



Bucks County Intermediate Unit

RTF- Residential Treatment Facilities 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 a Bucks County Intermediate Unit **(Bucks IU) RTF- Residential Treatment Facilities Health and Safety Plan**, with 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 RTF- Residential Treatment Facilities Health and Safety Plan will be approved by our governing body on Tuesday, August 4, 2020. 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 and sending to PDE.

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 in our **(Bucks IU) RTF- Residential Treatment Facilities** to successfully transition back to in-person work in the following locations:

- Foundations Behavioral Health
- Bucks County Youth Center
- Bucks County Correctional Facility
- Warwick House
- Woods Services
- St. Katherine Drexel/St. Francis

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.

Safety within an RTF/Congregate Care Facility is always the highest priority. Of course, being in the midst of a global pandemic has even further heightened and focused efforts on the current threat. All the RTF / Congregate Care Facilities are licensed by the Pennsylvania Department of Human Services and therefore have stringent requirements associated with the 24/7-hour care provided. These requirements combined with the Bucks IU RTF Health and Safety Plan provides the best currently available guidance.

Since the residents/students of the above listed facilities do not leave the grounds to go home or to school, it is much more probable that if the virus is introduced, it would come in through staff. As a result, the facility plans address the virus’ potential exposure to

students/residences by addressing how staff, including educational staff, can enter each facility and potentially introduce the virus to others.

The facility will provide to the Bucks IU their own specific detail about their plans. As is the case nearly everywhere the IU operates classrooms, we are guests in another licensed and accredited facility. As guests we must follow the expectations of the facility. As such, all facility plans for RTF locations will be shared with Bucks IU staff and staff are expected to follow the facility plan in addition to the Bucks IU RTF Health and Safety Plan.

Guiding Principles of the Bucks IU Health and Safety Plan for Reopening All Bucks IU Locations and Programs Including RTF-Residential Treatment Facilities

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.

Health and Safety Plan: Bucks IU Residential Treatment Facilities (RTF)

We are 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 will be informed by [Governor Wolf's Process to Reopen Pennsylvania](#) and the local Department of Health (DOH). 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 school directors/trustees) and posted on the school entity’s publicly available website.**

Based on the County’s current designation (i.e., red, yellow, green) and the best interests of the local community, our Bucks IU RTF programs will be rolling out scaffolded re-opening. As of June 26, 2020, Bucks County is designated as a “green” reopening phase in by the Governor. The plan below documents Bucks IU procedures to bring back students and staff in both the green and yellow phase, how we will communicate the type of reopening with stakeholders in our 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 Governor, 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 plan accounts for changing conditions in our 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

- ☒ Scaffolded reopening: Students are engaged in in-person learning, while distance learning may be an option to accommodate individual and/or groups of students based on need and current guidance.

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **Wednesday, August 5, 2020**

Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Mark Hoffman	Administrative	Both (Plan Development and Response Team)
Rebecca Roberts-Malamis, Esq.	Administrative	Both (Plan Development and Response Team)
Dr. Lenny Greaney	Administrative	Both (Plan Development and Response Team)
Dr. Jennifer Hertwig	Administrative	Both (Plan Development and Response Team)
Marty Ward	Supervisor	Both (Plan Development and Response Team)
Kasey Kollar	Administrative	Both (Plan Development and Response Team)
JoAnn Perotti	Administrative	Both (Plan Development and Response Team)

Nicole Boland	Administrative	Both (Plan Development and Response Team)
Alex Sheppard	Supervisor	Both (Plan Development and Response Team)
Megan Cunnane	Program Coordinator	Both (Plan Development and Response Team)
Sarah Benner	Program Coordinator	Both (Plan Development and Response Team)

Key Strategies, Policies, and Procedures

The facility in which we have programs, will provide specific detail about their plans. As is the case nearly everywhere the Bucks IU operates classrooms, we are guests in another licensed and accredited facility. As guests we must follow the expectations of the facility, therefore our plan will show the expectations from the facilities and the processes and procedures we will expect from our staff working in the following facilities:

