



Bucks County Intermediate Unit

Bucks IU Early Intervention Itinerant Services for Home and Community Settings Health and Safety Plan

The Pennsylvania Department of Education (PDE) requires each school entity/intermediate unit to 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, our plan incorporates enough flexibility to adapt to changing conditions.

The plan below will be used to document the Bucks County Intermediate Unit

(Bucks IU) Early Intervention Itinerant Services for Home and Community Settings Health and Safety Plan

The plan will have a focus on staff procedures and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening and return to work. This Bucks IU Specialized Classrooms, Itinerants, and Evaluators at Bucks IU Sites Health and Safety Plan will be approved by our governing body on Tuesday, August 18, 2020 as part of the Overall Universal Bucks IU Health & Safety Plan. The Bucks IU will continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions will be reviewed and approved by our governing body prior to posting on our Bucks IU's public website.

Introduction

The Bucks IU is committed to providing a safe and healthy work and learning environment for all employees, contracted staff, students, and families. This document has been prepared as part of the overall comprehensive Health and Safety Plan for Bucks County Intermediate Unit (Bucks IU). It specifically covers the reopening plan for employees and any contracted staff working our **Bucks IU Early Intervention Itinerant Services for Home and Community Settings Health and Safety Plan**.

This plan is not the only documentation available to our staff as they return to work with our students and families. In addition, we have an Employee Portal SharePoint Site for our staff which includes a working document with more detailed information from our Bucks IU Human Resources Department concerning issues about COVID-19. We also have a working document that is updated as needed, with information from our Bucks IU Facilities and Operations Department. The document also has links to our district plans, which are helpful to our staff that have classes/programs located throughout the county. A FAQ document with over 100 questions from our staff, with answers, is located in the site and updated weekly with information concerning the return to work.

Overview

On May 8, 2020, Governor Tom Wolf began a phased reopening of Pennsylvania counties, providing that schools could open for the 2020-2021 school year, once a county entered the "Green Phase" for reopening under the Commonwealth's pandemic response plan. On June 3, 2020 the Pennsylvania Department of Education (PDE), released preliminary guidance requiring all school entities to develop a "Health and Safety Plan" approved by the school entity's Board of School Directors in order to reopen schools for the 2020-2021 school year. This document is the part of the overall Bucks IU Comprehensive Health and Safety Plan and is intended to give assurances to staff and families who provide **Itinerant Services in Home and Community Settings Health and Safety Plan**. Its intent is to provide an understanding of the expectations for safely reopening of our specialized classrooms.

**Guiding Principles of the Bucks IU Health and Safety Plan for
Reopening All Bucks IU Locations and Programs Including the 705
Administrative Office Center**

1. Ensure safe learning and working environments for all Bucks IU students and staff.
2. Provide choice where possible in student learning format.
3. Ensure all students receive instruction that meets state and federal standards and have the necessary supports for success, including:
 - a. Access to technology and connectivity
 - b. Social-emotional wellness and health supports
 - c. As feasible, provide additional supports to meet needs of special populations
4. Provide training, time, support, and flexibility necessary for staff to prepare for a successful reopening.
5. Provide proactive, clear communication to all families and staff.

Type of Reopening

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- 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).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 31, 2020.

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.**

Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Kasey Kollar	Pandemic Coordinator, Director of Operations	Pandemic Coordinator - Both (Plan Development and Response Team)
Roseanna Mitsch	Administrative	Both (Plan Development and Response Team)
Megan Marie Van Fossan	Administrative	Both (Plan Development and Response Team)
Joyce Shultz	Hearing Services Coordinator	Both (Plan Development and Response Team)
Colleen Erwin	Vision Services Coordinator	Both (Plan Development and Response Team)
Deb Lock	ECP Director	Both (Plan Development and Response Team)
Maria DeSantis	ECP Supervisor	Both (Plan Development and Response Team)
Gina Meissler	ECP Supervisor	Both (Plan Development and Response Team)
Josh Miller	ECP Supervisor	Both (Plan Development and Response Team)
Patti Quick	ECP Supervisor	Both (Plan Development and Response Team)
Peggy Hoffman	OT/PT Clinical Supervisor	Both (Plan Development and Response Team)
Lenny Greaney	Director of Special Education	Both (Plan Development and Response Team)
Judith Hengst	Related Services Program Director	Both (Plan Development and Response Team)
Pre-School Early Intervention Staff	Pre-School Early Intervention Staff	Both (Plan Development and Response Team)
JoAnn Perotti	Administrative	Both (Plan Development and Response Team)
Dr. Mark Hoffman	Administrative	Both (Plan Development and Response Team)

