiglass strategically in areas to maintain appropriate separation of space. Clean and disinfect plexiglass regularly</li> <li>Increase ventilation, if feasible, by opening windows or garage doors in CTE shops.</li> </ul>	<p>Staff disinfect and clean plexiglass in local area</p>		<p>No</p>

## Social Distancing and Other Safety Protocols

**Summary:** DCIU and DCTS believe we need to have our children and students back to programs. This is critical for their growth, safety, emotional well-being, and to continue to support our students with disabilities to make progress towards their goals outlined in their Individualized Education Plans [IEP]. Of note, DCIU continued to serve a select stakeholder group during the red phase who were deemed *essential workers* by the Governor through our job coaching service. DCIU was able to successfully navigate the need for PPE and social distancing during this time. Further, when it comes to social distancing, DCIU and DCTS are operating under several general assumptions:

- ◆ The organization will make a good faith effort to follow the CDC [<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>] and/or the World Health Organization (WHO) [<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>] guidelines to the best of our ability but recognize this will not be possible in many programs due to the nature of the populations served and the types of programs offered. **Parents/Guardians and staff are strongly encouraged to familiarize themselves with the guidelines and to take preventive measures to safeguard their students and themselves, respectively.**
- ◆ DCIU and DCTS run programs and serve stakeholders in close to 400 locations throughout the county. Each location will have their own guidance in the green and yellow phases. DCIU and DCTS will need to honor the guidance put forth by these locations.
- ◆ DCIU and DCTS will work closely with the Chester County Health Department when cases of COVID-19 are identified. The Department will guide any notifications and other mitigation issues.

The following chart outlines the actions steps that DCIU and DCTS will take to support social distancing and other safety measures. It addresses spacing in classrooms, mitigation efforts, strategies to support social distancing when feasible, and safety measures to support staff, students, and stakeholders.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, 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	Same as Green Phase	<ul style="list-style-type: none"> <li>• In DCIU and DCTS classrooms/learning space, desks and seating arrangements will be situated with increased distances between each other. DCIU and DCTS will try to space at the distance of 6 feet apart, and when not feasible, try for at least 3 feet apart. Important note, due to the nature of some of the special needs' population, maintaining the distance will not be likely. Desks will face in the same direction.</li> <li>• In our early childhood classrooms for early head start and head start, social distancing of 6 feet apart is not feasible. The program</li> </ul>	Principals, Supervisors, Assist. Directors, Education Managers, Education Specialists, Teachers, Instructional Assistants, and	Determine where in buildings and classrooms, as appropriate, add markings on floors with appropriate materials if necessary, to support spacing. Posting of signs to	Yes. Program administration will be responsible for these action steps and trainings in their programs

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, Supports Needed	PD Required (Y/N)
maximum extent feasible		<p>will increase space between children as much as possible and arrange seating during table work with increased spacing.</p> <ul style="list-style-type: none"> <li>In our early intervention classrooms, distancing of 6 feet apart is not feasible. The program will increase space between children as much as possible and arrange seating during table work with increased spacing.</li> <li>DCIU works with children under 5, school age students Kindergarten through age 21, and adults in multiple setting other than DCIU and DCTS throughout the community. In these settings, DCIU will follow the social distancing protocols set up in these settings.</li> <li>All Personal Care Assistants and One-on-One staffing working directly with children and students will be required to wear masks or shields whenever they are around students or other staff members. Personal Care Assistants and One-on-One staffing will maintain increase physical distancing (three-feet) if possible but recognize this might not be possible due to the nature of behavior support plans, medical plans or other specially designed instruction in students' Individualized Education Plans.</li> </ul>	Paraprofessionals, Personal Care Aids	<p>support messaging of social distancing</p> <p>Control barriers to direct traffic and mark off prohibited areas (e.g., like what is found in movie theaters)</p> <p><u><i>Only Gaffers tape may be used on floors—Multiple Colors for marking floors to avoid damaging floor surface</i></u></p>	
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>Overall, same as Green Phase with these exceptions:</p> <ul style="list-style-type: none"> <li>If a cafeteria or group dining room is typically used, meals will be served in classrooms instead.</li> <li>Restrict use of common and/ or specialty areas (wellness room, breakrooms)</li> </ul>	<p><b>Meals for Children and Students</b></p> <ul style="list-style-type: none"> <li>If a cafeteria or group dining room is typically used, meals will be served in classrooms instead. This shall be in place until end of November 2020. DCIU will start off more restrictive in the beginning of the 2020-21 year. Mid November, DCIU and DCTS will reevaluate this practice. At that time, the cafeteria might be open for all students with social distancing restrictions.</li> <li>Explore nutritious meals that can be prepackaged (e.g., bag breakfast, lunches, and snack) to minimize food handling.</li> <li>Consider staggering lunch times or prepackaged meals which can be self-prepared for offsite programs.</li> <li>In order to maintain proper supervision of students during transitional times of school day, DCTS will continue to use cafeterias (large spaces) to serve students requiring breakfast and lunch while maintaining social distancing guidelines of 6 feet. There can be no more than 50% capacity if this strategy is implemented. Hand washing prior and after shall be required. Students will be required to sit in one direction and will not sit face to face. Students will be required to wipe down their areas afterwards.</li> </ul>	Principals, Supervisors, Assistant Supervisors, Directors, Education Managers, Education Specialists, Cafeteria Staff, Teachers and Paraprofessionals [All Staff and Contractors]		Yes, Program administration will be responsible for these action steps and trainings in their programs

