



## **Phased School Reopening Health and Safety Plan Template**

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non-instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

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

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: **Huntingdon County Career and Technology Center**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

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

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):**

**August 26, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator". For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

**Huntingdon County Career and Technology Center**

**Pandemic Committee**

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
<b>Laura Hicks</b>	Post-Secondary Education	Pandemic Coordinator
<b>R. Anthony Payne</b>	Secondary Ed. Administration	Plan Development & Pandemic Response Team
<b>Michael Douglas</b>	Secondary Ed. Administration	Plan Development & Pandemic Response Team
<b>David Carolus</b>	Maintenance / Facilities	Plan Development & Pandemic Response Team
<b>Dwayne Northcraft</b>	JOC Chief School Admin	Plan Development
<b>Crist Fellman</b>	Instructor / EMA Representative	Plan Development & Pandemic Response Team
<b>Carmen Groff</b>	Health Occupations Instructor	Plan Development & Pandemic Response Team
<b>Jesse Witters</b>	HVAC Instructor	Plan Development
<b>Justin Lewis</b>	Technology Coordinator	Plan Development & Pandemic Response Team
<b>Larry Brown</b>	Welding Instructor	Plan Development
<b>Travis Gilmore</b>	Automotive Instructor	Plan Development
<b>Brianna Brodbeck</b>	Cosmetology Instructor	Plan Development
<b>LaVonda Runk</b>	Business Manager	Plan Development

## Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

**The Huntingdon County Career and Technology Center will implement increased cleaning protocols through all buildings. Appropriate guidelines for cleaning will be posted throughout the school facilities. Staff & faculty will be trained on proper cleaning techniques and use of cleaning supplies.**

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>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	*Cleaning of all surfaces, tools and classroom/Lab equipment utilized in the program for daily instruction will be completed under the supervision of program staff at the end of each instructional session.	*Cleaning of all surfaces, tools and classroom/Lab equipment utilized in the program for daily instruction will be completed under the supervision of program staff at the end of each instructional session.	Instructor	Appropriate CDC Cleaning supplies	N
	* Cleaning supplies will be replenished at the end of each day by maintenance staff to ensure appropriate supplies are maintained within each instruction area.	* Cleaning supplies will be replenished at the end of each day by maintenance staff to ensure appropriate supplies are maintained within each instruction area.	*Maintenance Staff	Appropriate CDC Cleaning supplies	N
	*Staff will utilize appropriate CDC recommended chemicals and cleaning routines to sanitize areas	*Staff will utilize appropriate CDC recommended chemicals and cleaning routines to sanitize areas	*Maintenance Staff	Appropriate CDC Cleaning supplies	N



	<p>outside of the classroom especially all high touch areas at least <b>twice</b> daily.</p> <p>*Staff will utilize appropriate cleaning supplies to sanitize and disinfect areas utilized within the Office/Fiscal/Administrative areas after group meetings larger than 2 individuals.</p> <p>*Recommended CDC Guidelines for cleaning will be posted in all classroom / shop areas / offices etc. visibly near the available cleaning supplies to ensure proper education of cleaning protocol, techniques and purpose.</p>	<p>outside of the classroom especially high touch areas at least <b>once</b> daily.</p> <p>*Staff will utilize appropriate cleaning supplies to sanitize and disinfect areas utilized within the Office/Fiscal/Administrative areas at least once per day.</p> <p>**Recommended CDC Guidelines for cleaning will be posted in all classroom / shop areas / offices etc. visibly near the available cleaning supplies to ensure proper education of cleaning protocol, techniques and purpose.</p>	<p>*Office/Fiscal/Admin Staff (Office to include Front office &amp; Para Educators offices and testing area)</p> <p>*Pandemic Coordinator and Maintenance Supervisor</p>	<p>Appropriate CDC Cleaning Supplies</p> <p>Appropriate CDC Guideline Posters</p>	<p>N</p> <p>N</p>
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>*Full CDC recommended cleaning guidelines will take place prior to the start of the school year and be required should the school have a positive COVID case in house or the school closes due to returning to a RED status within the county.</p>	<p>*Staff will utilize CDC recommended cleaning guidelines such as chemicals, and disinfecting machines to clean and sanitize the entire building prior to each full return to face to face instruction.</p>	<p>*Maintenance Staff</p>	<p>Appropriate CDC Cleaning Supplies</p>	<p>N</p>

