



# ARP ESSER Health and Safety Plan Guidance & Template

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Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021.

**Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of [masks](#);
- b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
- c. [Handwashing and respiratory etiquette](#);
- d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
- e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
- f. [Diagnostic](#) and screening testing;
- g. Efforts to provide COVID-19 [vaccinations to school communities](#);
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.\* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

\* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

## **Additional Resources**

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

# Health and Safety Plan Summary: Monroe Career and Technical Institute

**Initial Effective Date: August 2, 2021**

**Date of Last Review: July 12, 2021**

**Date of Last Revision: August 2, 2021**

1. **How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?**

MCTI has developed protocols, policies, and procedures that reflect current recommendations and considerations set forth by the CDC and the Pennsylvania Department of Health. MCTI will continue to monitor and work with these agencies to adapt to ensure that our staff and students are in a safe and healthy environment.

The Health and Safety Team will meet regularly to review current protocols and make any adjustment necessary if a new situation occurs or if the guidance from the CDC and the Pennsylvania DOH change.

2. **How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?**

MCTI is committed to ensuring all services for our students are not hindered due to COVID-19. Staff has been trained and provided with the resources needed to support our students academically, emotionally, and socially. MCTI will also continue to provide a connection for students and employees to local agencies that specialize in behavioral support. Employees are provided with additional supports through MCTI's Employee Assistance Program.

Though the sending districts provide food for students in need, MCTI will continue to provide free lunch for students attending MCTI as long as it is covered by the USDA.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>a. Masks/Face Coverings</p>	<p><b>Use of face coverings:</b>  MCTI will adhere to prevailing orders from the Pennsylvania Department of Health (DOH) regarding facial coverings. <u>Currently, students/staff will not be required to wear facial coverings.</u></p> <p>Face coverings must be worn by those using MCTI transportation.</p> <p>Modifications to MCTI's face covering practices will be made in response to state orders and/or in coordination with our School District Partners.</p> <ul style="list-style-type: none"> <li>• If two or more of the district partners move to universal masking MCTI will follow.</li> </ul> <p>MCTI administration may require face coverings at any time to mitigate spread of COVID-19.</p> <p>Any changes to the masking requirement will be communicated via MCTI's website, social media pages, and MCTI's phone messaging system.</p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <ul style="list-style-type: none"> <li>• Allow vulnerable students to complete their coursework virtually.</li> <li>• Allow an early transition for vulnerable students to go to classes.</li> </ul>
<p>b. Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);</p>	<p><b>Classroom/learning space occupancy</b>  3 foot distancing is expected for classroom seating. Classroom configurations will be altered for maximal social distancing as feasible. For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating.</p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.</b></p> <p>Classrooms have a maximum of 25 students.</p> <p>High-traffic hallway use will be limited when feasible.</p> <p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid "across-the-table" seating. Individuals will be required to sanitize or wash their hands prior to, and after, eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>Traffic flow patterns will be posted throughout the school.</p> <p>Social distancing markers will be placed throughout the school.</p>
<p>c. <a href="#">Handwashing and respiratory etiquette</a>;</p>	<p><b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.</b></p> <p>Staff and students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective Equipment will be utilized by staff and students in accordance with current CDC and DOH recommendations.</p> <p>Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.</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>Signage will be posted at entrances, bathrooms, and throughout the facility.</p>
<p>d. <a href="#">Cleaning</a> and maintaining healthy facilities, including improving <a href="#">ventilation</a>;</p>	<p>All high-touch surfaces will be disinfected regularly, including water fountains/turned off, door handles, light switches, and student desks. All individuals in school will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available. Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible.</p> <p><b>Cleaning, Sanitizing, Disinfecting, and Ventilation</b></p> <p>Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p><b>Day shift custodial staff</b></p> <ul style="list-style-type: none"> <li>● Continue everyday responsibilities and tasks</li> <li>● Clean excessively touched items throughout the day <ul style="list-style-type: none"> <li>○ door knobs</li> <li>○ hand railings</li> <li>○ light switches</li> <li>○ printer/copiers</li> <li>○ dry mop</li> <li>○ wet mop</li> <li>■ wipe down and disinfect hard surfaces</li> </ul> </li> </ul>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p><b>Night shift custodial staff</b></p> <ul style="list-style-type: none"> <li>• Continue everyday responsibilities and tasks</li> <li>• Cleaning restrooms using proper PPE</li> <li>• Vacuum</li> <li>• Dry mopping</li> <li>• Wet mop with disinfectant</li> <li>• Wipe down, clean and disinfect <ul style="list-style-type: none"> <li>○ Chairs</li> <li>○ Desks</li> <li>○ Tables</li> <li>○ Doors/door handles, door frames</li> <li>○ Light switches</li> <li>○ Computers</li> <li>○ Phones</li> <li>○ Counters</li> <li>○ Corridor walls</li> <li>○ Hand railings</li> </ul> </li> <li>• Any dirty surfaces will be washed with soap/water or cleaner before disinfecting</li> <li>• Electrostatic disinfecting fogger a minimum of twice a week.</li> </ul> <p><b>Custodial/Maintenance PPE</b> PPE will be utilized in coordinate with job duties performed and as indicating in guidelines set forth by the CDC and DOH.</p> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• There will be an increase of outside air introduced to the building through our HVAC systems.</li> <li>• Air filter changes will remain on the same schedule (excessive filter changes not necessary).</li> </ul>
<p>e. <a href="#">Contact tracing</a> in combination with <a href="#">isolation</a> and <a href="#">quarantine</a>, in collaboration with the State and local health departments;</p>	<p>Establish and maintain communication with local and state DOH officials.</p> <p>Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible).</p> <p>Post and enforce MCTI decision tree for positive cases and close contact.</p>
<p>f. <a href="#">Diagnostic</a> and screening testing;</p>	<p><b><i>All students and staff are required to:</i></b></p> <ul style="list-style-type: none"> <li>• complete a daily self-assessment prior to coming to school.</li> <li>• follow the prescribed steps if the self-assessment indicates they are not to report to school.</li> </ul>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<ul style="list-style-type: none"> <li>• by reporting to school, employees and students acknowledge that s/he has complied with the school's protocols for health and safety.</li> <li>• follow proper hygiene and other best practices communicated and encouraged by CDC and DOH.</li> </ul>
g. Efforts to provide <a href="#">vaccinations to school communities</a> ;	MCTI will work in conjunction with the four sending districts and CIU 20 to support and advertise any available vaccination locations.
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b> <ul style="list-style-type: none"> <li>• Allow an early transition for vulnerable students to go to classes.</li> <li>• Provide additional social distancing for vulnerable students if needed.</li> <li>• Provide support if needed in following health and safety policies such as handwashing, mask wearing, etc.</li> </ul>
i. Coordination with state and local health officials.	MCTI will continue to keep an open line of communication the Department of Health officials.



### Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the **Monroe Career & Technical Instituted** reviewed and approved the Health and Safety Plan on **Monday, September 13, 2021**.

The plan was approved by a vote of:

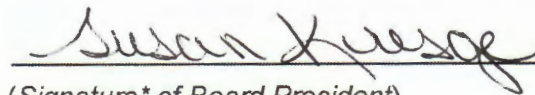
11 Yes

0 No

1 Absent

Affirmed on: **September 13, 2021**

By:



(Signature\* of Board President)

Susan Kresge

(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.