Key Strategies, Policies, and Procedures

Cleaning, Sanitizing, Disinfecting,

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>Other cleaning, sanitizing, and disinfecting</p>	<p>Same as Green</p>	<p>1.Learning manipulatives/toys</p> <ul style="list-style-type: none"> A. Sort the learning materials to be sure they <u>can be</u> cleaned. <ul style="list-style-type: none"> • The manipulatives that were used during the day, must be washed/cleaned between sessions • Any items that went into a student's mouth must be sanitized between sessions. 	<p>Teachers and Paraeducators</p>	<p>Cleaning supplies and gloves Designated bags to clean the toys and manipulatives Designated bags to "quarantine" toys and manipulatives that have been in a child's mouth.</p>	<p>Y Y Y</p>

Social Distancing and Other Safety Protocols

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)
* Staff will maintain 6 feet of separation throughout the session, to the maximum extent feasible	Same as Green	To the greatest extent possible and in consideration of each child's needs and level of functioning, all staff and students must maintain 3-6 ft. of distance throughout the day.	Teacher/Therapist	None	(N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Same as Green	<p>Hand Washing</p> <ul style="list-style-type: none"> • Student arrival to the building. As soon as possible. • Prior to and after eating • After every sneeze and cough • After every visit to the restroom • After a child has had his or her hands in mouth or nose 	Teachers/Therapists	Sink, soap, paper towels, trashcans with trash bag liners	(N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Same as Green	<ul style="list-style-type: none"> • Connect with partners for necessary changes • Use of the OCDEL Tele-intervention decision tree for limiting staff in multiple rooms. 	Teachers/Therapists	OCDEL Materials	(N)

Monitoring Student and Staff Health

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)
* Monitoring students and staff for symptoms and history of exposure	Same as Green	<ul style="list-style-type: none"> Parents/Families will monitor and check for symptoms of children Staff will follow Bucks IU symptom checker 	Parent Teacher/Therapist	OCDEL /Bucks IU Symptom checker	(N) (Y)
* If staff would sick or demonstrate a history of exposure, they will follow the Bucks IU Health and Safety Procedures.	Same as Green	<ul style="list-style-type: none"> Staff who are symptomatic should leave and call the absence into Aesop and call their supervisor. Staff will cancel any other sessions scheduled during absence. Staff will make up any missed sessions per the Bucks IU procedures. Sanitization of the areas/rooms the individual was in. 	Teacher and paraeducators	Access to laptop to report absence in Aesop	(N)
* Returning quarantined staff	Same as Green	<ul style="list-style-type: none"> Follow the Bucks IU Health and Safety Plan procedures for returning to work. 	Teacher and paraeducators		(N)

Other Considerations for Students and Staff

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)
* Protecting students and staff at higher risk for severe illness	Same as Green	<ul style="list-style-type: none"> Limit exposure of students with high risk from anyone outside of the home or classroom Follow child' Individualized Health Plan as appropriate. 	Teacher/Therapist	IEP	(N)
* Use of face coverings (masks or masks/face shields) by all staff when providing face to face services	Same as Green	<ul style="list-style-type: none"> Adults will always wear face coverings 	Bucks IU Staff	Face Masks or masks/ shield	(N)
* Use of face coverings (mask or shields) by children 2 or older	Same as Green	<ul style="list-style-type: none"> All children 2 or older will wear face mask during face to face services. 	Teacher/Therapist	Face masks/shields	(N)
Unique safety protocols for students with complex needs or other vulnerable individuals	Same as Green	<ul style="list-style-type: none"> Increase the distance between the child exhibiting challenges, keep the child and staff safe to the greatest extent possible, create a "safe area" in the home that can be used for de-escalation. Will consult with Supervisor of Nursing to determine appropriate protocols for children with complex needs 	Teacher/Therapist	Positive Behavior Plans (PBSP), as appropriate Individual Health Plan, as appropriate	(N)

Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning and sanitizing materials and manipulatives	Teachers/Therapist	Administrator	Synchronous/Asynchronous	CDC, DOH, PDE Guidelines Appropriate and sufficient supplies to promote cleaning and disinfecting practices	Summer/Fall 2020	Ongoing
Use of PPE	Teachers and Paraeducators	Administrator	Synchronous/ Asynchronous	CDC, DOH, PDE Guidelines Appropriate and sufficient supplies to promote cleaning and disinfecting practices	Summer/Fall 2020	Ongoing
Washing hands	Teachers and Paraeducators	Administrator	Synchronous/Asynchronous	CDC, DOH, PDE Guidelines Appropriate and sufficient supplies to promote cleaning and disinfecting practices	Summer/Fall 2020	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Bucks IU WebEx Meetings	Bucks IU Staff	Dr. Mark Hoffman, Bucks IU Executive Director	WebEx	Video, documentation available on employee SharePoint site	Summer/Fall2020	Ongoing
Communications to Staff	Bucks IU Staff	Dr. Mark Hoffman, Bucks IU Executive Director	Emails	Documentation on return to school	Summer/Fall 2020	Ongoing

Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Communication of Health and Safety Plan	Parents, teachers, students, administration	Bucks IU Administrative Team	Posted to parent portal website Will be posted on the Bucks IU Website	Summer/Fall 2020	Ongoing
Ongoing communication and updates	Parents, teachers, students, administration	Bucks IU Administrative Team	Posted to parent portal website Will be posted on the Bucks IU Website	Summer/Fall 2020	Ongoing
Bucks IU WebEx Meetings	Bucks IU Staff	Dr. Mark Hoffman, Bucks IU Executive Director	WebEx	Summer/Fall 2020	Ongoing
Communications to Staff	Bucks IU Staff	Dr. Mark Hoffman Bucks IU Executive Director	Emails	Summer/Fall 2020	Ongoing

Health and Safety Plan Summary: Early Intervention Itinerant Services in Home and Community Settings

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation between teacher and therapist throughout the session, to the maximum extent feasible</p>	<p>Outdoor spaces can be used, weather pending, to increase spacing between child and therapist.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hygiene practices are essential in stopping the spread of the virus. With this, staff will receive education about the importance of covering coughs and sneezes, as well as regular handwashing. Appropriate and sufficient supplies will be provided to support hygiene practices including, but not limited to, soap, sanitizer, and tissues.</p>
<p>Limiting the sharing of materials among students</p>	<p>Face coverings and masks will be required for all staff and children 2 or older. The Bucks IU will always ensure an adequate supply of face masks.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	
<p>Other social distancing and safety practices</p>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Quarantining staff if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff and students 	<p>All staff members entering a host site, will wear a mask and be screened by completing a Bucks IU Symptom Checker, prior to reporting to work.</p> <p>Any staff who demonstrates symptomology will be denied admittance to the school and sent home to follow-up with their medical provider and contact the Bucks IU HR Department.</p> <p>Procedures outlined in the overall Bucks IU Health & Safety Plan will be followed by the all Bucks IU employees. All information for Bucks IU employees can be found on the Bucks IU Employee SharePoint site under: Bucks IU Health & Safety Plan.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older than 2 years old (as appropriate) 	<p>Education and encouragement for the use of face coverings and masks for all students will be provided. Face coverings and masks will be required for all staff and will be available and encouraged for students. Education will be provided to staff and students regarding the importance of not touching their faces and encourage frequent handwashing.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **The Bucks County Intermediate Unit** reviewed and approved the Phased School Reopening Health and Safety Plan for our **Bucks IU Early Intervention Itinerant Services for Home and Community Settings Health and Safety Plan** on August 18, 2020.

The plan was approved by a vote of:

7 Yes

0 No

Affirmed on August 18, 2020

By:

 8/18/2020

(Signature* of Board President)

John D'Angelo

(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.