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> <li>Increase cleaning of restrooms to 2 times per day</li> </ul>	<ul style="list-style-type: none"> <li>DCTS LPN will provide a classroom setting or other available space for students who wish to eat their lunch onsite while maintaining social distancing of 3 to 6 feet. Refrigerator space and microwave use will not be provided until a review of program needs takes place near the end of the Fall Level 1 and 3. Students will be required to wipe down their areas afterwards.</li> </ul> <p><b>Restrooms</b></p> <ul style="list-style-type: none"> <li>Restrooms will be designated for staff and students when available.</li> <li>Staff restrooms – staff will be asked to disinfect toilet, sink and doorknobs after each use.</li> <li>Student restrooms – for our young students, staff will be asked to disinfect toilet seat, flusher, and sink area after student use. Recommend this also be done prior to use.</li> <li>Increase cleaning of restrooms to midday cleaning and when needed.</li> </ul> <p><b>Office Areas</b></p> <ul style="list-style-type: none"> <li>Copiers/Printers- signs will be posted to support 6 feet rule for social distancing. Staff will be asked to wear gloves or use a pointer object when using common copiers/printers to avoid direct human contact with devices. Staff will be encouraged to send print materials to print shop for copying to limit use of common machines.</li> <li>Staff may not congregate in main office or other offices. Staff will need to social distance of 6 feet when interacting with anyone in these areas and wear masks.</li> </ul> <p><b>Staff Lounges and Cafeterias</b></p> <ul style="list-style-type: none"> <li>Staff may use these spaces for their meals. When in space, must honor physical distancing (try for 6 feet apart when feasible), wear masks when not eating, and disinfect area when done eating.</li> <li>Encourage staff to bring lunches/snack that do not require refrigeration or needing to be heated up (microwave use). This helps with minimizing high touch areas.</li> <li>Clean out refrigerators in lounges frequently. Post sign to communicate if anything left in refrigerator, it will be discarded of daily.</li> </ul>		<p><b>Restrooms</b> Materials will be provided to staff to include spray bottles with disinfectant, paper towels, and gloves to disinfect restrooms after young student use. The same materials will be stationed in staff restrooms for staff to disinfect after use.</p>	