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

**All physical spaces will be reorganized throughout the building to ensure proper social distancing can be maintained. Supplies will be assigned to students as feasible and will be sanitized between students if unable to be assigned. Handwashing will take place for all individuals on a regular basis. Visitors will be restricted to the Entryway area. Assemblies and field trips will be limited and all social distancing guidelines will apply. Hallway traffic will be limited and will require face coverings. Van capacity for transportation will be limited. Student driving privileges will be expanded based on homeschool approval. Outside use of facilities will continue to be limited. SEE Visitor Procedures and Vendor Procedures.**

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><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>*Classroom areas will be reorganized in a manner to ensure all students will be facing in the same direction when feasible. If not, Staggered seating will take place to ensure that students are not seated at a distance less than 6 feet.</p>	<p>**Classroom areas will be reorganized in a manner to ensure all students will be facing in the same direction when feasible. If not, Staggered seating will take place to ensure that students are not seated at a distance less than 6 feet</p>	<p>*Instructor</p>	<p>*NONE – utilization of existing classroom desks and seating</p>	<p>N</p>
	<p>*Program shop areas should be set up in a manner that will allow for all students and staff to maintain a 6 feet spacing between them and the next individual will operate the program equipment/tools/supplies etc.</p>	<p>*Program shop areas should be set up in a manner that will allow for all students and staff to maintain a 6 feet spacing between them and the next individual will operate the program equipment/tools/supplies etc.</p>	<p>*Instructor</p>	<p>*NONE – Utilization of existing Program equipment</p>	<p>N</p>
	<p>* Program supplies are encouraged to be assigned to individual AM or PM students as feasible to include things such as tool belts, welding helmets, computers, patient areas, etc.</p>	<p>* Program supplies are encouraged to be assigned to individual AM or PM students as feasible to include things such as tool belts, welding helmets, computers, patient areas, etc.</p>	<p>*Instructor</p>	<p>*NONE – Utilization of existing program Supplies</p>	<p>N</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>The HCCTC does not serve meals during the scheduled school day, However, the following recommendations will be enforced regarding food and drink.</p> <p>*A set schedule will be enacted for students to visit the Vending Machine area during both the AM and PM educational sessions. Prior to leaving the area, Faculty should ensure that high touch areas have been sanitized prior to leaving the area. All students should stay in one group to ensure no cross contamination between</p>	<p>The HCCTC does not serve meals during the scheduled school day, However, the following recommendations will be enforced regarding food and drink.</p> <p>*A set schedule will be enacted for students to visit the Vending Machine area during both the AM and PM educational sessions. Prior to leaving the area, Faculty should ensure that high touch areas have been sanitized prior to leaving the area. All students should stay in one group to ensure no cross contamination between</p>	<p>*Pandemic Coordinator Instructor and Students</p>	<p>*Vending Schedule and cleaning supplies</p>	<p>N</p>

	programs. Students will be encouraged to limit all food and drink brought into the school from the outside. All individuals will be required to maintain social distancing.	programs. Students will be encouraged to limit all food and drink brought into the school from the outside. All individuals will be required to maintain social distancing.			
<b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<p>*Implement procedure for Handwashing frequency in the classroom to include but not limited to:</p> <p>1) All Students, Faculty, Staff and Visitors are required to wash hands upon each entry into a program area</p> <p>2) Faculty will provide breaks at their discretion to ensure the NO LESS THAN (3) Three hand washing sessions take place during the AM and PM educational sessions.</p> <p>3) Students are encouraged to periodically use hand sanitizer after touching high touch areas.</p>	<p>*Implement procedure for Handwashing frequency in the classroom to include but not limited to:</p> <p>1) All Students, Faculty, Staff and Visitors are required to wash hands or use hand sanitizer upon each entry into a program area</p> <p>2) Faculty will provide breaks at their discretion to ensure the NO LESS THAN (3) Three hand washing sessions take place during the AM and PM educational sessions.</p> <p>3) Students are encouraged to periodically use hand sanitizer after touching high touch areas.</p>	*Each Instructor	*Hand Sanitizer, Hand washing supplies (Soap, Towels)	Y
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	*CDC recommendations will be posted throughout the building at minimum locations to include all building and classroom entry points, restrooms, vending machines, offices, common announcement boards	*CDC recommendations will be posted throughout the building at minimum locations to include all building and classroom entry points, restrooms, vending machines, offices, common announcement boards	*Pandemic Coordinator	CDC recommended Guideline posters	N

