



Bucks County Intermediate Unit

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) Transportation 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 Transportation 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 County Intermediate Unit (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 the Bucks IU. This portion of the plan specifically covers the reopening plan for employees and any contracted staff working in our Transportation Department. It is important to note that the students that we transport come from all 13 school districts in Bucks County as well as some out of county districts and range in age from three to twenty-one. The students that the Bucks IU transports are transported at the request of the school districts and are transported to various sites both in-county and out-of-county and in which we have no jurisdiction over some of the Health and Safety Plans. We will follow the Bucks IU Plan relative to the transportation of all students.

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 Departments. The document also has links to our district plans, which are helpful to our staff that have students located throughout the county. An 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 a part of the overall Bucks IU Comprehensive Health and Safety Plan and is intended to give assurance to staff who provide specialized Transportation Services. Its intent is to provide an understanding of the expectations for safely transporting students and that all other key strategies, policies and procedures listed in the overall Bucks IU Comprehensive Health and Safety Plan are applicable to this plan unless specifically stated otherwise.

**Guiding Principles of the Bucks IU Health and Safety Plan for
Reopening All Bucks IU Locations and Programs Including the Bucks
IU Transportation Services**

1. Ensure safe learning and working and transportation 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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 19, 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.

The Bucks IU involved members of the Transportation Department, including lead drivers and dispatcher, and staff from a variety of stakeholder groups, including the Director of Special Education, Director of Operations, IU administration and other support staff. In addition to this, the Supervisor of Transportation collaborated with school district transportation personnel and other intermediate unit transportation personnel to gather feedback on health and safety issues relative to the transportation of students. Finally, the Transportation Department and several members of the Bucks IU administrative team met onsite at the Bucks IU with Dr. Damsker of the County of Bucks Department of Health to review recommended practices for social distancing on Bucks IU-owned vehicles as well as cleaning protocols for Bucks IU drivers.

Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Kasey Kollar	Pandemic Coordinator, Director of Operations	Pandemic Coordinator-Both (Plan Development and Response Team)
Paula Harland	Administrative	Both (Plan Development and Response Team)
Deborah Mack	Administrative	Both (Plan Development and Response Team)
Trish Heberlig	Support Staff	Both (Plan Development and Response Team)
Andrew Ro	Administrative	Both (Plan Development and Response Team)
Sunday Boročaner Patricia Clark Linda Finnell Wanda Mastriani Cindy Maxwell Helene Slakoper Christine Scheerer	Drivers and Aides	Both (Plan Development and Response Team)
Dr Mark Hoffman	Administrative	Both (Plan Development and Response Team)
Rebecca Robert-Malamis, Esq.	Administrative	Both (Plan Development and Response Team)
JoAnn Perotti	Administrative	Both (Plan Development and Response Team)

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

The Bucks IU Transportation Department is responsible for the daily cleaning and disinfection of all IU-owned vehicles and for ensuring that the third-party transportation providers that we contract with adhere to the CDC approved guidelines. Transportation staff (Lead Drivers and Drivers) will be trained on the CDC approved guidelines as well as on any directives from the Commonwealth of Pennsylvania and/or the County of Bucks Department of Health.

The Bucks IU and contractors will target products approved by the EPA for cleaning, sanitizing and disinfecting (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>).

The Bucks IU will review and approve cleaning, sanitizing, disinfecting, and ventilation plans from contractors.

A vehicle checklist will be supplied to drivers and aides to assist them with their daily routines. Cleaning supplies will be provided to Bucks IU staff by the Bucks IU to sanitize and disinfect vehicles.

Ventilation will be provided in the vehicles in compliance with CDC guidelines and whenever feasible.

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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Same as Green	<ul style="list-style-type: none"> • Hand sanitizer, gloves, and cleaning supplies will be available for use on vehicles • All “high touch” surfaces in vehicles will be cleaned after every run with sanitizing wipes and all cleaning supplies will be properly disposed of after use. • Ventilation will be provided in the vehicles in compliance with CDC guidelines and whenever feasible. 	Supervisor of Transportation, Lead Drivers, Director of Operations, Supervisor of Facilities	Cleaning supplies will be supplied by Bucks IU Facilities	(Y)

Social Distancing and Other Safety Protocols

The wearing of masks by students and the distancing on vehicles providing specialized transportation will be evaluated on a case-by-case basis and will be implemented whenever feasible. Staff will monitor and reinforce expectations as necessary.

Drivers/Aides/Nurses are required to wear a mask and/or face shield when students enter/exit, when loading/unloading students and when securing student in the vehicle. Drivers are not required to wear face covering while operating the vehicle or when no one is sitting next to them in the vehicle.

