

# Health and Safety Plan 2022 – 2023

### Health and Safety Plan for Appalachia Intermediate Unit 8

Appalachia Intermediate Unit 8 (IU8) Health and Safety Plan serves as our organization's guidelines for continuity of operations and educational service and programming. The development of the Health and Safety Plan is informed by the guidance provided by the Pennsylvania Department of Education (PDE), the Office of Child Development and Early Learning (OCDEL), the Pennsylvania Department of Health (PA-DOH), the Center for Disease Control (CDC). The IU8 Health and Safety Plan takes into consideration that transmission levels do not always occur in a linear path. Instead, cycling back and forth between less restrictive to more restrictive designations based on public health indicators.

The IU8 Pandemic Team continues to serve as developers of the plan and as members of the Pandemic Response Team for our organization. The members of this team provide for a span of control for the Health and Safety Plan across general operations of our IU, and programs and services, as well as positions our IU to be responsive at all levels and to work together more effectively and efficiently no matter the case, size, or complexity of the planning and implementation of operations, logistics and resource management, finances, supporting technologies, communications, and professional learning needs.

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### **Identify Type of Reopening**

Levels of Community Transmission, as defined by the PA DOH, are fluid data points that are important influencers to local and regional planning: Educational Entities, including Intermediate Units and School Districts, continue to have instructional plan options to navigate local needs considering current conditions and circumstances, as they apply to the specific classroom, building, or school district.

School districts have instructional options that include in-person, hybrid/blended, or full-remote, with full, in-person instruction being the primary method of instruction for public schools.

2022-2023 School Opening: Full, in-person with options for virtual teaching and learning based on the needs of our educational partners, as well as the learners we serve.

Individual(s)	Stakeholder Group Represented	Pandemic Team Role and Responsibilities
		<ul> <li>Health and Safety Plan Development</li> </ul>
		<ul> <li>Pandemic Crisis Response Team</li> </ul>
		<ul> <li>Both (Plan Development &amp; Response Team)</li> </ul>
LEVEL 1		
Dr. Thomas Butler	Executive Director	Pandemic Coordinators and Both
Dr. Danny Webb	Assistant Executive Director	
Dr. Amy Woomer	Chief Education Officer	Both (Plan Development and Response Team)
Jennifer Anderson	Director of Professional Learning & Organizational Development	Both (Plan Development and Response Team)
Julie Della	Assistant Director of Educational Programs	Both (Plan Development and Response Team)
Janel Vancas	Director of Curriculum Innovation	Plan Development
Jason McMillen	Director of Business Services	Both (Plan Development and Response Team)
Karlie Travis-Shook	Assistant Director of Business Services	Both (Plan Development and Response Team)
David Stultz	Supervisor of Facilities & Logistical Services	Both (Plan Development and Response Team)
LEVEL 2		
David Hann	Technology Administrator	Health and Safety Plan Development
Patty Motchenbaugh	Transportation Coordinator	Health and Safety Plan Development
Marie Link	Student Data Manager	Health and Safety Plan Development
COUNTY BRANCHES		
Chris Lewis*(Duncansville, EDC)	Supervisor	Both (Plan Development and Response Team)
Dr. Kara Madara	Supervisor	Both (Plan Development and Response Team)
Mary Ann Pleva	Supervisor	Both (Plan Development and Response Team)
Charlotte Ecklund (assists w/Somerset)	Supervisor	Both (Plan Development and Response Team)
Troy Eppley* (Richland/GJCTC)	Supervisor	Both (Plan Development and Response Team)

Brad Theys* (Ebensburg/Pk Street)	Supervisor	Both (Plan Development and Response Team)
Jason Wasovich	Supervisor	Both (Plan Development and Response Team)

<sup>\*</sup>IU8 Satellite Office Manager/POC

### **Domain Summary: Pandemic Coordinator/Team**

Our Pandemic Team formation and alignment positions IU 8 to execute and maintain a span of control for the IU8 Health & Safety Plan. This approach enables our organization to be nimble, standardized, and united in our efforts. This approach enables our organization to be responsive at all levels and to work together more effectively and efficiently to manage incidents no matter what the cause, size, or complexity. IU 8 uses the action levels of prevention, protection, mitigation, response, and recovery to guide the planning for IU 8's Phased Reopening Plan. In the development of our Health and Safety Plan, special consideration was given to the fluidity of coronavirus/emerging infectious diseases that we had experienced throughout the previous school year and thus learned how to best navigate the shifting transmission levels that varied across the four-county region that comprises IU8.