<b>* Identifying and restricting non-essential visitors and volunteers</b>	*Visitors entering the building will be limited to essential visitors only	*Visitors entering the building will be limited to essential visitors only	*Visitors & Administration	*No	No
	*Visitors will be required to follow all school screening and monitoring processes in place including but not limited to signing in, using hand sanitizers upon entry, and using a face covering unless medically unable, announcing your arrival through the phone without entry to the main office.	*Visitors will be required to follow all school screening and monitoring processes in place including but not limited to signing in, using hand sanitizers upon entry, and using a face covering unless medically unable, announcing your arrival through the phone without entry to the main office.	*Visitors	*Check In and Monitoring supplies such as hand sanitizers and visitors log	No
	*Visitors not requiring entry to the building will be asked to remain in the lobby check in area. (Parent picking up a student)	*Visitors not requiring entry to the building will be asked to remain in the lobby check in area. (Parent picking up a student)	*Visitors & Office Staff	*None	No
	*Visitors requiring entry to the building should remain in the lobby area till a staff/faculty member comes to give them entry through the inside lobby doors.	*Visitors requiring entry to the building should remain in the lobby area till a staff/faculty member comes to give them entry through the inside lobby doors.	*Visitors and Staff/Faculty responsible for the meeting.	*None	No
See COVID VISITOR PROCEDURE	See COVID VISITOR PROCEDURE				

<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Although the HCCTC does not have Physical Education or Recess, The HCCTC does have program assemblies, Skills events and field trips that would require all policies to all as feasible.</p> <p>*Assemblies will take place in a Zoom format. Some assemblies may require that only some classes participate at a time or that a larger space is utilized like an outdoor space.</p> <p>*SkillsUSA and Off Grounds field trips will require the same guidelines to apply.</p>	<p>Although the HCCTC does not have Physical Education or Recess, The HCCTC does have program assemblies, Skills events and field trips that would require all policies to all as feasible.</p> <p>*Assemblies should ensure a 6 feet distancing as feasible for students. Assemblies may require that only some classes participate at a time or that a larger space is utilized like an outdoor space.</p> <p>*SkillsUSA and Off Grounds field trips will require the same guidelines to apply.</p>	<p>*Administration and Maintenance</p> <p>*SkillsUSA advisors and Faculty</p>	<p>*Scheduling for more assemblies or approval for outdoor space usage</p> <p>*Varies</p>	<p>N</p> <p>N</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Program supply sharing was addressed in the classroom set up.</p> <p>*Personal Supplies are strongly discouraged from being shared. Students should be utilizing the provided locker space to store items. Instructors should encourage all students to limit the non-essential items that are brought into the program. Uniforms should be encouraged to be washed and disinfected regularly. Lockers should be periodically sanitized.</p>	<p>Program supply sharing was addressed in the classroom set up.</p> <p>*Personal Supplies are strongly discouraged from being shared. Students should be utilizing the provided locker space to store items. Instructors should encourage all students to limit the non-essential items that are brought into the program. Uniforms should be encouraged to be washed and disinfected regularly. Lockers should be periodically sanitized.</p>	<p>*Students</p>	<p>*CDC recommended cleaning supplies</p>	<p>N</p>