- Foundations Behavioral Health
- Bucks County Youth Center
- Bucks County Correctional Facility
- Warwick House
- Woods Services
- St. Katherine Drexel/St. Francis

Cleaning, Sanitizing, Disinfecting, and Ventilation

Bucks IU RTF staff will inform and make our approved Bucks IU RTF Health & Safety Plan available to the following facility directors and the faculty leadership at the following locations:

- Foundations Behavioral Health
- Bucks County Youth Center
- Bucks County Correctional Facility
- Warwick House
- Woods Services
- St. Katherine Drexel/St. Francis

Our Bucks IU Facilities Staff will work directly with the given facility for compliance and on-going guidance with their own Health & Safety Plans. In order to ensure student and staff safety, the facility will ensure that all high traffic areas and frequently touched surfaces within the school will be cleaned and disinfected after each use. This includes, but is not limited to, sensory room equipment, bathrooms, door handles, sink handles, games, technology, art supplies, and equipment. Use and application of disinfectants will align with the Environmental Protection Agency (EPA) and Centers for Disease Control (CDC) recommendations for safe and efficient utilization. Cleaning supplies will be kept away from students in locked and secured locations. Ventilation systems will continue to be inspected regularly to ensure that they operate properly. Circulation of outdoor air will be utilized as much as possible by opening windows or doors, use of fans, or other means. Windows or doors will not be opened if they pose a health and safety risk to staff or students. All water systems and features will continue to be inspected regularly for safe use after the prolonged facility shutdown. This will minimize the risk of Legionnaires' disease as well as other diseases associated with water.

In order to ensure sanitization and cleaning of buildings, the facility will ensure a full cleaning will occur after each school day. All high traffic areas and commonly used surfaces in utilized spaces including, but not limited to, bathrooms, classrooms, conference rooms, common spaces, and sensory rooms will be disinfected utilizing EPA-registered disinfectants. Per CDC guidelines, all dirty surfaces will be cleaned prior to disinfecting. All utilized electronics will be disinfected before and after each use. All electronics must be disinfected prior to returning to their charging stations after each scheduled school day. Daily employee personal workspace space will be performed by all employees at the start and end of each shift. These spaces may include their desk, telephone, keyboard, chair, or any other items they use in performing their duties.

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>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Since we are guests in the above facilities, it will be the responsibility of the facility that all high traffic areas and frequently touched surfaces within the school will be cleaned and disinfected after every use (i.e. sensory room equipment, bathrooms, door handles, sink handles, games, art supplies, technology, and playground equipment).</p> <p>The Bucks IU Operations & Facilities Department will ensure an adequate supply of sanitizer, soaps, and disinfectants are available to our Bucks IU staff. Use and application of disinfectants will align with the EPA and CDC recommendations for safe and efficient utilization. Cleaning supplies will be locked and secured after use.</p> <p>Since we are guests in the above facilities, it will be the responsibility of the facility to ensure that ventilation systems will be inspected to ensure that they operate properly. Circulation of outdoor air will be utilized as much as possible.</p> <p>Since we are guests in the above facilities, it will be the responsibility</p>	<p>Same as yellow</p>	<p>Facility Director and the Bucks IU Supervisor of Special Education</p>	<p>Facility will utilize the CDC guidelines regarding cleaning and sanitizing.</p>	<p>(N)</p>

	<p>of the facility to ensure that all water systems and features will be inspected for safe use after the prolonged facility shutdown.</p> <p>Since we are guests in the above facilities, it will be the responsibility of the facility to ensure that all water fountains will be disabled or no longer be in use. Instead, water coolers will be utilized. Cups will be provided to students via their teacher who will hand them their individual cup while wearing appropriate PPE (i.e. gloves).</p> <p>The Bucks IU personal workspace, cleaning and disinfection will be performed by all Bucks IU employees at the start and end of each shift. These spaces may include their desk, telephone, keyboard, chair, or any other items they use in performing their duties. These supplies will be supplied by the Bucks IU.</p> <p>Antibacterial hand wipes or alcohol-based hand sanitizer will be locked and secured in classrooms, and will be made available to students to regularly use throughout the school day.</p>				
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Social Distancing and Other Safety Protocols