### Key Strategies, Policies, and Procedures

Requirements	Action Steps under Moderate, Substantial, and High Level of Community Transmission or local cases.	Action Steps under Low Level of Community Transmission and local cases.	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 transportatio n)	Same as Low with the following:  • Additional considerations for classrooms of students with higher risk for severe illness may include air purifiers to be provided as available and appropriate	-Per the PA DOH guidance, cleaning 1x daily is reasonable and appropriateDirty surfaces and frequently touched surfaces* will be cleaned with soap and water before disinfecting the surface -Frequently touched surfaces and objects* can be disinfected when appropriate (wearing gloves, followed by proper washing of hands upon removal of gloves) using an approved product (*frequently touched surfaces and items include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets/sinks, touch screens)Students and adults are encouraged to consider other options in lieu of communal water fountains and prioritize bottle fillers and/or individual drinking cupsAny outside equipment used by children, such as playground equipment, will have normal, routine cleaning. Per CDC guidance, outdoor equipment does not require	*David Stultz Dr. Butler Dr. Woomer Julie Della Jennifer Anderson Janel Vancas	-All facilities personnel are provided cleaning protocols and supervision by our Supervisor of Facilities and Logistical Services -All staff will have access to face coverings, gloves and approved cleaners and disinfectants -Staff will follow all instructions to safely and properly use the cleaners and disinfectant(s) provided -All staff are responsible for implementing appropriate and reasonable cleaning efforts across the spaces each	Y - PD will be required for proper cleaning of IU facilities for all new members to the maintenance team, as well as refresher sessions as determined by the Supervisor of Facilities.

		disinfecting. Staff who supervise children using outdoor equipment will be mindful of routine cleaning of high touch surfaces like railings and grab bars. Wooden surfaces require no more cleaning than would be typical.		occupies to contribute to a safe and healthy work/learning environment for all -All staff will contribute to the cleaning and disinfecting of personal equipment including desktops, tables, desks, phones, keyboards, touchscreens, light switches, etc.  When and how to use hand sanitizer https://www.cdc.gov/handwashing/show-me-thescience-handsanitizer.html  Cleaning and Disinfecting Your Facility https://www.cdc.gov/coronavirus/2019-ncov/community/reopenguidance.html	
Other cleaning, sanitizing, disinfecting, and ventilation practices		-Training conference rooms/meeting locations that are occupied, general/routine cleaning after any training session.	*Jennifer Anderson Anyone using shared spaces across all locations. David Stultz		Y – Follow the project directions for cleaning surfaces.
Other cleaning, sanitizing, disinfecting, and ventilation practices	-Same as in low transmission	-STEM Lending Center team will develop and implement specific cleaning, disinfecting, and sanitizing protocols for all items and equipment prior to loaning, as well as steps for entities to follow prior to returning all items and equipmentSTEM Lending Center will have cleaning, disinfecting, and sanitizing protocols for all items and equipment received from a borrowing entity.	*Janel Vancas Lending Center Team David Stultz	Internal resource: STEM Lending Center Protocol for cleaning, disinfecting, and sanitizing.	N

### **Domain Summary: Cleaning, Sanitizing, Disinfecting, and Ventilation**

Requirements	Action Steps under Moderate, Substantial, and High Level of Community Transmission or local cases.	Action Steps under Low Transmission	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	-Same as in Low Transmission -IU8 will also follow the local guidance for cafeteria and common area use established by any CTC or school district where an IU8 classroom or program is hosted.	-There is no evidence that handling or eating food is associated with COVID-19  -Basic food safety applies to any food preparation or distribution to students across all locations, within and outside a school or IU8 office building.  -Snack and other foods do not need to be limited to single-use items and/or packaged meals.  -Any adult or student who is handling food must practice proper hand washing (soap/water/20 sec) before donning gloves prior to food handling, properly remove/ dispose of the gloves after food handling, then properly wash hands again.  -Any time hand washing (soap and water for 20 sec.) is not an option, hand sanitizer (min. 60% alcohol) is to be used.  -Any classroom where specialized food preparation is required based on individual student's need, the adult preparing the food for the student must follow the cleaning guidelines for all surfaces prior to food preparation (including food prep sink and general area) and food cleanup.	*Dr. Woomer *Julie Della Dr. Butler All Supervisors All Professional Personnel All Support Personnel	Cleaning, Disinfecting and Ventilation https://www.cdc.gov/ coronavirus/2019- ncov/community/clea n-disinfect/index.html  Show me the Science-When & How to Use Hand Sanitizer in Community Settings: https://www.cdc.gov/ handwashing/show- me-the-science- hand-sanitizer.html	N- All adults serving and supporting learners across all settings are able to apply food safety guidelines in the settings and locations each serves.