<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	N/A	N/A	N/A	N/A	N/A
<b>Other social distancing and safety practices</b>	<p>*The HCCTC recommends limiting outside individuals to request access to the building unless otherwise approved by Administration. All groups, Visitors, Classroom Presenters, Vendors, ETC will be REQUIRED to follow ALL HCCTC reopening plans and policies.</p> <p>*Entrance into the Main Office and Fiscal offices should be limited. Individuals should try to limit the number of staff members in office at one time. In the event that a student were to need access to the copy machine, only ONE student should enter the office and is not to enter the reception area.</p> <p>*No One should enter the reception area unless required by Staff.</p>	<p>*The HCCTC recommends limiting outside individuals to request access to the building unless otherwise approved by Administration. All groups, Visitors, Classroom Presenters, Vendors, ETC will be REQUIRED to follow ALL HCCTC reopening plans and policies.</p> <p>*Entrance into the Main Office and Fiscal offices should be limited. Individuals should try to limit the number of staff members in office at one time. In the event that a student were to need access to the copy machine, only ONE student should enter the office and is not to enter the reception area.</p> <p>*No One should enter the reception area unless required by Staff.</p>	<p>*Administration</p> <p>*Faculty and Students</p>	<p>*None</p> <p>*None</p>	<p>N</p> <p>N</p>



## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirm to have COVID-19 needed to meet to safely return to school? How will you accommodate staff who are unable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

**Signs will be posted throughout the building to educate individuals on the signs and symptoms of COVID. Staff, Faculty, Visitors, and students not arriving on bus (from either Parent drop off or driving) will be required to complete a symptom screening prior to entering classroom areas. Symptomatic individuals are required to leave the building. A quarantine room will be set up within the HCCTC to meet all CDC recommended guidelines. Regular Pandemic Team meetings will occur.**

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><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>*All Staff/Faculty/Student/Parent / Visitors / Vendors are provided education on the signs and symptoms of COVID-19 prior to the start of the school year.</p>		<p>*Pandemic Coordinator &amp; Pandemic Planning team</p>	<p>Posters &amp; letters to be disbursed</p>	<p>Y</p>
	<p>*Provide guidance to parents and guardians the importance of identifying symptomatic children and keeping them home from school.</p>		<p>* Pandemic Coordinator &amp; Pandemic Planning team</p>	<p>Posters &amp; letters to be disbursed</p>	<p>Y</p>
	<p>*Provide guidance to the Staff and Faculty the importance of identifying symptoms and staying home from school.</p>		<p>* Pandemic Coordinator &amp; Pandemic Planning team</p>	<p>Posters &amp; letters to be disbursed</p>	<p>Y</p>
	<p>*Students arriving by bus from the home school will not be required to have be processed through the check in station</p>		<p>*Bused students</p>	<p>None</p>	<p>N</p>
	<p>*Students arriving by drop off or driving will be required to be processed through a check in station with thermal temperature checks</p>		<p>*Quarantine room / Check in staff</p>	<p>Check in station: Hand sanitizer, Optional masks, thermal temperature devices</p>	<p>N</p>
	<p>*All staff / faculty / visitors / and vendors will be required to process through the check in station immediately upon entering the building beyond the lobby area.</p>		<p>* Quarantine room / Check in staff</p>	<p>Check in station: Hand sanitizer, Optional masks, thermal temperature devices</p>	<p>N</p>

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>*Any Individual that is symptomatic once entering the school will be asked to wear a face covering and other appropriate PPE as feasible and report to the quarantine room for further processing</p>		*Designated quarantine room supervisor	Mask and PPE	Y
	<p>*Any Individual that is symptomatic or reports exposure prior to entering the building is asked to not enter the building.</p>		*All Exposed or Symptomatic Individuals	Posters	N
	<p>*The Quarantine room will be set up in a location at the HCCTC that will limit exposure to other individuals while still providing a well-lit and well ventilated negatively pressurized space.</p>		*Pandemic Coordinator and Pandemic Planning team	*Quarantine room Set up with adequate supplies and ventilations	Y
	<p>*Appropriate PPE will be required when entering the Quarantine room for all staff/ faculty/students.</p>		*All Quarantine Room Staff	PPE Supplies	Y
	<p>*Designated Staff will be asked to take the temperature of any student/staff/faculty member presenting with symptoms after entering their building.</p>		*Designated quarantine room supervisor	*Thermal temp devices	Y
	<p>*Students / Faculty who are sent home due to symptoms or exposure will be required to receive testing or medical clearance prior to returning.</p>		*Students / Faculty	*Return policy	Y
	<p>*Areas where an exposed /symptomatic student/faculty member has been will require immediate disinfection.</p>		*Maintenance Staff	*CDC Approved Cleaning Supplies and PPE	N
	<p>*Should positive cases be reported to the HCCTC,</p>		*Pandemic Coordinator	*Reporting Policy	Y