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	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A

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)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
* Identifying and restricting non-essential visitors and volunteers	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
Limiting the sharing of materials among students	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
Staggering the use of communal spaces and hallways	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A

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)
Adjusting transportation schedules and practices to create social distance between students	Same as Green	<ul style="list-style-type: none"> • The Bucks IU Supervisor of Transportation will adjust schedules as needed. • Seating configurations will be created for all runs. Any changes must be approved by the Bucks IU Transportation Team. • The wearing of masks by students and the distancing on vehicles providing specialized transportation will be evaluated on a case-by-case basis due to the nature of specialized transportation. • Drivers/aides/nurses to wear face coverings when students enter/exit, when loading/unloading students, and when securing students in vehicles. • When possible, vehicle windows will be opened to increase ventilation • Students (when applicable) and drivers/aides/nurses will be educated on the importance of passengers facing forward. 	Supervisor of Transportation	Communication with Districts, Parents	(N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	(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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	(N)
Other social distancing and safety practices	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	(N)

Monitoring Student and Staff Health

The Bucks IU Health and Safety Plan is based on guidelines from the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health and the Bucks County Health Department. To ensure a safe return to the 705 Administrative Office Center, the Bucks IU is taking the following steps as recommended by the CDC, the state Department of Health and the Bucks County Health Department:

All staff, and contractors must complete a Daily COVID Symptom Checker provided by the Bucks IU. If an individual is unable to answer “no” to all questions on the form, the individual is expected to stay home.

Staff and parents will be given guidelines about the signs and symptoms of COVID 19. It will be expected that staff and parents self-monitor prior to the start of the school day. Students that exhibit signs or symptoms during the school day will report to the health office (if applicable) with a face covering. Transportation staff or contractors that exhibit signs or symptoms during the school day, will notify their supervisor immediately.

Distribution of the Daily COVID-19 Symptom Checker:

For employees and contractors: The symptom checker form will be forwarded to all Bucks IU employees and contractors using Bucks IU training software system, Safe Schools. All employees and contractors will receive a link to the symptom checker form via email. Employees and contractors are expected to review and acknowledge the document prior to their workweek. Although this form is required to be completed prior to the workweek, employees will be expected to self-affirm daily that they are symptom free before reporting to work. The symptom checker form will be emailed regularly to all staff to complete at least once a week and/or whenever the Governor’s restrictions are updated.

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	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
* Returning isolated or quarantined staff, students, or visitors to school	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
Other monitoring and screening practices	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A

Other Considerations for Students and Staff

The wearing of masks by students and the distancing on vehicles providing specialized transportation will be evaluated on a case-by-case basis and will be implemented whenever feasible. Staff will monitor and reinforce expectations as necessary.

Drivers/Aides/Nurses are required to wear a mask and/or face shield when students enter/exit, when loading/unloading students and when securing a student or students in the vehicle. Drivers are not required to wear face covering while operating the vehicle or when no one is sitting next to them in the vehicle.

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	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	Not applicable to Transportation	N/A
* Use of face coverings (masks or face shields) by all staff	Same as Green	All drivers, aides, and nurses must wear face coverings. Drivers may remove face coverings when operating the vehicle.	Supervisor of Transportation, Lead Drivers, Director of Operations, Supervisor of Facilities	Masks, Shields, cleaning supplies	(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)	Same as Green	<ul style="list-style-type: none"> Students will be required to wear face coverings whenever feasible, and the requirement will be decided on a case-by-case basis for specialized transportation. Spare face coverings will be available on vehicles 	Supervisor of Transportation, Lead Drivers, Director of Operations, Supervisor of Facilities	Masks	(N)
Unique safety protocols for students with complex needs or other vulnerable individuals	Same as Green	Deviations from the standards set forth in the Health and Safety Plan may be necessary due to the specialized needs of students and will be decided on a case-by-case basis. For example, accommodations may be made for individuals who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition, or disability and also where the ability to see the mouth is essential for communication.	Supervisor of Transportation, Lead Drivers, Director of Operations, Supervisor of Facilities	As needed	(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, sanitizing, and ventilating vans	Drivers	Supervisor of Transportation	Virtually, or in person if social distancing can be maintained	CDC, DOH, PDE Guidelines Appropriate and sufficient supplies to promote cleaning and disinfecting practices	Summer/Fall 2020	Ongoing
Use of PPE	Drivers, Aides	Supervisor of Transportation	Virtually, or in person if social distancing can be maintained	CDC, DOH, PDE Guidelines Appropriate and sufficient supplies to promote cleaning and disinfecting practices	Summer/Fall 2020	Ongoing
Bucks IU WebEx Meetings	Bucks IU Staff	Dr. Mark Hoffman, Bucks IU Executive Director	WebEx	Video, documentation available on employee SharePoint site	Summer/Fall 2020	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, support staff, drivers, 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, support staff, drivers, students, administration	Bucks IU Administrative Team	Posted to parent portal website Will be posted on the Bucks IU Website	Summer/Fall2020	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 Governing Body Affirmation Statement

The Board of Directors/Trustees for the **Bucks County Intermediate Unit** reviewed and approved the **Phased School Reopening Bucks IU Transportation 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.