		-Classrooms where daily food preparation is part of the curriculum will follow structured site-based guidelinesCommunity-based eating (i.e. restaurants and eateries) will be limited to transition activities as listed in the IEP.			
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	-Same as in Low Transmission	-All staff and students should engage in hand-washing (soap & water/20 sec.):  • Upon arrival and after breaks • before any handling of food • before and after engaging in physical assistance for direct contact with a student or other individual • after using the restroom • after the removal of disposable gloves worn for cleaning or the personal care of a student	*Dr. Woomer *Julie Della Dr. Butler All Supervisors All Professional Personnel All Support Personnel	Wash Your Hands! https://www.cdc.gov/ handwashing/pdf/was h-your-hands-poster- english-508.pdf  When and How to Wash Your Hands https://www.cdc.gov/ handwashing/when- how- handwashing.html  Washing Hands Videos: https://www.cdc.gov/ handwashing/videos. html  Show me the Science-When & How to Use Hand Sanitizer in Community Settings: https://www.cdc.gov/ handwashing/show- me-the-science- hand-sanitizer.html  Diapering https://www.cdc.gov/ healthywater/hygiene /diapering/index.html	Y- all adults and students will be provided access to both visual cues (posters and handouts) for hand washing, as well as developmentally appropriate videos for hand washing. Adults supporting learners across all settings can offer both verbal and visual prompts, as well as modeling steps to hand washing as is needed and appropriate for the learners.

Adjustments will be made to meetings and trainings as needed to meet the requirements outlined in any health and safety order.

#### **IU8 Office Buildings:**

IU8 will adjust signage to reflect health and safety practices recommended by the CDC.

Restrooms have hand washing protocols by sink areas. CDC signage is in restroom stalls.

#### IU8 Classrooms:

Pictorial step-by-step instructions for handwashing by sinks
Pictorial step-by-step instructions by hand sanitizers
Restrooms and Diapering areas have gloves available for staff

\*David Stultz Jennifer Anderson

CDC Signage print resources

https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date::desc

Office Buildings:

When and How to Wash Your Hands https://www.cdc.gov/h andwashing/whenhowhandwashing.html

Show me the Science-When & How to Use Hand Sanitizer in Community Settings:

https://www.cdc.gov/h andwashing/show-methe-science-handsanitizer.html

#### Classrooms:

When and How to
Wash Your Hands
https://www.cdc.gov/h
andwashing/whenhowhandwashing.html

#### Diapering

https://www.cdc.gov/healthywater/hygiene/diapering/index.html

N- Signage will be provided for posting and use across IU8 locations.

* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	- Recommended guidance will be followed for outdoor spaces like playgrounds.	-Any outside equipment used by children, like playground equipment, will have normal, routine cleaning. Per CDC guidance, outdoor equipment does not require disinfecting. Staff who supervise children using outdoor equipment will be mindful of routine cleaning of high touch surfaces like railings and grab bars. Wooden surfaces require no more cleaning than would be typicalPhysical movement and activity are critically important for all children. IU8 staff will plan physical activities for movement and play.	*Dr. Woomer *Julie Della Dr. Butler IU8 Program Supervisors All Professional Staff All Support Staff	Cleaning, Disinfecting, & Ventilation https://www.cdc.gov/ coronavirus/2019- ncov/community/clea n-disinfect/index.html	N- The adults who are assisting and supporting learners are able to consider the environments, both inside and outside, that support physical movement and play to determine how those environments can be cleaned.
Cleaning of shared materials.	-Same as in Low Transmission	-Clean shared materials when appropriateRegular cleaning and disinfecting of shared play or instructional items used by young learners, as recommended.	*Dr. Woomer *Julie Della Dr. Butler IU8 Program Supervisors All Professional Staff All Support Staff	Cleaning, Disinfecting, & Ventilation https://www.cdc.gov/ coronavirus/2019- ncov/community/clea n-disinfect/index.html	N- Program supervisors in collaboration with the staff will review the environment(s) to identify shared items, and methods to clean and/or disinfect shared materials, as needed.
Transportation practices	-Same as in Low Transmission	-IU8 does contract with various transportation agencies who provide individualized transportation to students. IU8's transportation coordinator will work collaboratively with all transporters so IU may support the health and safety practices for all learners transported to and from and educational program.	*Patty Motchenbaugh Jason McMillen Karlie Travis- Shook Dr. Butler Dr. Woomer Julie Della Program Supervisors Professional & Support Staff Transporting Students	Cleaning and Disinfection for Non- Emergency Transport Vehicles <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html">https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html</a>	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when	-Same as in Low Transmission	-IU8 will collaborate with all community partners to work within the guidelines established by the center and IU8, reflective of health & safety recommendations.	Dr. Butler Dr. Woomer Julie Della Jason McMillen Karlie Travis-Shook	Copies of collaborative partners' Health & Safety plans for review and use as each applies to	Y- H&S Plans developed and provided to IU by collaborative partners will be reviewed across program supervisors