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, Supports Needed	PD Required (Y/N)
		<p><b>Elevators</b></p> <ul style="list-style-type: none"> <li>Decrease capacity to 50% of usage and social distance on elevator. Increase cleaning of high touch areas such as elevator buttons.</li> </ul>			
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Same as in Green Phase</p>	<ul style="list-style-type: none"> <li>Hand sanitizer will be situated in high traffic areas of buildings. Hand sanitizer stations will be located at classrooms as appropriate. Hand washing once they enter or prior to entering the classroom for vulnerable students.</li> </ul> <p>OF NOTE: In DCIU's HS/EHS programs, alcohol-based hand sanitizer cannot be used. DCIU is exploring a non-alcohol-based product that might be able to be used.</p> <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Best practice encourages hand washing prior to meals and snacks, after meals and snack, transition back to class from being outside, after using the bathroom, after blowing nose, coughing, or sneezing</li> <li>When children transition out of the room, high contact surfaces should be wiped down</li> </ul>	<p>All Staff</p>	<p>CDC Posters of proper hygiene practices posted around building and bathrooms</p>	<p>Yes, Program administration will be responsible for these action steps and trainings in their programs</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Same as in Green Phase</p>	<ul style="list-style-type: none"> <li>CDC signs of social distancing, proper hygiene, and protective measures will be posted throughout all facilities in high traffic areas, restrooms, and rooms deemed necessary by administration.</li> </ul>	<p>Principals, Supervisors, Assistant Supervisors, Assistant Directors, Education Managers, Education Specialists</p>	<p>Printing of CDC posters for use throughout buildings</p>	<p>No</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> <li>DCIU and DCTS facilities will be closed for all professional development activities and use of facilities for outside groups.</li> </ul>	<ul style="list-style-type: none"> <li>DCIU and DCTS facilities will be closed for all professional development activities and use of facilities for outside groups. The only exceptions at the Morton are new employees being onboarded, patrons for fingerprinting and substitute services, and operations workers, job alike groups of less than 20 with proper social distancing and PPE. All other DCIU and DCTS facilities</li> </ul>	<p>All administration, professional and support personnel.</p>	<p>Posters and signs situated at entrances.</p>	<p>Yes, Program administration will be responsible for these action steps and trainings</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> <li>No visitor attendance in buildings. Allow for contractors to perform work essential and necessary work to prepare facilities for programs and services as long as they answer no to symptoms outlined under <b>Chester County Health Department Symptom Monitoring Guidelines</b> (see end of document).                             <ul style="list-style-type: none"> <li>If yes to any questions, person prohibited from entering facility.</li> </ul> </li> </ul>	<p>exceptions are: second level interviews of potential employees with proper PPE and social distancing, operations personnel, food services drop offs.</p> <ul style="list-style-type: none"> <li>DCIU and DCTS recognize district personnel, students, and parents might need to enter the property to support student placements. This can occur only with prior appointments and answer "no" to all questions found in column yellow phase. District personnel, students, and parents shall wear face masks. Otherwise, no visitors or volunteers in buildings.</li> </ul> <p>These measures will be in place until the end of November 2020. Easing of restriction will be evaluated to determine if they need to be kept in place or redefined.</p>			<p>in their programs</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Suspended in Yellow Phase</p>	<ul style="list-style-type: none"> <li>DCIU will create an Athletics, Health and Safety Plan to guide the sports league for alternative education.</li> <li>Limit travel to areas not in the "green" phase.</li> <li>Prohibit physical contact such as handshakes, fist-bumps, high-fives, etc.</li> <li>Limit use on playgrounds. Playgrounds can only be used if the program can disinfect the playground after each use. If this capacity is not available, playgrounds cannot be used.