



# Phased School Reopening Health and Safety Plan Template

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Each school entity must 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, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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## Midwestern Intermediate Unit IV's Reopening Health & Safety Plan

Midwestern Intermediate Unit IV's (MIU IV) Health and Safety Plan, as outlined by the Commonwealth of Pennsylvania and completed by our organization represents how multi-faceted we are with many layers. For the 2020-2021 school year, MIU IV intends to implement a scaffolding reopening and know that that may change.

The first day of our school year is August 17, 2020 our Best Practice, which will be held virtually for the first time. MIU IV's plan is a starting point and this committee of individuals will revisit this document as frequently as needed as we receive additional information and guidance from the Commonwealth.

MIU IV Executive Team members hold and participate in meetings and conference calls where we gain information, insight and guidance from the PA Secretary of Education, PAIU Executive Directors, PAIU Special Education Directors, PAIU Curriculum Directors and Superintendents. In addition, if another Intermediate Unit has developed a better strategy, we are open to adjusting our Health and Safety Plan to improve safety for our students and employees.

### Additional Documents and Information for Midwestern Intermediate Unit IV

Appendix A	COVID-19: MIU IV Classroom Cleaning Checklist
Appendix B	COVID-19: MIU IV Daily Temperature Screening Form
Appendix C	COVID-19: MIU IV Daily Health Self-Assessment Form
Appendix D	COVID-19: MIU IV Daily Parent/Student Health Assessment Form
Appendix E	COVID-19: MIU IV Tele-Intervention Decision Tree
Appendix F	COVID-19: MIU IV Substitute Self-Assessment Form

## Health and Safety Plan: MIDWESTERN INTERMEDIATE UNIT IV

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.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your 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 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 means that your school entity should account for changing conditions in your 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

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

### Summary to Key Questions

MIU IV Health and Safety Committee, composed of various stakeholders was created to inform decisions surrounding the reopening of Midwestern Intermediate Unit IV (MIU IV).

MIU IV staff that are assigned to school districts will follow the Health and Safety Plan of the school districts. MIU IV has (5) five school-based classrooms with a total of 24 students. This plan will be presented to the MIU IV Board of directors for approval on August 5, 2020 and, once approved, will be posted on MIU IV website. This plan will be emailed to all LEAs in our 27 school districts in addition to being discussed at all IEP meetings. It will also be shared with all nonpublic schools, Early Intervention, and Pre-K partners.

MIU IV will be in contact with all school district superintendents and LEAs if the need for a school closure arises or any significant modifications are needed for schools. If face to face instruction cannot occur, virtual and packets will be implemented and MIU IV Continuity of Education (COE) Plan will be utilized. MIU IV's COE Plan continues to be posted on our website.

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

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).

Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 17, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Wayde Killmeyer	Administration-Executive Director	Plan Development and Response Team
Brenda Marino	Administration-Assistant to the Executive Director	Pandemic Coordinator-Plan Development and Response Team
Patricia Connolly	Administration-Director of Business Services	Plan Development and Response Team
Melissa Wyllie	Administration-Director of Special	Plan Development and Response Team

	Education	
Jason Williams	Administration-Director of Technology & Information Services	Plan Development and Response Team
Lorinda Hess	Administration-Director of Educational Services, Nonpublic and ELECT Services	Plan Development and Response Team
Cheryl Pilch	Coordinator of Educational Services	Plan Development and Response Team
Teena Sipos	Teacher-President of PSEA Representation	Plan Development and Response Team
Paula Slater	Support Staff-President of ESPA Representation	Plan Development and Response Team
Tracy Bellis	Special Education Supervisor-Early Intervention	Plan Development and Response Team
Amber Fassinger	Special Education Supervisor-Early Intervention, School-Age Speech, Feeding & Swallowing	Plan Development and Response Team
Richael Fertig	Special Education Supervisor-Instruction in the Home/Educational Consultants/SEL Teachers	Plan Development and Response Team
Kelly Kushich	Special Education Supervisor-School Age Classrooms and OT/PT	Plan Development and Response Team
Walinda Nicholson	Special Education Supervisor-Vision, Hearing/Audiology/Partial Hospitalization/Interpreters	Plan Development and Response Team
Lainy Kolonay	School Psychologist	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

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **Summary of Responses to Key Questions:**