	administration will report said case to the Department of Health staff immediately.				
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	SEE RETURN TO BUILDING PROCEDURE				
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>*Regular meetings of the Pandemic planning team and the Huntingdon County EMA office will be required and scheduled in accordance with the rise or decline in local cases. IE rise would warrant weekly meetings</p> <p>*Limit public release of Personally Identifiable information regarding COVID confirmed cases</p> <p>*Work with local EMA and other Health officials to guide mandated isolations and contact tracing guidance</p> <p>*Provide appropriate pandemic health educational guidance to parents/guardians/students/faculty /staff/vendors/community via email, SENDIt, Mailings, Website, Facebook and verbal notifications as feasible</p>	<p>*Regular meetings of the Pandemic planning team and the Huntingdon County EMA office will be required and scheduled in accordance with the rise or decline in local cases. IE rise would warrant weekly meetings</p> <p>*Limit public release of Personally Identifiable information regarding COVID confirmed cases</p> <p>* Work with local EMA and other Health officials to guide mandated isolations and contact tracing guidance</p> <p>*Provide appropriate pandemic health educational guidance to parents/guardians/students/faculty /staff/vendors/community via email, SENDIt, mailings, Website, Facebook and verbal notifications as feasible</p>	<p>*Pandemic Coordinator</p> <p>*Administration</p> <p>*Administration</p> <p>*Pandemic Coordinator and Administration</p>	<p>Updated Regulations and COVID statistics</p> <p>None</p> <p>None</p> <p>Access to communication vehicles</p>	<p>N</p> <p>Y</p> <p>Y</p> <p>Y</p>
<b>Other monitoring and screening practices</b>	<a href="https://www.cdc.gov/coronaviruses/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronaviruses/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</a>		Posters		

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as support for social emotional wellness at school and at home?

### Summary of Responses to Key Questions:

**Individualized plans may be developed for higher risk individuals requiring entry into the building. All Individuals will be educated on COVID exposure risk categories. Face shields or masks will be required to all individuals when entering the building. Masks or face shields will be required where social distancing cannot be maintained.**

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>* Protecting students and staff at higher risk for severe illness</b>	*Individualized plans will be developed for individuals identifying a higher risk that will facilitate their safe return and integration into HCCTC functions were feasible.	*Individualized plans will be developed for individuals identifying a higher risk that will facilitate their safe return and integration into HCCTC functions were feasible.	*Administration	Plans	Y
	*Staff/Students/Faculty/Visitors that identify as a higher risk are recommended to wear masks or a clear face shield when meeting a face to face environment.	*Staff/Students/Faculty/Visitors that identify as a higher risk are recommended to wear masks or a clear face shield when meeting a face to face environment.	*High Risk Staff or Students	Masks or face shields	N
	*Staff / Students / Faculty / Visitors shall be made aware of high risk categories more susceptible to COVID exposure.	*Staff / Students / Faculty / Visitors shall be made aware of high risk categories more susceptible to COVID exposure.	*Pandemic Coordinator	Posters	Y