</li> <li>Develop gym schedules that allow for one class/group at a time, use could be limited to a specified area not the whole gym. Disinfect after each use.</li> <li>Encourage games that require no physical contact</li> </ul>	<p>Administration in programs in which students participate in the alternative sports league. Directors, Supervisors, Assistant Supervisor, Assistant Directors, Education Mangers and Specialists, teachers, instructional assistants, paraprofession als</p> <p>All Administration</p>		<p>Yes, Program administration will be responsible for these action steps and trainings in their programs</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students and children under the age of 5	Same as Green Phase	<ul style="list-style-type: none"> <li>Minimize sharing of high-touch materials to the extent possible (toys, books, play materials, art supplies, equipment etc.). Secure materials in Tupper wear or other types of storage and only take out 1 or 2 storage units at a time. Then, disinfect between use.</li> <li>Remove all cloth toys and stuffed animals.</li> <li>Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas or individualized packets for belongings (e.g., materials for education)</li> </ul>	Directors, Supervisors, Assistant Supervisor, Assistant Directors, Education Mangers and Specialists, teachers, instructional assistants, paraprofession als	Plastic bins for storage of materials and toys for uses. Remove all stuff animals and toys of cloth	Yes, Program administration will be responsible for these action steps and trainings in their programs
Limiting the sharing of materials among elementary grade (K – 12) students	Same as Green Phase	<ul style="list-style-type: none"> <li>Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited or cleaned between use.</li> <li>Keep each student's belongings separated from others' and in individually cubbies, lockers or specified areas.</li> </ul>	Directors, Supervisors, Assistant Supervisor, Assistant Directors, Education Mangers and Specialists, teachers, instructional assistants, paraprofession als		Yes, Program administration will be responsible for these action steps and trainings in their programs
Staggering the use of communal spaces and hallways	Same as Green Phase	<ul style="list-style-type: none"> <li>DCIU facilities – add visuals for traffic through buildings (e.g., Dedicate travel directions in hallways and communal spaces with signs (e.g., everyone uses one side of the hallway when walking down the hallway and everyone uses the other side of the hallway when walking up the hallway)</li> </ul>		Traffic Barriers like in movie theaters. Direction signs. Like these examples:	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, Supports Needed	PD Required (Y/N)
				 <p>Gaffers Tape- Multiple Colors</p>	
Adjusting transportation schedules and practices to create social distance between students	Same as Green Phase	<p>Most school age and early intervention students attending DCIU and DCTS programs are transported by their home school districts. DCIU contracts with various Transportation vendors in rare cases. DCIU will communicate to these vendors the requirement of social distancing and need for staff to wear face masks. DCIU will follow normal protocols for busing for early intervention and school age programs.</p> <p>For HS, DCIU will sit one child per seat and sanitize the seat after use. Bus drive and aid shall wear a face mask or face shield.</p>	All Administration- HS/EHS Operations Coordinator, Assistant Director, Director, Supervisor of Operations	Sanitizers and wipes to clear seats and high touch areas of bus and/or vans.	Yes, Program administration will be responsible for these action steps and trainings in their programs
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Same as Green Phase	<ul style="list-style-type: none"> <li>Ensure that classes include the same group of children/students each day and restrict mixing between group as much as feasible</li> </ul>	Administration		Yes
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of	DCIU partners with three childcare organization to operate the Early Head Start Partnership Program. Each childcare center shall submit a Health and Safety plan prior to resuming operations.	DCIU partners with three childcare organization to operate the Early Head Start Partnership Program. Each childcare center shall submit a Health and Safety plan prior to resuming operations.	Not applicable	Not applicable	Not applicable