Classrooms and learning spaces will be set-up to ensure 6-foot separation between all students and staff members. Desks will be organized to maintain social distancing standards. Students will remain together with the same staff to reduce mixing of groups and student and staff groupings will remain as fixed as possible. To further ensure separation, students will be required to stay in their classroom until a scheduled transition. If a student is to leave the classroom, staff will communicate via walkie-talkie for another support staff assigned to only their floor. If the hallway is clear or if a distance of 6-foot separation can be maintained, the staff member will take the student to the identified area of need.

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)
Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	All student and teacher desks will be 6 feet apart while in the classroom. Classes will be held in larger rooms, if feasible (i.e. cafeteria, gym), if needed, to ensure appropriate social distancing.	Same as Yellow	Facility Director and the Bucks IU Supervisor of Special Education	N/A	(N)
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Meals will be served in classrooms and will be individually packaged.	Same as Yellow	Facility Director and the Bucks IU Supervisor of Special Education	N/A	(N)

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>Hygiene practices for students and staff including the manner and frequency of hand washing and other best practices</p>	<p>Staff and students are required to wash their hands thoroughly with soap and water after:</p> <ul style="list-style-type: none"> • bathroom usage • before and after eating • after coughing or sneezing. <p>Staff and students are encouraged to avoid touching their eyes, nose, and mouth with unwashed hands. They will follow with hand washing after touching their eyes, nose, and mouth to protect others.</p> <ul style="list-style-type: none"> • Students will be encouraged to utilize hand-sanitizing wipes that will be available throughout the day. • Signage on hand hygiene and other protective measures will be placed in highly visible areas. 	<p>Same as Yellow</p>	<p>Bucks IU Supervisor of Special Education</p>	<p>Appropriate and sufficient supplies to support cleaning and disinfecting practices.</p>	<p>(N)</p>
<p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>As provided by the Bucks IU, information regarding proper hand washing, mask wearing, and how to stop the spread of COVID-19 will be posted throughout all school buildings.</p>	<p>Same as Yellow</p>	<p>Facility Director and/or Designee, Bucks IU Supervisor of Special Education, Bucks IU Supervisor of Facilities</p>	<p>CDC Resources regarding proper hygiene practices</p>	<p>(N)</p>

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)
Identifying and restricting non essential visitors and volunteers	As per the facility, nonessential visitors, volunteers, and activities involving other groups will be restricted.	Nonessential visitors, volunteers, and activities involving other groups will be limited and by appointment only. Those from higher transmission areas will continue to be restricted.	Facility Director	Information regarding counties and their current stage of reopening	(N)
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Physical education will take place outside as much as possible to ensure appropriate social distancing; however alternative programming will occur when this is not available.	Physical education classes will engage in non- contact activities while maintaining 6-foot separation. All physical education equipment will be cleaned and sanitized after each use.	Bucks IU Supervisor of Special Education	Appropriate and sufficient supplies to support cleaning and disinfecting practices.	(N)
Limiting the sharing of materials among students	All student's belongings will be separated from other student items and while in the school building, they will be placed in labeled containers or identified areas. Sufficient supplies will be provided in order to minimize sharing high touch materials (i.e. art supplies, technology, sensory items). If items need to be shared, they are to be cleaned and disinfected between each use.	Same as Yellow	Bucks IU Supervisor of Special Education	N/A	(N)

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)
Staggering the use of communal spaces and hallways	<p>All hallways will remain clear throughout the school day, however if a student is to leave the classroom for any reason, staff will communicate via walkie-talkie for another support staff assigned to only their floor. If the hallway is clear or if a distance of 6-foot separation can be maintained, the staff member will take the student to the identified area of need.</p> <p>Students will be transitioned on a schedule to ensure that no class is in the hallway with another class to avoid mixing of students.</p>	Same as Yellow	Facility Director	N/A	(N)
Adjusting transportation schedules and practices to create social distance between students	N/A	N/A	N/A	N/A	(N)