possible, revised hours of operation or modified school- year calendars	-Program supervisors may need to consider "crosswalks" between center plans and IU8's plans to ensure the highest standard of safety is followed while continuing to provide educational services to students participating with both centers and IU8Transportation will follow guidelines listed in section on transportation, above.	Patty Motchenbaugh  Program Supervisors  Program Coordinators  Professional Staff Members	programs and services provided by IU8.	and with staff so appropriate planning and consideration of each location's standards for health and safety.
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### **Domain Summary: Social Distancing and Other Safety Protocols**

The Intermediate Unit is an educational service agency serving multiple counties and across a variety of educational settings, both school-based and community based. As such, IU8's Health and Safety (H&S) Plan will reflect areas and locations within and outside IU8's locus of control. For those areas within IU8's locus of control, we will follow the plans and protocols established by IU8's team and outlined across IU8's H&S Plan. For any location outside of IU8's locus of control, we will review the H&S plans developed by our collaborative partners and school districts and practice the health & safety as established, to the best of our ability.

All guidance for public schools has identified social distancing as a priority measure across all environments. As such, IU8 will honor the social distancing guidelines to the greatest extent that is possible while also recognizing our responsibility to provide meaningful and necessary educational supports and services to all learners. IU8 will apply the action steps to social distance our learners, adjust our practices with any meals or snacks for our learners, prioritizing proper and frequent handwashing, and adjust our practices to significantly limit or prevent non-essential personnel and visitors to IU8 locations. The Social Distancing and Other Safety Protocols section of our plan outlines the specific steps IU8 has planned and will employ across various settings and locations. We will review, adjust and update this section as needed in response to changes in health and safety guidance for schools, as well as in response to our local needs.

Requirements	Action Steps under Moderate, Substantial, and High Level of Community Transmission or local cases.	Action Steps under Low Transmission	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	-Same as Low Transmission	-Students: Parents are encouraged to know the CDC Signs and Symptoms of COVID-19.  -Parents are encouraged to keep child(ren) who are experiencing symptoms home from school until symptoms resolve	Dr. Butler Dr. Woomer Julie Della Jennifer Anderson	NA	Y- All members, across all departments will be provided sessions for review of the H&S Plan, as well as review of

		-If any child is showing signs/symptoms related to COVID, staff will distance or isolate the student and contact the parent to arrange for the student to return home.  -Staff: Know the CDC Signs and Symptoms of COVID-19 and self-monitor for symptoms.  -If any staff, student or other individual becomes ill at any IU8 location, meeting or training, it would be recommended that the individual consider leaving to go home.  -IU8 members will refer to the Team Guide's COVID section for additional information.  -Any cases of COVID by a member of the IU8 organization must report using the secure absence system.			the Guide provided to every member of the organization
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	-Same as in Low Transmission	Students: Classrooms will have designated areas where students can be distanced or isolated should they arrive ill. Given the individual circumstances of our classroom locations and our student population, the isolation space may be a separate area within the classroom location or at another location in the building. Students may be provided a face covering while in isolation until a parent/guardian arrives. Staff: Refer to the Team Guide COVID section.	All Administration All Professional Staff All Support Staff	What to do if you are sick: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html?CDC AA refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsteps-when-sick.html  Isolation: https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html	Y- All members can review the H&S Plan, as well as all Guides provided.