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, Supports Needed	PD Required (Y/N)
operation or modified school-year calendars					
Other social distancing and safety practices	<ul style="list-style-type: none"> <li>Limit in-person meetings. Use of web-based meeting platforms (e.g., Zoom, Microsoft Teams) to conduct meetings. Emergency meetings limited to no more than 10 can occur only if social distancing of 6 feet and masks are worn by all parties.</li> </ul>	<ul style="list-style-type: none"> <li>Limit in-person meetings as much as feasible. Prefer web-based meeting platforms. If meeting must take place, no more than 25 individuals should be in attendance. Social distancing of 6 feet and masks shall occur. Disinfecting area after meeting shall occur. End of November reevaluate to determine if easing of restriction can occur.</li> <li>DCIU Board of Directors meetings will be conducted in person beginning with the August 2020 meeting. Board members and all in attendance will be required to wear face masks and will be distanced 6 feet apart from each other.</li> </ul>	All levels of administration		No

## Monitoring Student and Staff Health

**Summary:** DCIU reviewed a series of guidance on this issue. The Chester County Health Department, Bucks County Department of Health and SickKids hospital published guidance for schools. The workgroup used to these guidelines and reviewed WHO and CDC recommendations to develop this section of our plan.

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>Same as Green Phase</p>	<ul style="list-style-type: none"> <li>• Staff and contractors will be required to take their own temperature before reporting to school/program and to stay home if above 99.5F or if experiencing other symptoms as outlined by the Chester County Health Department (see symptom check section of the plan).</li> <li>• Parents will be asked to take their child’s temperature and to stay home if child has any influenza symptoms or signs of possible COVID or a temperature above 99.5F or symptoms as outlined by the Chester County Health Department (see symptom check section of the plan).</li> <li>• Students and other clients who are on work sites or other site for the service will be required to take their own temperature before reporting to service/program and to stay home if above 99.5F or if experiencing other symptoms as outlined by the Chester County Health Department (see symptom check section of the plan).</li> <li>• DCTS LPN program will develop a process to conduct daily temperature and symptom checks of students which may include daily taking of temperature readings.</li> <li>• Staff, students, and clients who are ill must stay home from program.</li> <li>• Staff, students, and clients shall be sent home if they become ill at the programs or services.</li> <li>• Students presenting symptoms will be sent to nurse for further assessment. Nurse will make contact with parents and provide direction for re-entry.</li> </ul>	<p>All Administration and Staff</p>		<p>Yes, Program administration will be responsible for these action steps and trainings in their programs</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Same as Green Phase	<ul style="list-style-type: none"> <li>Staff, students, and clients shall be sent home if they become ill at the programs or services, particularly if they have COVID-19 symptoms – cough or shortness of breath without any other explanation, or fever. While waiting to go home, ill persons should wear facemask (if feasible) and be placed in a separate isolation room overseen by DCIU/DCTS personnel who is also wearing a mask. Measures to protect confidentiality should be used to protect staff and student emotional wellbeing.</li> <li>Any case of COVID-19 shall be reported to the Director of Human Resources.</li> </ul>	All Administration	Consider additional building subs to assist as staff become sick or unavailable. This strategy will be contingent of budget funding of programs.	Nursing staff in buildings will train staff on what to “look for” and building level processes/Nurses will also train staff
* Returning isolated or quarantined staff, students, or visitors to school	Same as Green Phase	<ul style="list-style-type: none"> <li>Consultation with DCIU Human Resources</li> <li>Follow Chester County Health Department guidance</li> <li>Staff <ul style="list-style-type: none"> <li>Seek and follow the direction of the DCIU Human Resources Department</li> <li>Human Resources will work directly with the Chester County Health Department for consultation and guidance.</li> </ul> </li> <li>Students <ul style="list-style-type: none"> <li>Seek and follow the direction of the school nurse</li> <li>School nurse will work directly with Chester County Health Department or parent for follow up.</li> <li>DCTS LPN students will be considered for return based on guidance of student’s medical provider and/or the clinical site review process.</li> </ul> </li> </ul>	All Administration and nursing staff		Nursing staff in buildings will train staff on what to “look for” and building level processes
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols		<ul style="list-style-type: none"> <li>Consultation with DCIU Human Resource and Executive Director</li> <li>Follow Chester County Health Department guidance</li> </ul>	All Administration		No

## Other Considerations for Students and Staff

**Summary:** DCIU reviewed a series of guidance on this issue. The Chester County Health Department, the Bucks County Department of Health and SickKids hospital published guidance for schools. The workgroup used to these guidelines and reviewed CDC recommendations to develop this section of our plan.

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	Same as Green Phase	<ul style="list-style-type: none"> <li>DCIU and DCTS are increasing measures of cleaning, disinfecting, and requiring PPE of all staff. This assists in mitigation efforts.</li> <li>For our vulnerable student population, increase hand washing of staff working with students. If unable to wash hands, use of hand sanitizer before and after interface with students. Use of face shields in addition to face masks when appropriate.</li> <li>Encourage staff and students to stay home if ill.</li> </ul>	All Staff		No
* Use of face coverings (masks or face shields) by all staff	Same as Green Phase	<ul style="list-style-type: none"> <li>Staff, contractors, and adult students in the DCTS LPN program will be required to wear masks or face shields during the entire day when they are at program. DCIU will ask each staff member, contractor, and adult student in the DCTS LPN program to bring their masks to wear. If staff is unable to bring their own mask, arrangements will be made to provide mask to individuals. The mask should be cloth and staff members will be responsible for cleaning of masks.</li> <li>DCIU will have disposable masks on site for emergencies or a staff member has forgotten their face mask or face shield.</li> <li>DCIU programs will have available face shields. Face shields will be provided based on program needs. Staff members will be responsible for cleaning of face shields.</li> <li>Staff members that are isolated from others while in personal offices/spaces and no other individuals are present, will not be required to wear masks. Staff will need to disinfect their areas at the end of each day if at any time a mask was not in use. Staff shall not leave this space without putting on a face mask.</li> </ul>	All Staff		Yes, Program administration will be responsible for these action steps and reinforcing these measures in programs