#### **Safety First**

#### **MIU IV Central and Satellite Offices**

***Purpose/Vision:** The Pandemic Response Team's primary vision and purpose is to keep our staff and students safe. We are also committed to keeping staff and all stakeholders informed and updated. In keeping with our strategic plan, we welcome all suggestions, comments, and input.*

#### **Mandatory Guidelines and Procedures for Central Office/Satellite Offices During Yellow and Green Phases:**

- Staff members and visitors must wear a mask while entering the building.
- Plexiglass was installed in the reception area.
- All employees and visitors must enter the building through the Maple Street entrance and have a temperature check. Temperatures will be kept on a log. In addition to the temperature checks, each person entering the building will be given a self-assessment screening.
- Markers will be placed on the floor in the entrance way indicating 6 feet distance.
- If a staff member has a temperature of 100.4 or higher, that person will be sent home. The staff member will be quarantined in a designated office if a ride must be called. If a visitor has a temperature of 100.4 or higher that person will not be permitted to enter the building.
- Staff members are encouraged to remain in their work area as much as possible throughout the day. Staff members should use the phone to contact each other and give notice before going to each other's work areas.
- Masks must be worn at all times while in the office.
- If a person works in an office with a door, the mask may be removed. The door to the room must be closed.

- Work spaces will be 6 feet from another person.
- Violating the personal space of another person is strictly prohibited.
- Staff are encouraged to take breaks and go outside for fresh air.
- Large instructional rooms (A & B, LGI 1 & 2) shall not be used without permission from the Director of Business Services, Patricia Connolly. Smaller instructional rooms must be reserved. Each room is given a maximum capacity for social distancing. Vacant room shall not be used for “drop-ins.” All instructional rooms will be locked until they are ready to be used.
- MIU IV Central Office meeting spaces have been adjusted to follow guidelines of social distancing, adding chairs to any meeting space without permission of the administration/facilities department is strictly prohibited. Below is the maximum capacity in each space for seating (including presenters).
 

Conference Room A	7 (if furniture is removed, more may enter with approval)
Conference Room B	7 (if furniture is removed, more may enter with approval)
Conference Room C	4
Conference Room D	8
Conference Room E	4
Conference Room SGI	4
Conference Room LGI-1	14 (if furniture is removed, more may enter with approval)
Conference Room LGI-2	14 (if furniture is removed, more may enter with approval)
- If staff members are sick, they MUST stay home.
- A list of all COVID-19 symptoms are posted prominently throughout the building. Hand washing signs are posted throughout the building.
- Staff members are to notify the Assistant to the Executive Director, Brenda Marino, under the following circumstances:
  - Travel outside the state in the last 14 days
  - Travel to or through any “hot spot” area in the last 14 days
  - Been exposed to COVID-19
  - Been asked to self-quarantine
  - Experiencing any COVID-19 symptom
- Only one person will be permitted in the restroom at a time. Occupancy signs will be placed on the outside door.
- Only two people will be permitted in the breakroom at a given time. Staff members are encouraged to eat at their work location.
- Staff members should wash their hands regularly with soap and water throughout the day.
- Disinfectant spray will be placed at all copiers. After each use, the staff member must wipe down the controls. Signs will be placed at each copier with instructions on how to properly sanitize the copier.

- Shared spaces or equipment must be regularly disinfected.
- Disinfectants will be placed in bathrooms and kitchens to wipe down commonly touched areas.

### **Fingerprinting**

- Fingerprinting will be by appointment only. We will be open Monday through Thursday, 8:00 am to 3:45 pm.
- The fingerprint technician will greet each person at the door, do a temperature read, and a self-assessment test.
- Masks must be worn in the fingerprint area.
- The appointments will be spaced 15 minutes apart so the fingerprint technician has time to clean all equipment before the next person arrives.
- Sanitation products will be provided.
- Only one person at a time will be permitted in the fingerprint area. There will be no one permitted in the waiting room.
- Plexiglass was installed in the fingerprint area.

MIU IV operates school-age classrooms in four (4) school districts within Mercer and Lawrence Counties. Farrell Area, Mercer, Neshannock and Wilmington School District. MIU IV will follow the plans of the school districts once they are approved.

MIU IV operates Early Intervention classrooms within four (4) of our school districts: Butler Area, Lakeview, Seneca Valley and Sharpville. MIU IV will follow the plans of the school districts once they are approved.