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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Communal spaces will continue to be closed when possible. Where not possible, times of use will be staggered and will be cleaned/disinfected between each use.</p> <p>Student and staff groupings will be as fixed as possible. Students will remain together to reduce mixing of groups.</p> <p>Transitions in the hallway will be scheduled in order to ensure social distancing as well as reducing mixing between groups.</p> <p>Assemblies, large group gatherings, CBIs, and field trips continue to be restricted.</p>	Same as Yellow	Bucks IU Supervisor of Special Education	N/A	(N)
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	N/A
Other social distancing and safety practices	N/A	N/A	N/A	N/A	N/A

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	All screenings will be conducted safely, respectfully, and in accordance with privacy laws and regulations. Confidentiality will be maintained.	Same as Yellow	Bucks IU Supervisor of Special Education and Bucks IU Program Directors, Facility Director and/or Designee	Screeners, thermometers, masks, gloves, sanitation supplies	(N)
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>As per the facility plan, any student, staff, or visitor who positively identifies any risk factor or who reports symptomatology, has a temperature of greater than 100.0, or meets exclusionary criteria will immediately be escorted to a designated area and separated from other staff and students, with the exception of designated staff members that will don PPE.</p> <p>Any staff who demonstrates symptomatology will be denied admittance to the school and sent home to follow-up with their medical provider.</p>	Same as Yellow	Bucks IU Supervisor of Special Education and Bucks IU Program Directors, Facility Director and/or Designee	<p>Refer staff to Bucks IU HR Department at HR@BucksIU.org</p> <p>Refer student symptoms to Bucks IU Supervisor of Special Education and appropriate facility staff.</p>	(N)
Returning isolated or quarantined staff, students, or visitors to school	In order to return to the school building, staff and students will need to have clearance from their Department of Health based on their county.	Same as Yellow	Bucks IU Supervisor of Special Education and Bucks IU Program Directors, Facility Director and/or Designee	N/A	(N)

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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The Facility in which the Bucks IU has programs will decide if closing is based on a diagnosed COVID-19 case in the building. or if a posed risk to the community. The Bucks IU will then notify our staff etc.	Same as Yellow	Facility Director and/or Designee	N/A	(N)
Other monitoring and screening practices	N/A	N/A	N/A	N/A	N/A

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	Students and staff that have a higher risk for severe illness will be provided options for continued distance learning and telework.	Same as Yellow	Bucks IU Supervisor of Special Education and Bucks IU Program Directors, Facility Director and/or Designee	N/A	(N)
Use of face coverings (masks or face shields) by all staff	<p>Education on face coverings and masks will be provided to all staff.</p> <p>Face coverings and masks will be required for all staff and will be available.</p> <p>Education will be provided to staff regarding the importance of not touching their masks and encourage frequent handwashing.</p> <p>As per the facility plan, signage will be posted in highly visible areas regarding the appropriate ways to wear face coverings and masks.</p> <p>Adequate supply of face masks and coverings will be provided by the Bucks IU, if needed and none are available.</p>	Same as Yellow	Bucks IU Supervisor of Special Education and Bucks IU Program Directors, Facility Director and/or Designee	N/A	(N)