<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>*Staff/Faculty will be required to wear face coverings when in the HCCTC Building</p> <p>*ALL VISITORS will be required to wear face coverings when in the HCCTC Building</p> <p>*Any individual unable to wear a CDC recommended face covering shall be required to wear a clear face shield when in the HCCTC building.</p> <p>*One 10 minutes break will be observed at the discretion of the instructor during the AM and PM session during which social distancing is mandatory.</p>	<p>*Staff/Faculty will be required to wear face coverings when in the HCCTC Building</p> <p>*ALL VISITORS will be required to wear face coverings when in the HCCTC Building</p> <p>*Any individual unable to wear a CDC recommended face covering shall be required to wear a clear face shield when in the HCCTC building.</p> <p>*One 10 minutes break will be observed at the discretion of the instructor during the AM and PM session during which social distancing is mandatory.</p>	<p>*Staff / Faculty/ Visitors / Vendors</p>	<p>Masks / Face coverings/ Face Shields</p>	<p>Y</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>*Students will be required to wear a mask or approved face covering while entering the building.</p> <p>*Students will be required to wear a mask of approved face covering while moving throughout the building.</p> <p>*Any individual unable to wear a CDC recommended face covering shall be required to wear a clear face shield when unable to maintain social distancing.</p> <p>*One 10 minutes break will be observed at the discretion of the instructor during the AM and PM session during which social distancing is mandatory.</p>	<p>*Students will be required to wear a mask or approved face covering while entering the building.</p> <p>*Students will be required to wear a mask of approved face covering while moving throughout the building.</p> <p>*Any individual unable to wear a CDC recommended face covering shall be required to wear a clear face shield when unable to maintain social distancing.</p> <p>*One 10 minutes break will be observed at the discretion of the instructor during the AM and PM session during which social distancing is mandatory.</p>	<p>*Students</p>	<p>Masks / Face coverings/ Face Shields</p>	<p>N</p>

<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	*Individualized plans will be developed as needed and feasible for complex and vulnerable individuals to most efficiently meet their needs.	*Individualized plans will be developed as needed and feasible for complex and vulnerable individuals to most efficiently meet their needs.	*Administration	Plans	N
<b>Strategic deployment of staff</b>	Staff may be asked to assume duties outside their normal coverage to ensure all COVID policies can be maintained	Staff may be asked to assume duties outside their normal coverage to ensure all COVID policies can be maintained	*All HCCTC personnel	None	N

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Mask Fit	All	Pandemic Team – Crist Fellman	In Person	Masks		
Handwashing Techniques	All	Pandemic Team - Crist Fellman	Recorded Video – Hands on activity	Recorded video, Gloves Paint		
Quarantine Staff Protocol	Quarantine Staff	Pandemic Team -	In Person –	PPE, Thermal Devices		
Individualized Health Plans	Administration	Pandemic Team -	In Person -			
Pandemic Report Policy	Administration & Quarantine Staff	Pandemic Team -	In Person -	EMA regulations		
Chemical Cleaning Procedures	All	David Carolus	In Person and Recorded Session	Chemical and cleaning supplies		



## 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
<b>Signs and Symptoms</b>	All Faculty, Staff, Students, Parents/Guardians, Visitors & Vendors	Pandemic Coordinator and Administration	Posters, Email, and in Person		
<b>ReOpening Plans</b>	All Faculty, Staff, Students, Parents/Guardians, Visitors & Vendors	Pandemic Coordinator and Administration	Posters, Sendit notification , Website, Email and In Person		
<b>Pandemic Updates</b>	All Pandemic Team	Pandemic Coordinator	In Person, Email, & Zoom Meetings		
<b>Department of Health and Local EMA Updates</b>	All Pandemic Team	Pandemic Coordinator and Administration	In Person, Phone, Email		
<b>Building Updates</b>	All Faculty, Staff,	Administration	In Person, Email & Zoom Meetings		
<b>CDC Posters</b> <a href="https://www.cdc.gov/coronavirus/2019-nCoV/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronavirus/2019-nCoV/communication/print-resources.html?Sort=Date%3A%3Adesc</a>	All	Pandemic Team and Maintenance	Printed Materials and Website		