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)	Same as Green Phase	<ul style="list-style-type: none"> <li>DCIU will not require children under three years of age to wear masks and will prohibit children under 2 to wear a mask.</li> <li>DCIU is not requiring children of preschool age (3 to 5 years of age or still in Early Intervention for K year) to wear masks. If a preschool parent wants his/her child to wear masks, parent/guardian should send child in wearing masks. DCIU will not be responsible for the child keeping the mask on all day.</li> <li>In DCIU's Low Incidence program, students will not be required to wear masks. DCIU recognizes many of the students' medical or physical conditions creates higher risks and masks are not recommended for safety reasons.</li> <li>In DCIU's High Incidence programs for students with behavioral challenges, students will not be required to wear masks. DCIU recognizes many of the students' behavioral conditions creates higher risks for power struggles and increase behavior noncompliance. If a parent wants his/her child to wear masks, parent/guardian should send child in wearing masks. DCIU will not be responsible for the child keeping the mask on all day.</li> <li>In DCIU programs for adults and work-based programs, adults and clients will be required to adhere to place of employment's guidelines. In addition, adults and other clients will be required to wear masks when at a DCIU site.</li> <li>In CTE program, school age at DCTS, students are recommended to wear masks.</li> <li>For students and adult clients who are off site at a non DCIU or DCTS location, students and adult clients will follow the protocols of the establishment.</li> </ul>	All Administration	Mini sanitizers for offsite itinerant staff and clients if available	Yes, Program administration will be responsible for these action steps and reinforcing these measures in programs
Unique safety protocols for students with complex needs or other vulnerable individuals	Same as in Green Phase	<ul style="list-style-type: none"> <li>Revisit student health plans and modify as necessary</li> <li>For students with disabilities that are in need of specially designed instruction due to an emotional disturbance: Revisit mental health strategies and supports as needed.</li> </ul>	All Administration		No
Strategic deployment of staff		<ul style="list-style-type: none"> <li>Review staffing at each building and program and reassign staff as necessary or task specific duties after consultation with Human Resources.</li> <li>From July 13 to August 28, modified schedule whereby 12month employees work 50% of time on site and telework and stagger schedules. August 28, staff return full time.</li> </ul>	All Administration		No

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)
<b>Professional Development Opportunities and Travel of Staff, Board Members, and Policy Council</b>	Professional development opportunities requiring travel or attendance at another facility are suspended.	<ul style="list-style-type: none"> <li>Professional development opportunities requiring travel or attendance at another facility are suspended through end of November 2020. Will be reevaluated at this time.</li> </ul>	All Administration		No
Field Trips, Extra Curricular Activities, and Events	Same as in Green	<ul style="list-style-type: none"> <li>No field trips or and extracurricular activities through end of November 2020. Reevaluation of this date shall occur by mid-November to determine if restriction should be extended, lifted, or modified.</li> <li>No gatherings or events of 10 or more individuals through end of November 2020.</li> <li>No in-person social activities through end of November 2020.</li> <li>Designated limited areas for CBI based measures for DCIU apartment programs</li> <li>In DCTS and DCTS LPN programs, when deemed appropriate by administration team, students will be permitted to participate in field experiences, work- based learning experiences, and required clinical experiences outside of school buildings which are determined to be part of the required Career Education and Work Standards.</li> </ul>	All Administration		No

