



Health and Safety Plan Summary: **Forbes Road Career and Technology Center**

Launch Date: **July 1,2020**

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Offices 2 x 24hrs Classrooms 2 x 24hrs Restrooms 2 x 24hrs Halls 2 x 24hrs Common Areas 2 x 24hrs Specific Surfaces Addressed: <ul style="list-style-type: none"> - Desks / Tables - Doorknobs / Light Switches - Keyboards / Mice - Water fountains / Coolers - Lunch Area Surfaces Use the proper concentration of disinfectant. Keep the disinfectant on the surface for the required wet contact time.	Offices 1 x 24hrs Classrooms 1 x 24hrs Restrooms 1 x 24hrs Halls 1 x 24hrs Common Areas 1 x 24hrs Specific Surfaces Addressed: <ul style="list-style-type: none"> - Desks / Tables - Doorknobs / Light Switches - Keyboards / Mice Water fountains / Coolers <ul style="list-style-type: none"> - Lunch Area Surfaces Use the proper concentration of disinfectant. Keep the disinfectant on the surface for the required wet contact time.	-Static Spraying System -Disinfecting Cleaner -Foam Hand Sanitizer dispenser - Hand Sanitizer (60% Alcohol Min) Any fixtures, materials, or equipment needed will be provided by the FRCTC maintenance department	YES

	<p>Follow the product label warnings and instructions for PPE such as gloves, eye protection, and ventilation.</p> <p>Keep all chemicals out of reach of children.</p> <p>Facilities must have a Safety Data Sheet (SDS) for each chemical used in the facility.</p> <p>Parents, teachers, and staff should not supply disinfectants and sanitizers</p>	<p>Follow the product label warnings and instructions for PPE such as gloves, eye protection, and ventilation.</p> <p>Keep all chemicals out of reach of children.</p> <p>Facilities must have a Safety Data Sheet (SDS) for each chemical used in the facility.</p> <p>Parents, teachers, and staff should not supply disinfectants and sanitizers</p>		
Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>Teachers will disinfect/sanitize classroom areas between AM and PM sessions (Desks /Tables /Counters/ Commonly Touched Surfaces)</p> <p>Parents, teachers, and staff should not supply disinfectants and sanitizers</p> <p>Cordon off any areas where an employee or students with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines established</p>	<p>Teachers will disinfect/sanitize as needed</p> <p>Parents, teachers, and staff should not supply disinfectants and sanitizers</p> <p>Cordon off any areas where an employee or students with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines established by the Department of Health to deep clean and sanitize</p>	<p>-Disinfecting Cleaner</p> <p>-Foam Hand Sanitizer dispenser</p> <p>- Hand Sanitizer (60% Alcohol Min)</p> <p>Any fixtures, materials, or equipment needed will be provided by the FRCTC maintenance department</p>	YES

	by the Department of Health to deep clean and sanitize			
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Social Distancing and Other Safety Protocols

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	FRCTC shop areas and classrooms will be used simultaneously to lower occupancy numbers within the classroom environment. Classroom configurations will be altered following CDC guidelines for maximal social distancing as feasible. For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating.	FRCTC shop areas and classrooms will be used simultaneously to lower occupancy numbers within the classroom environment. There will be a minimum spacing of three feet, the social distancing recommended by the World Health Organization (WHO), as a three-foot distance is associated with large reductions in infection via droplet spread of coughs and sneezes. Classroom configurations will be altered for	Any fixtures, materials, or equipment needed will be provided by the FRCTC maintenance department	YES