* Returning isolated staff, students, or visitors to school	Same as in Low Transmission	Students: Any child testing positive for COVID-19 may not attend school for five (5) days following either (1) first date of symptoms or if asymptomatic (2) date of test collection. Parents are asked to notify the classroom teacher if the absence is due to awaiting COVID-19 test results or COVID-19 positive results.  Staff: All staff have been provided detailed information regarding steps for return-to-work as outlined in an IU8 issued Team Guide.	Dr. Butler Dr. Woomer Julie Della Jason McMillen Karlie Travis- Shook Janel Vancas Jennifer Anderson Dr. Maurer		Y- All members can review the H&S Plan, as well as all Guides provided.
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	-Same as in Low Transmission	-Students and families: IU8 will exercise regularly used communication pathways including the IU8 website to notify students and families of changes to schedules or with safety protocolsParent notification will be provided when needed using various methods (may be a phone call, email, letter, etc.) to keep parents updated with informationThe most current Board approved H&S Plan will be available on the IU8 websiteStaff: IU8 will use email accounts provided to every member of IU8 to communicate updates to health & safety plan. IU8 email is the most dependable and accessible option as all staff have been provided a device and access has been confirmed for all members. Members may monitor IU8 email in a timely and consistent manner for access to updates and information to help them stay informed members of the	Dr. Butler Dr. Woomer Julie Della Jennifer Anderson IU Program Supervisors	IU-wide communication	

organization. An IU8 facilitated alert system will be used where needed and appropriate to support health & safety of all members.		
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## **Domain Summary: Monitoring Student and Staff Health**

Requirements	Action Steps under Moderate, Substantial, and High Level of Community Transmission or local cases.	Action Steps under Low Transmission	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 in Low Transmission	-Students: In collaboration with families, IEP teams may review and consider the individual health needs of the child with complex needs. Teams may develop specialized plans for methods of instruction that may reduce overall exposure to others when conditions make this planning reasonable & appropriate.  -Classrooms will be equipped with masks, gloves, cleaning supplies, and hand sanitizer. Scheduled cleaning protocols are established for before, during and after instructional days.  Staff: Staff who are at higher risk are provided information and recommendations by health organizations for their review and consideration.	Dr. Butler Dr. Woomer Julie Della Jason McMillen Karlie Travis-Shook Janel Vancas Jennifer Anderson	People at Increased Risk https://www.cdc.gov/c oronavirus/2019- ncov/need-extra- precautions/index.html	Y - All members of the child's team who provide direct service will be provided informatio n, as appropriat e and required, on the plan for service and any safety protocols.
* Use of face coverings by staff and students	-May be more widely instituted during circumstances of identified cases, outbreaks, or other conditions that warrant individual masking.	IU8 continues to recommend the practice of masking by adults in any location where the children being served present with underlying health conditions as an added layer	Dr. Butler Dr. Woomer Julie Della	Use Masks to Slow the Spread of COVID-19 https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-	N

of protection for the health and sick/div-cloth-face-Jason McMillen safety in those classroom coverings.html Karlie Travis-Shook environments with learners with complex health needs. (Please see Janel Vancas section above, Protecting students and staff at higher risk of severe Jennifer Anderson illness.) All Professional Staff -Students who would be unable to All Support Staff remove a mask without assistance are not required to wear a face covering, staff will ensure all individuals who support the student are practicing safety precautions, including wearing a mask when providing direct service. -Individuals who are communicating or seeking to communicate with someone with a hearing impairment or some other disability, where the ability to see the mouth is essential to communication, are not required to wear a mask and may use alternate options made available by the IU for staff during service delivery. Implement distancing to the maximum extent possible. -In all locations where an IU8 operated classroom is hosted by a school district, classrooms and IU8 personnel will continue to follow the health and safety practices established for all adults and students at the district and/or building location. -In all locations where IU8 operates classrooms in collaboration with a cooperating agency, IU8 staff will coordinate with the agency to

determine health and safety practices for both adults and

students.

is at the discretion of the adult.					
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### **Domain Summary: Other Considerations for Students and Staff**

Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and or Supports Needed	Date
Health & Safety Plan	All IU8 Associates	Dr. Butler Dr. Woomer Julie Della Jennifer Anderson Supervisors	Various	Health and Safety Plan and identified materials, resources, and supports outlined in the H&S Plan, IU8 Employee Guide	Ongoing and as necessary and responsive to PDE, OCDEL, PADOH, CDC, and the Governor's Office.