<p><b>DCIU Guidance for Services in the Home</b></p>	<p>Same as Green Phase</p>	<p>When there is an identified need for a home visit, the ECE or other staff member of the services needs to contact the family prior to the home visit to ask the following health screening questions. The provider should document the responses.</p> <ol style="list-style-type: none"> <li>1. Anyone in the home tested positive or suspected of having COVID-19?</li> <li>2. Does anyone in the home have signs or symptoms outlined by the Chester County Health Department (see symptom check section of the plan)?</li> <li>3. Has anyone in the home had contact within the last 14 days with someone with or under investigation for COVID-19?</li> <li>4. Will a person with a weakened immune system, a person who is over the age of 65 years, or a person that has chronic health conditions (e.g. heart disease, lung disease, diabetes), or other factors that pose a risk if the person becomes infected with COVID-19 be present during the visit?</li> </ol> <p>If ECE or other staff member is not able to contact the family before the home visit and decides to proceed with the visit, the staff member should ask the four health screening questions included above before entering the home to make sure the staff member is doing everything the staff member can to mitigate the spread of COVID-19. The staff member should stand approximately 6 feet from the doorway when asking the four health screening questions.</p> <p>If the answer is no to all of the health screening questions included above, and the ECE or other staff member decides that going to the home is in the best interest of the child and family, then the staff member of ECE service should provide service following PPE (face mask and glove) requirements of the DCIU. If a staff member believes he/she needs a gown, one will be provided. In addition, when possible while in the home, maintain physical distance – try for 6 feet. Staff member should bring in only minimum materials for the home-based session and disinfect materials afterwards. Rubber gloves shall be disposed of after the session. If disposable gown is worn, this should be disposed of after the session.</p> <p>If the ECE or other staff member believes he/she is at risk of transmitting COVID-19 or the response is yes to any of the questions above, the ECE or other provider communicates with the family the need to postpone the visit and to schedule a time to plan for a future visit. The ECE or other staff member needs to contact his/her supervisor immediately.</p> <p>Before and after the home visit, the ECE or other staff member must:</p> <ol style="list-style-type: none"> <li>1. Washing hands with soap and water for at least 20 seconds before entering/going to the home and after exiting. If soap and water are not available, using a hand sanitizer that contains at least 60% alcohol.</li> <li>2. Avoiding touching eyes, nose and mouth.</li> </ol>	<p>All Administration and Home-Based Staff</p>		<p>Yes, Program administration will be responsible for these action steps and reinforcing these measures in programs</p>
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## 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
Letter 1: Informing staff of returning to buildings in July	Staff		Letter: Mail Website Email Robo-calls Newsletter	June 17, 2020	June 20, 2020
Letter 2: Communicate the plan as of June 22 (clarify the current situations and the planned way forward)	Staff Students/Parents Districts		Letter: Mailed to students/parents Email to staff	July 1, 2020	July 10, 2020
Letter 3: Information letter explaining the final plan –what in-school and/or online learning will look like	Students/families Staff Districts County		Letters-mail Website Email Social Media Robo-calls Newsletter	July	July
Keeping staff, students, and all stakeholders informed and reminded about healthy hygiene practices and promote personal responsibility in reducing the spreading of the disease.	All stakeholders (anyone entering DCIU buildings and classrooms)	Sue Haagen Johna Renzi Facilities Staff	Posting of required signs in highly visible locations throughout all DCIU buildings and classrooms	August 2020	June 2021
Ensure employees feel safe in their work environment; students feel safe in school (inform about cleaning and sanitizing practices, social distancing)	Staff Students/Parents		Email Website Social Media	August 2020	September 2020
Bi-weekly status briefings/check-ins (Executive Director video updates). Short videos (wearing masks, social distancing, etc.). Newsletter messages.	Staff		Email Website Newsletter/Constant Contact	July 2020	November 2020

## Chester County Health Department **Symptom Monitoring** Guidelines

- Take temperature with temporal or forehead touchless thermometer
- Are you taking any medication to treat or suppress a fever? Yes/No
- Are you currently experiencing any of the following symptoms?

Column A 1 or more symptoms	Column B 2 or more symptoms	
Fever (99.5°F or higher) Cough Shortness of breath Difficulty breathing	Lack of smell or taste (without congestion) Sore throat Chills Muscle pain	Headache Congestion or runny nose Nausea or vomiting Diarrhea

"Has Symptoms" is defined as having 1 or more symptom(s) in Column A  
**OR** 2 or more symptoms in Column B  
**OR** Yes to medication to suppress a fever.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Delaware County Intermediate Unit and the Delaware County Technical Schools reviewed and approved the Phased School Reopening Health and Safety Plan on July 1, 2020.

The plan was approved by a vote of:

12 Yes

0 No

Affirmed on: July 1, 2020

By:



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Mr. Edward Cardow, DCIU and DCTS Board President

By:



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Dr. Maria Edelberg, Executive Director