		maximal social distancing as feasible. For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating.		
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>During lunch periods, schedules will be adjusted to ensure class groups remain separate when navigating the lunch line with social distancing in place. Students will be asked to stand on floor markers to encourage appropriately distancing.</p> <p>Student lunch areas will be located in their classroom areas to encourage lower occupancy totals and social distancing.</p>	<p>During lunch periods, schedules will be adjusted to ensure class groups remain separate when navigating the lunch line with social distancing in place. Students will be asked to stand on floor markers to encourage appropriately distancing.</p> <p>Student lunch areas will now be located in both the cafeteria and the restaurant to encourage lower occupancy totals and social distancing.</p>	Any fixtures, materials, or equipment needed will be provided by the FRCTC maintenance department	YES
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<p>Hand Sanitizer stations will be added to each office entrance as well as directly inside each classroom entrance.</p> <p>Students will be expected to proactively use hand sanitizer upon entrance to the classroom to prevent cross-contamination of surfaces.</p>	<p>Hand Sanitizer stations will be added to each office entrance as well as directly inside each classroom entrance.</p> <p>Students will be encouraged to proactively use hand sanitizer upon entrance to the classroom to prevent cross-contamination of surfaces.</p>	<p>Any fixtures, materials, or equipment needed will be provided by the FRCTC maintenance department</p> <p>All sinks should have soap. Handwashing stations with soap and/or hand sanitizer</p>	YES

	Signage will be displayed to convey the expectation for Hand Sanitizing/Hand Washing in appropriate areas.	Signage will be displayed to convey the expectation for Hand Sanitizing/Hand Washing in appropriate areas.	should be available in classrooms and other commonly used areas. Classrooms should have a supply of face coverings for use when social distancing is not possible.	
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	FRCTC Maintenance Department will place signage and other informational literature in high traffic areas to promote good hygiene practices and appropriate mitigation efforts.	FRCTC Maintenance Department will place signage and other informational literature in high traffic areas to promote good hygiene practices and appropriate mitigation efforts.	Signs will be procured from the CDC / Pa Department of Health / OSHA	YES
* Identifying and restricting non-essential visitors and volunteers	Essential visitors will be permitted access to the FRCTC campus based upon individual need. Participants in student related meetings will be given priority when accessing campus. When appropriate, communication will not take a face to face approach and other means of communication will be embraced (Zoom Meetings, Phone Conferences, etc.)	Essential and Nonessential visitors will be permitted access to the FRCTC campus based upon individual need. When appropriate, communication will not take a face to face approach and other means of communication will be embraced (Zoom Meetings, Phone Conferences, etc.) These means of communication can proactively help to lessen occupancy rates on campus.	Zoom Meetings / Online Collaboration Software / Speaker Phones	YES

	<p>Non-Essential visitors will not be provided access to campus during the Yellow Phase; however, communication can be facilitated via other means of communication (Zoom Meetings, Phone Conferences, etc.)</p> <p>Both essential and non-essential parties will be required to abide by CDC and PA Department of Health recommendations and guidelines when visiting FRCTC's campus.</p>			
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Physical education classes will follow all CDC and PA Department of Health Guidelines. Classes will focus on theory related instruction to limit the opportunity for infection. Classes will be scheduled to lessen class size and occupancy related concerns. In addition, the two classroom areas and outside areas will be used to further lessen the ratio of students per class.	Physical education classes will follow all CDC and PA Department of Health Guidelines. Classes will be scheduled to lessen class size and occupancy related concerns. In addition, the two classroom areas and outside areas will be used to further lessen the ratio of students per class.	N/a	YES
Limiting the sharing of materials among students	Teachers will be required to sanitize any materials, tools, or equipment before student use when appropriate.	Teachers will hold a classroom expectation for students to sanitize any materials, tools, or equipment before individual use.	FRCTC maintenance will provide EPA-approved disinfectants that display labeling that states effective use for emerging viral pathogens. The manufacturer's	YES

