

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

**Initial Effective Date: July 13, 2021**

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

**Date of Last Revision: July 12, 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
a. Masks/Face Coverings	<p><b>Use of face coverings:</b> Face covering requirements will follow the orders set forth by the Commonwealth of Pennsylvania.</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>
b. Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);	<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> <p>Traffic flow patterns will be posted throughout the school.</p> <p>Social distancing markers will be placed throughout the school.</p>
c. <a href="#">Handwashing and respiratory etiquette</a> ;	<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>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<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>  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 <ul style="list-style-type: none"> <li>■ wipe down and disinfect hard surfaces</li> </ul> </li> </ul> </li> </ul> <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>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<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> <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>
<p>g. Efforts to provide <a href="#">vaccinations to school communities</a>;</p>	<p>MCTI will work in conjunction with the four sending districts and CIU 20 to support and advertise any available vaccination locations.</p>
<p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</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 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>
<p>i. Coordination with state and local health officials.</p>	<p>MCTI will continue to keep an open line of communication the Department of Health officials.</p>

### 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, July 12, 2021**.

The plan was approved by a vote of:

  10   Yes  
  0   No  
  2   Absent

Affirmed on: **July 12, 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.