

Mt. Lebanon School District
 District Recovery Sub-Committee
 Social, Emotional, Behavioral, and Physical Health - Employees
 Action Plan

Goal Statements
<ul style="list-style-type: none"> ● Schools operating in continued school closure. ● School operating with extensive physical distancing requirements. ● Mitigating impacts of March 2020 closure. ● Schools operating in the event of a critical incident (localized infection).

Action Plan

Goal	Mt. Lebanon School District will have in place a system of social, emotional, behavioral, and physical health supports to mitigate barriers which impact effective work performance and which support employees to successfully work throughout the course of the school year.
------	--

Objective 1	Create a system of tiered supports for employees to minimize social, emotional, and behavioral health barriers to effective work performance*
Action Step 1	Develop and implement Tier 1 universal supports for all employees <ol style="list-style-type: none"> 1. Use written and verbal communication to convey all supports designed for employees' social, emotional, and behavioral health <ol style="list-style-type: none"> a. Employee Assistance Program (EAP) b. Highmark Aunt Bertha social support online network c. Helplines/text lines/apps <ol style="list-style-type: none"> i. resolve Crisis Services ii. PTSD Coach app iii. PFA Coach app d. Share Care e. Ed Logics f. Substance Abuse and Mental Health Services Administration (SAMHSA) and safety committee posters/emails g. SAMHSA flyer-Coping with Stress During Infectious Disease Outbreaks h. Council on Aging 2. Create, advertise and provide open office times to listen to and address concerns 3. Encourage all employees to identify and connect with an informal support system 4. Develop a process for referring employees in crisis to administration for assistance 5. Utilize the Mt. Lebanon School District's Communication Action Plan to convey ongoing and up-to-date information both during a crisis and post-crisis.

Mt. Lebanon School District
 District Recovery Sub-Committee
 Social, Emotional, Behavioral, and Physical Health - Employees
 Action Plan

Action Step 2	<p>Develop and implement Tier 2 Targeted Care Plans</p> <ol style="list-style-type: none"> 1. Support vulnerable employees who self-disclose situational or personal factors which impact employment by providing targeted resources <ol style="list-style-type: none"> a. Lytle EAP b. resolve Crisis Services c. Human Resources (HR) with follow-up d. Local and State behavioral health resources 2. Engage community crisis counseling services and other resources to provide additional in-district assistance 3. Develop compassion fatigue buddy program for behavioral health support targeted for psychologists, nurses, counselors, and administrators 4. Conduct recurrent check-in meetings with building-based and administrative teams to evaluate social, emotional, and behavioral support systems, guidelines, procedures and protocols related to school reentry after a crisis event
Action Step 3	<p>Develop and implement Tier 3 Intensive Care Plans</p> <ol style="list-style-type: none"> 1. Provide focused, individualized supervisor and/or HR support <ol style="list-style-type: none"> a. Medical/Behavioral/Mental Health providers <ol style="list-style-type: none"> i. Advanced Medical - a service available for complex medical/behavioral/mental health conditions b. Community-based supports <ol style="list-style-type: none"> i. resolve Crisis Services 2. Review statutory and contractual entitlements and benefit plan resources and accommodations <ol style="list-style-type: none"> a. Family Medical Leave b. ADA accommodations c. PSERS disability retirement d. Short-term disability insurance e. Sick bank 3. Develop reentry plans for employees who are returning to work after direct or indirect COVID-19 exposure (Return to Work Guidelines)

Objective 2	Create a system of tiered supports for employees to minimize physical health barriers to effective work performance.**
Action Step 1	<p>Develop and implement Tier 1 Universal supports for all employees</p> <ol style="list-style-type: none"> 1. Use written and verbal communication to convey all procedures designed to protect employee health 2. Develop self-reported health monitoring system

Mt. Lebanon School District
 District Recovery Sub-Committee
 Social, Emotional, Behavioral, and Physical Health - Employees
 Action Plan