# Health and Safety Plan Summary: **Huntingdon County Career & Technology Center**

Anticipated Launch Date: **August 26, 2020**

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

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><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>	<p>*Cleaning of all surfaces, tools and classroom/Lab equipment utilized in the program for daily instruction will be completed under the supervision of program staff at the end of each instructional session.</p> <p>* Cleaning supplies will be replenished at the end of each day by maintenance staff to ensure appropriate supplies are maintained within each instruction area.</p> <p>*Staff will utilize appropriate CDC recommended chemicals and cleaning routines to sanitize areas outside of the classroom especially all high touch areas at least <b>twice</b> daily.</p> <p>*Staff will utilize appropriate cleaning supplies to sanitize and disinfect areas utilized within the Office/Fiscal/Administrative areas after group meetings larger than 2 individuals.</p> <p>*Recommended CDC Guidelines for cleaning will be posted in all classroom / shop areas / offices etc. visibly near the available cleaning supplies to ensure proper education of cleaning protocol, techniques and purpose.</p> <p>*Full CDC recommended cleaning guidelines will take place prior to the start of the school year and be required should the school have a positive COVID case in house or the school closes due to returning to a RED status within the county.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p>	<p>*Classroom areas will be reorganized in a manner to ensure all students will be facing in the same direction when feasible. If not, Staggered seating will take place to ensure that students are not seated at a distance less than 6 feet.</p> <p>*Program shop areas should be set up in a manner that will allow for all students and staff to maintain a 6 feet spacing between them and the next individual will operate the program equipment/tools/supplies etc.</p> <p>* Program supplies are encouraged to be assigned to individual AM or PM students as feasible to include things such as tool belts, welding helmets, computers, patient areas, etc.</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>The HCCTC does not serve meals during the scheduled school day, However, the following recommendations will be enforced regarding food and drink.</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>*A set schedule will be enacted for students to visit the Vending Machine area during both the AM and PM educational sessions. Prior to leaving the area, Faculty should ensure that high touch areas have been sanitized prior to leaving the area. All students should stay in one group to ensure no cross contamination between programs. Students will be encouraged to limit all food and drink brought into the school from the outside. All individuals will be required to maintain social distancing.</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>*Implement procedure for Handwashing frequency in the classroom to include but not limited to:</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>1) All Students, Faculty, Staff and Visitors are required to wash hands upon each entry into a program area                  2) Faculty will provide breaks at their discretion to ensure the NO LESS THAN (3) Three hand washing sessions take place during the AM and PM educational sessions.                  3) Students are encouraged to periodically use hand sanitizer after touching high touch areas.</p>
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	

**Other social distancing and safety practices**

\*CDC recommendations will be posted throughout the building at minimum locations to include all building and classroom entry points, restrooms, vending machines, offices, common announcement boards

\*Visitors entering the building will be limited to essential visitors only

\*Visitors will be required to follow all school screening and monitoring processes in place including but not limited to signing in, using hand sanitizers upon entry, and using a mask or face covering unless medically unable, announcing your arrival through the phone without entry to the main office.

\*Visitors not requiring entry to the building will be asked to remain in the lobby check in area. (Parent picking up a student)

\*Visitors requiring entry to the building should remain in the lobby area till a staff/faculty member comes to give them entry through the inside lobby doors.

See COVID VISITOR PROCEDURE

Although the HCCTC does not have Physical Education or Recess, The HCCTC does have program assemblies, Skills events and field trips that would require all policies to all as feasible.

\*Assemblies will take place in a Zoom format. Some assemblies may require that only some classes participate at a time or that a larger space is utilized like an outdoor space.

\*SkillsUSA and Off Grounds field trips will require the same guidelines to apply.

Program supply sharing was addressed in the classroom set up.

\*Personal Supplies are strongly discouraged from being shared. Students should be utilizing the provided locker space to store items. Instructors should encourage all students to limit the non-essential items that are brought into the program. Uniforms should be encouraged to be washed and disinfected regularly. Lockers should be periodically sanitized.

Social distancing should be maintained when classes move in hallways. Limit the unnecessary individual students in the hallway as feasible.

The HCCTC does not provide for transportation to and from the home school. Home school policies will apply.

**\*Field Trip Transportation**

- 1) It is recommended that a School Owned Van can carry 4 individuals maximum.
- 2) It is recommended that a bus will be used to transport more than 10 individuals

**\*Student Driving**

- 1) Regular student driving will be permitted when authorized by the home school and all required permits are applied for PRIOR to the first day of driving and will be subject to all HCCTC driving policies.

\*Students work collaboratively on projects throughout the building, However, Students will be limited to only the essential students assigned to the project. All classroom and Program area policies apply such as handwashing.

\*The HCCTC recommends limiting outside individuals to request access to the building unless otherwise approved by Administration. All groups, Visitors, Classroom Presenters, Vendors, ETC will be REQUIRED to follow ALL HCCTC reopening plans and policies.