			instructions will be followed for all cleaning and disinfectant products (Concentration / Application / Method /Contact Time)	
Staggering the use of communal spaces and hallways	<p>The FRCTC school store will be closed to limit the number of students congregating in hallways. During lunch periods, schedules will be adjusted to ensure class groups remain separate when navigating the lunch line with social distancing in place. Students will be asked to stand on floor markers to encourage appropriately distancing.</p> <p>Student lunch areas will be located in their classroom areas to encourage lower occupancy totals and social distancing.</p>	<p>During lunch periods, schedules will be adjusted to ensure class groups remain separate when navigating the lunch line with social distancing in place. Students will be asked to stand on floor markers to encourage appropriately distancing.</p> <p>Student lunch areas will now be located in both the cafeteria and the restaurant to encourage lower occupancy totals and social distancing.</p>	N/a	YES
Adjusting transportation schedules and practices to create social distance between students	Transportation is a sending school district responsibility; however, students will be staggered in arrival and departure times when arriving at FRCTC campus to limit hallway traffic and lower occupancy. In addition, CDC/ PA Department of Health/ OSHA	Arrival and Departure will take place in a normal fashion; however, CDC/ PA Department of Health/ OSHA guidelines for social distancing and mitigation will be encouraged.	N/a	YES

	guidelines for social distancing and mitigation will be employed.			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Classes will follow all CDC and PA Department of Health Guidelines. Classes will be scheduled to lessen class size and occupancy related concerns. In addition, the two classroom areas and outside areas will be used to further lessen the ratio of students per class.</p> <p>Common areas such as computer labs will be available to teachers once they schedule classroom time with the office to ensure limited student numbers.</p>	<p>Classes will follow all CDC and PA Department of Health Guidelines. Classes will be scheduled to lessen class size and occupancy related concerns. In addition, the two classroom areas and outside areas will be used to further lessen the ratio of students per class.</p> <p>Common areas such as computer labs will be available to teachers once they schedule classroom time with the office to ensure limited student numbers.</p>	N/a	YES
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	N/a	N/a	N/a	N/a

Other social distancing and safety practices	N/a	N/a	N/a	N/a
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Monitoring Student and Staff Health

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<p>Anyone with a fever of 100.4 or higher should not come to campus. Students and adults should also screen themselves for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.</p>	<p>All FRCTC staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill.</p> <p>Symptom screening will be done by all parents/guardians at home each morning before the school day.</p> <p>Students and adults experiencing symptoms should not attend school.</p>	<p>All sinks should have soap. Handwashing stations with soap and/or hand sanitizer should be available in classrooms and other commonly used areas. Classrooms should have a supply of face coverings for use when social distancing is not possible.</p>	YES
* Isolating or quarantining students, staff, or visitors if they	1.Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area	1.Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area	All sinks should have soap. Handwashing	YES

become sick or demonstrate a history of exposure	<p>through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing.</p> <p>2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility.</p> <p>3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.</p>	<p>through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing.</p> <p>2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility.</p> <p>3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.</p> <p>4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related.</p>	<p>stations with soap and/or hand sanitizer should be available in classrooms and other commonly used areas. Classrooms should have a supply of face coverings for use when social distancing is not possible.</p>	
* Returning isolated or quarantined staff, students, or visitors to school	<p>Guidelines for determining when a COVID-19 infected person is able to return to school or work continues to evolve as we learn more about COVID-19.</p> <p>Employees and students should not return to work/school until the criteria to discontinue home confinement are met, in consultation with healthcare providers.</p>	<p>Employees and students should not return to work/school until the criteria to discontinue home confinement are met, in consultation with healthcare providers.</p>	<p>Meet CDC criteria to return to the school. Documentation provided to school nurse.</p>	YES

Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	During the Yellow Phase, the FRCTC School Messenger System will be employed to communicate prevalent information related to changes in safety protocols as well as changes to the school schedule. In addition, FRCTC will regularly update the FRCTC website as new information becomes available.	FRCTC will regularly update the FRCTC website as new information becomes available.	Use of technology to share information with stakeholders.	YES
Other monitoring and screening practices	All members of the FRCTC staff will be provided with training related to newly adopted COVID19 health and safety protocols. Staff will be provided with professional development before the start of the year and continue to participate in training modules as the year progresses.	All members of the FRCTC staff will be provided with training related to newly adopted COVID19 health and safety protocols. Staff will be provided with professional development before the start of the year and continue to participate in training modules as the year progresses.	Use of technology to share information with staff	YES