	<ul style="list-style-type: none"> a. Daily symptom screen for all employees b. Online and phone-in system 3. Provide job and work space appropriate protective equipment and disinfectant supplies 4. Use written and verbal communication to convey all supports designed for employee physical health <ul style="list-style-type: none"> a. Employee Assistance Program (EAP) b. Highmark Aunt Bertha social support online network c. Share Care d. Ed Logics e. Council on Aging
Action Step 2	<p>Develop and implement Tier 2 Targeted Care Plans</p> <ul style="list-style-type: none"> 1. Provide Highmark/Medical resources 2. Conduct recurrent check-in meetings with building-based and administrative teams <ul style="list-style-type: none"> a. Evaluate physical support systems, guidelines, procedures and protocols related to school reentry after a crisis event 3. Support vulnerable employees who self-disclose situational or personal factors which impact employment by providing targeted resources <ul style="list-style-type: none"> a. Lytle EAP, Human Resources (HR) with follow-up b. Highmark provider resources
Action Step 3	<p>Develop and implement Tier 3 Intensive Care Plans</p> <ul style="list-style-type: none"> 1. Review statutory and contractual entitlements and benefit plan resources and accommodations <ul style="list-style-type: none"> a. Family Medical Leave b. ADA accommodations c. PSERS disability retirement d. Short-term disability insurance e. Sick bank f. Family First Coronavirus Response Act 2. Develop reentry plans for employees who are returning to work after direct or indirect COVID-19 exposure (Return to Work Guidelines)
Objective 3	<p>Provide professional development to employees to assist with the mitigation of social, emotional, and behavioral health barriers to effective work performance*</p>
Action Step 1	<p>Develop and implement Tier 1 universal professional development for all employees</p> <ul style="list-style-type: none"> 1. Conduct Opening Day EAP in-service 2. Provide intermittent training and education to promote behavioral health and EAP <ul style="list-style-type: none"> a. Monthly employee meetings

Mt. Lebanon School District
 District Recovery Sub-Committee
 Social, Emotional, Behavioral, and Physical Health - Employees
 Action Plan

	<ul style="list-style-type: none"> b. Monthly flyers c. Assess technical needs and provide assistance to access supports <p>3. Provide training focused on identifying signs of crisis in adults and how to get assistance</p>
Action Step 2	<p>Develop and implement Tier 2 targeted professional development to support employees with specific needs</p> <ul style="list-style-type: none"> 1. Provide Psychological First Aid (PFA) and Mental Health Literacy (MHL) training for nurses, counselors, and psychologists 2. Assess for ongoing, post-crisis training needs
Action Step 3	<p>Develop and implement Tier 3 level professional development to support individual employees with intensive needs</p> <ul style="list-style-type: none"> 1. Provide social, emotional, and behavioral health resources to administrators to assist employees 2. Collaborate with HR to provide resources to specific employees

Objective 4	Provide professional development to employees to assist with the mitigation of physical health barriers to effective work performance.**
Action Step 1	<p>Develop and implement Tier 1 universal professional development for all employees</p> <ul style="list-style-type: none"> 1. Provide training on the use and requirement of protective equipment 2. Provide training for hand washing, sanitizing, personal hygiene, individual supplies, and physical distancing requirements 3. Provide training for return-to-work requirements

Mt. Lebanon School District
 District Recovery Sub-Committee
 Social, Emotional, Behavioral, and Physical Health - Employees
 Action Plan

	4. Provide training for the self-reporting of symptoms system
Action Step 2	<p>Develop and implement Tier 2 targeted professional development to address needs associated with positions with specialized physical care needs</p> <ol style="list-style-type: none"> 1. Provide training to address procedures and protocols related to recommendations (e.g. handwashing, facemasks, specialized protective equipment)
Action Step 3	<p>Develop and implement Tier 3 intensive professional development for employees with unique physical care needs in accordance with health care professionals' recommendations</p> <ol style="list-style-type: none"> 1. Collaborate with health care professionals regarding the implementation of recommendations (e.g. handwashing, facemasks, specialized protective equipment)

[* Tiered Social, Emotional, Behavioral Health Support Document](#)

[** Tiered Physical Health Support Document](#)