\*Entrance into the Main Office and Fiscal offices should be limited. Individuals should try to limit the number of staff members in office at one time. In the event that a student were to need access to the copy machine, only ONE student should enter the office and is not to enter the reception area.

\*No One should enter the reception area unless required by Staff.

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>*All Staff/Faculty/Student/Parent / Visitors / Vendors are provided education on the signs and symptoms of COVID-19 prior to the start of the school year.</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>*Provide guidance to parents and guardians the importance of identifying symptomatic children and keeping them home from school.</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>*Provide guidance to the Staff and Faculty the importance of identifying symptoms and staying home from school.</p>
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>*Students arriving by bus from the home school will not be required to have be processed through the check in station</p> <p>*Students arriving by drop off or driving will be required to be processed through a check in station with thermal temperature checks</p> <p>*All staff / faculty / visitors / and vendors will be required to process through the check in station immediately upon entering the building beyond the lobby area.</p> <p>*Any Individual that is symptomatic once entering the school will be asked to wear a mask and other appropriate PPE as feasible and report to the quarantine room for further processing</p> <p>*Any Individual that is symptomatic or reports exposure prior to entering the building is asked to not enter the building.</p> <p>*The Quarantine room will be set up in a location at the HCCTC that will limit exposure to other individuals while still providing a well-lit and well ventilated negatively pressurized space.</p> <p>*Appropriate PPE will be required when entering the Quarantine room for all staff/ faculty/students.</p>

\*Designated Staff will be asked to take the temperature of any student/staff/faculty member presenting with symptoms after entering their building.

\*Students / Faculty who are sent home due to symptoms or exposure will be required to receive testing or medical clearance prior to returning.

\*Areas where an exposed /symptomatic student/faculty member has been will require immediate disinfection.

\*Should positive cases be reported to the HCCTC, administration will report said case to the Department of Health staff immediately.

#### SEE RETURN TO BUILDING PROCEDURE

\*Regular meetings of the Pandemic planning team and the Huntingdon County EMA office will be required and scheduled in accordance with the rise or decline in local cases. IE rise would warrant weekly meetings

\*Limit public release of Personally Identifiable information regarding COVID confirmed cases

\*Work with local EMA and other Health officials to guide mandated isolations and contact tracing guidance

\*Provide appropriate pandemic health educational guidance to parents/guardians/students/faculty/staff/vendors/community via email, SENDIt, Mailings, Website, Facebook and verbal notifications as feasible

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>*Individualized plans will be developed for individuals identifying a higher risk that will facilitate their safe return and integration into HCCTC functions were feasible.</p> <p>*Staff/Students/Faculty/Visitors that identify as a higher risk are recommended to wear masks or a clear face shield when meeting a face to face environment.</p> <p>*Staff / Students / Faculty / Visitors shall be made aware of high risk categories more susceptible to COVID exposure.</p> <p>*Staff/Faculty will be required to wear Face Coverings at all times</p> <p>*One 10 minutes break will be observed at the discretion of the instructor during the AM and PM session during which social distancing is mandatory.</p> <p>*ALL VISITORS will be required to wear Face Coverings upon entering the building.</p> <p>*Any individual unable to wear a CDC recommended face covering shall be required to wear a clear face shield.</p> <p>*Students will be required to wear a mask or approved face covering while entering the building.</p> <p>*Students will be required to wear a mask of approved face covering while moving throughout the building.</p> <p>*Any individual unable to wear a CDC recommended face covering shall be required to wear a clear face shield.</p> <p>*Individualized plans will be developed as needed and feasible for complex and vulnerable individuals to most efficiently meet their needs.</p> <p>Staff may be asked to assume duties outside their normal coverage to ensure all COVID policies can be maintained</p>



## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Huntingdon County Career and Technology Center** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

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*(Signature\* of JOC President)*

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*(Print Name of Board President)*

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

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

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



## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Huntingdon County Career and Technology Center** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 11, 2020**.

The plan was approved by a vote of:

  6   Yes

  0   No

Affirmed on: **August 11, 2020**

By:



*(Signature\* of JOC President)*

Andrea Y. Christoff

*(Print Name of Board President)*

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

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

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