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)
Use of face coverings (masks or face shields) by older students (as appropriate)	<p>Students will be required to use face masks. Face masks and coverings made available when needed.</p> <p>Education will be provided to students regarding the importance of not touching their masks and encourage frequent handwashing.</p> <p>Signage will be posted in highly visible areas regarding the appropriate ways to wear face coverings.</p>	Same as Yellow	Bucks IU Supervisor of Special Education and Bucks IU Program Directors, Facility Director and/or Designee	N/A	(N)
Unique safety protocols for students with complex needs or other vulnerable individuals	Individual decisions will be made per educational and residential leadership as well as parents.	Same as Yellow	Bucks IU Supervisor of Special Education and Bucks IU Program Directors, Facility Director and/or Designee	N/A	(N)
Strategic deployment of staff	Movement between school buildings for administrators and support staff will be restricted to reduce the spread of COVID-19.	Same as Yellow	Bucks IU Supervisor of Special Education and Bucks IU Program Directors, Facility Director and/or Designee	N/A	(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
Bucks IU WebEx Meetings	Bucks IU Staff	Dr. Mark Hoffman, Bucks IU Executive Director	WebEx	Video, documentation available on employee SharePoint site	Summer 2020	Ongoing
Communications to Staff	Bucks IU Staff	Dr. Mark Hoffman, Bucks IU Executive Director	Emails	Documentation on return to school	Summer 2020	Ongoing
Cleaning, sanitizing, and ventilating learning spaces and other student areas	Staff, Administration	In conjunction with the Bucks IU/705 Health & Safety Plan	Virtually, or in person if social distancing can be maintained	CDC, DOH, PDE Guidelines Appropriate and sufficient supplies to promote cleaning and disinfecting practices	6-30-20	Ongoing
Hygiene practices for students	Staff, Administration, Students	In conjunction with the Bucks IU/705 Health & Safety Plan	Virtually, or in person if social distancing can be maintained	CDC, DOH, PDE Guidelines Appropriate and sufficient supplies to promote hygiene practices including, but not limited to, soap, sanitizer, and tissues.	6-30-20	Ongoing
Handling sporting activities for recess and physical education classes	Staff, Administration, Students	In conjunction with the Bucks IU/705 Health & Safety Plan	Virtually, or in person if social distancing can be maintained	CDC, DOH, PDE Guidelines Appropriate and sufficient supplies to promote cleaning and disinfecting practices.	6-30-20	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Limited sharing of materials	Staff, Administration, Students	In conjunction with the Bucks IU/705 Health & Safety Plan	Virtually, or in person if social distancing can be maintained	CDC, DOH, PDE Guidelines Appropriate and sufficient supplies to promote cleaning and disinfecting practices.	6-30-20	Ongoing
Staggering the use of communal spaces and hallways	Staff, Administration, Students	In conjunction with the Bucks IU/705 Health & Safety Plan	Virtually, or in person if social distancing can be maintained	Transition schedules	6-30-20	Ongoing
Use of face coverings for staff	Staff, Administration,	In conjunction with the Bucks IU/705 Health & Safety Plan	Virtually, or in person if social distancing can be maintained	CDC, DOH, PDE Guidelines Supply of face coverings	6-30-20	Ongoing
Student and staff isolation and exposure procedures	Staff, Administration, Students	In conjunction with the Bucks IU/705 Health & Safety Plan	Virtually, or in person if social distancing can be maintained	CDC, DOH, PDE Guidelines Screeners, masks, gloves, sanitation supplies. Policies and procedures for quarantining and returning to work.	6-30-20	Ongoing

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
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	6/30/2020	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	6/30/2020	Ongoing
Bucks IU WebEx Meetings	Bucks IU Staff	Dr. Mark Hoffman, Bucks IU Executive Director	WebEx	Summer 2020	Ongoing
Communications to Staff	Bucks IU Staff	Dr. Mark Hoffman Bucks IU Executive Director	Emails	Summer 2020	Ongoing

Health and Safety Plan Summary: **Bucks IU Residential Treatment Facilities - RTF**