Other Considerations for Students and Staff

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Teachers will be required to address cleaning, sanitizing, disinfecting, and ventilation practices within their classrooms. Teachers will disinfect/sanitize classroom areas between AM and	Provide hand sanitizer for students and staff Provide PPE to vulnerable students and staff as appropriate	Any fixtures, materials, or equipment needed will be provided by the FRCTC maintenance department and administration	YES

	<p>PM sessions and at a higher frequency for students at heightened risk for severe illness. (Desks/Tables/Counters/Commonly Touched Surfaces) will be the focus of cleaning efforts.</p> <p>In addition, FRCTC will provide hand sanitizer for students and staff as well as PPE to vulnerable students and staff as appropriate.</p> <p>Vulnerable students will be permitted to complete their coursework virtually when appropriate.</p> <p>Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable)</p> <p>Establish a process for regular check ins with vulnerable students and staff</p> <p>Allow an early transition for vulnerable students to go to classes</p> <p>Limit large group gatherings/ Interactions for vulnerable students and staff</p>	<p>Allow vulnerable students to complete their coursework virtually</p> <p>Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable)</p> <p>Establish a process for regular check ins with vulnerable students and staff</p> <p>Allow an early transition for vulnerable students to go to classes</p> <p>Limit large group gatherings/ Interactions for vulnerable students and staff</p>		
* Use of face coverings (masks or	Staff will be required to wear masks during the Yellow Phase	Staff, when not able to socially distance from students in the	Any fixtures, materials, or equipment needed	YES

face shields) by all staff	<p>when interacting with students and colleagues. Face Shield will be used when appropriate to support students that are deaf or hearing impaired.</p> <p>Students will be encouraged to wear protective masks in accordance with CDC / PA Department of Health / OSHA recommendations and guidelines.</p>	<p>classroom, will utilize either a face shield or mask.</p> <p>Staff will have masks available to them at all times in the event that their use is required, including in a school vehicle, if the individual becomes symptomatic, or if the minimum social distancing cannot be maintained.</p>	will be provided by the FRCTC maintenance department and administration	
* Use of face coverings (masks or face shields) by older students (as appropriate)	Students will be encouraged to wear protective masks in accordance with CDC / PA Department of Health / OSHA recommendations and guidelines	<p>Wearing masks will not be required of students while in school, but will be optional. Extended usage of masks often leads to discomfort, distraction, or mishandling/misuse, triggering a child to touch their face more frequently and causing contamination and/or rendering the mask ineffective. Masks also make it difficult to speak or ask questions in a classroom setting.</p> <p>Students will have masks available to them at all times in the event that their use is required, including in a school vehicle, if the individual becomes symptomatic, or if the minimum social distancing cannot be maintained.</p>	Any fixtures, materials, or equipment needed will be provided by the FRCTC maintenance department and administration	YES

Unique safety protocols for students with complex needs or other vulnerable individuals		<p>Provide hand sanitizer for students and staff</p> <p>Provide PPE to vulnerable students and staff as appropriate</p> <p>Allow vulnerable students to complete their coursework virtually</p> <p>Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable)</p> <p>Establish a process for regular check ins with vulnerable students and staff</p> <p>Allow an early transition for vulnerable students to go to classes</p> <p>Limit large group gatherings/ Interactions for vulnerable students and staff</p>	Any fixtures, materials, or equipment needed will be provided by the FRCTC maintenance department and administration	YES
Strategic deployment of staff	<p>Two-Way Communication</p> <p>Staff Community-Building</p> <p>Staff Professional Learning</p> <p>Supportive Learning Environment</p>	<p>Two-Way Communication</p> <p>Staff Community-Building</p> <p>Staff Professional Learning</p> <p>Supportive Learning Environment</p>	Any fixtures, materials, or equipment needed will be provided by the FRCTC maintenance department and administration	YES

	Promoting Student Social and Emotional Competencies Student Support (SAP)	Promoting Student Social and Emotional Competencies Student Support (SAP)		
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