Anticipated Launch Date: **Wednesday, August 5, 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>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways)</p>	<p>As per the Health & Safety Plan of our host sites: In order to ensure all student and staff safety, all high traffic areas and frequently touched surfaces within the school will be cleaned and disinfected after each use. This includes, but is not limited to, sensory room equipment, bathrooms, door handles, sink handles, games, technology, and art supplies. Use and application of disinfectants will be safe and correct. Cleaning supplies will be kept away from students in locked and secured locations. Ventilation systems will be inspected to ensure that they operate properly. Circulation of outdoor air will be utilized as much as possible by opening windows or doors, use of fans, or other means. Windows or doors will not be opened if they pose a health and safety risk to staff or students. All water systems and features will be inspected for safe use after the prolonged facility shutdown. This will minimize the risk of Legionnaires' disease as well as other diseases associated with water.</p> <p>In order to ensure sanitization and cleaning of buildings, a full cleaning will occur after each school day by our Host Sites. All high traffic areas and commonly used surfaces in utilized spaces registered disinfectants. Per CDC guidelines, all dirty surfaces will be cleaned prior to disinfecting by our Host Sites. All utilized electronics will be disinfected before and</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>after each use. All electronics must be disinfected prior to returning to their charging stations after each scheduled school day. Daily personal area cleaning will be performed by our Bucks IU staff in their personal workspace at the start and end of each shift. These spaces may include their desk, telephone, keyboard, chair, or any other items they use in performing their duties including, but not limited to, bathrooms, classrooms, conference rooms, common spaces, and sensory rooms will be disinfected utilizing EPA-registered disinfectants. Per CDC guidelines, all dirty surfaces will be cleaned prior to disinfecting. All utilized electronics will be disinfected before and after each use. All electronics must be disinfected prior to returning to their charging stations after each scheduled school day. Daily personal area cleaning will be performed by all employees in their personal workspace at the start and end of each shift. These spaces may include their desk, telephone, keyboard, chair, or any other items they use in performing their duties.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Classrooms and learning spaces will be set-up to with classroom configuration altered for maximum social distancing as feasible. While in the classrooms, there will be a minimum spacing of six feet between all students and staff members. Desks will be organized in such a way in order to maintain social distancing recommendations. Student and staff groupings will be as fixed as possible. Students will remain together with the same staff to reduce mixing of groups. Students will be required to stay in their classroom until required to transition where they will follow a schedule to ensure separation between the students. If a student is to</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>leave the classroom, staff will communicate via walkie-talkie for another support staff assigned to only their floor. If the hallway is clear or if a distance of 6-foot separation can be maintained, the staff member will take the student to the identified area of need.</p> <p>Communal spaces will continue to be closed when possible. Where not possible, times of use will be staggered and will be cleaned/disinfected between each use. Students will eat meals in their designated classrooms and student's meals will continue to be individually served. Outdoor spaces will be available, weather pending, to increase spacing between students and staff members. Outdoor spaces will also be utilized for physical education classes, when able. Hygiene practices are essential in stopping the spread of the virus. With this, students and 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. Signage will be posted in well highly visible areas on how to stop the spread of COVID-19 such as proper hand washing as well as appropriate ways of wearing a face covering. Students will have access to hand sanitizer wipes in their classrooms and will be encouraged to utilize these throughout the school day, especially after sneezing, coughing, or wiping their nose. Education regarding the wearing of face coverings and masks for all students will be provided. Face coverings and masks will be required for all staff and encouraged to students. The Bucks IU will ensure an adequate supply of face masks at all times.</p> <p>While in the yellow phase, nonessential visitors will be prohibited to visit any facility for any reason. All meetings will</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>be held virtually via an online platform. Upon entering the green phase, visitors will only be allowed on campus (if part of the host facility) by appointment only and with prior notice or approval by school personnel. Visitors will be required to complete screening measures prior to entering the school building. While on campus and in the school building, visitors will be required to wear a face covering or a mask. If the visitor does not have a face covering or a mask, one will be provided prior to admittance. Visitors will be required to comply with social distancing guidelines and will maintain a 6-foot distance between themselves and any student, staff, or school personnel. Visitors will only be permitted in identified areas of the building to limit visitor mobility throughout the school and to ensure 6-foot separation. Visitors from higher transmission areas will continue to be restricted.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>Monitoring students and staff for symptoms and history of exposure</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>Returning isolated or quarantined staff, students, or visitors to school, notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<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>

Requirement(s)	Strategies, Policies and Procedures

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>Protecting students and staff at higher risk for severe illness</p> <p>Use of face coverings (masks or face shields) by all staff</p> <p>Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<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 **Bucks County Intermediate Unit** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 4, 2020**.

The plan was approved by a vote of: 7-0-0

Yes

No

Affirmed on: **August 4, 2020**

By:



(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.