For the environments where MIU IV operates either a school-age or Early Intervention classroom, MIU IV staff will be responsible for the cleanliness of those leased spaces. The maintenance staff as well as MIU IV employees will be required to adhere to the procedures and protocols for cleaning and disinfecting that are provided on the CDC website. MIU IV classroom staff will perform cleaning procedures throughout their school day. More thorough cleaning will be performed in between morning and afternoon sessions with Early Intervention students.

In the Early Intervention sites that are not located within public school districts: New Castle Early Learning Center (NCELC), Grove City Early Learning Center (GCELC) and Mars Early Learning Center (MELC), arrangements will be made with MIU IV custodial staff to follow CDC guidelines along with MIU IV staff performing cleaning throughout the school day.

All disinfectant supplies are approved through the CDC/EPA's Guidance and will be distributed to each location to ensure the proper protocol and cleaning is being conducted where MIU IV leases space.

All MIU IV employees will receive virtual instruction during the August Best Practice Inservice Week on the following areas:

- Coronavirus Awareness
- Coronavirus: Cleaning and Disinfecting Your Workplace Staff
- Coronavirus: Managing Stress and Anxiety

All MIU IV employees will receive cleaning procedures and frequency according to CDC guidelines. All classroom staff will receive a **COVID-19: MIU IV Classroom Cleaning Checklist** that will be required to be completed daily with initials and time accomplished for the tasks.

MIU IV, as the lead agency, partners with Lawrence County Social Services, Inc., Pre-K Kids, Inc., Debra Marino, LLC., and Creative Preschool and Day Care to operate five PA Pre-K Counts classrooms. MIU IV will support its partners in following local, state, and federal guidelines as they relate to the health and safety of all staff and children.

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)	<ul style="list-style-type: none"> <li>● Follow recommendations from CDC and provide staff with appropriate guidance and procedures and evaluate operations to make sure areas are being addressed.</li> <li>● Disinfect midday and at the end of day by following a checklist in each classroom. (Appendix A) <b>COVID-19: MIU IV Classroom Cleaning Checklist</b></li> <li>● No water fountain usage</li> <li>● Teen Parenting counselors will hand sanitize before and after each session,</li> <li>● Teen Parenting counselors will utilize</li> </ul>	<ul style="list-style-type: none"> <li>● Follow recommendations from CDC and provide staff with appropriate guidance and procedures and evaluate operations to make sure areas are being addressed.</li> <li>● Disinfect at the end of the school day by following a checklist in each classroom. (Appendix A) <b>COVID-19: MIU IV Classroom Cleaning Checklist</b></li> <li>● No water fountain usage</li> <li>● Teen Parenting counselors will hand sanitize before and after each session,</li> <li>● Teen Parenting counselors will utilize</li> </ul>	All MIU IV Employees	create checklist for cleaning protocol for classrooms (Appendix A) <b>COVID-19: MIU IV Classroom Cleaning Checklist</b>  inventory and ordering of cleaning supplies and disinfectant  Vector Solution: Professional Development Training Provided on COVID-19 <b>Cleaning and Disinfecting Your Workplace</b> through Safe Schools.  installation of	Y

	<p>disinfectant wipes on touchable services before and after each session.</p> <ul style="list-style-type: none"> <li>• Teen Parenting counselors will provide and require students to hand sanitize before and after each session</li> <li>• MIU IV Custodial staff will properly monitor ventilation systems to ensure that the system is operating properly and will change filters as needed.</li> <li>• Building Administration and Director of Special Education will maintain inventories of all necessary cleaning and sanitizing materials to ensure that products are available and replenished.</li> <li>• At MIU IV main office, a secondary door to a women’s restroom was removed to reduce the number of surfaces that needed to be touched.</li> <li>• At MIU IV plexiglass was installed where the receptionists sit to interact with any employees.</li> </ul>	<p>disinfectant wipes on touchable services before and after each session.</p> <ul style="list-style-type: none"> <li>• Teen Parenting counselors will provide and require students to hand sanitize before and after each session</li> <li>• MIU IV Custodial staff will properly monitor ventilation systems to ensure that the system is operating properly and will change filters as needed.</li> <li>• Building Administration and Director of Special Education will maintain inventories of all necessary cleaning and sanitizing materials to ensure that products are available and replenished.</li> </ul>		plexiglass	
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> <li>• A daily cleaning checklist (Appendix A) <b>COVID-19: MIU IV Classroom Cleaning Checklist</b> will be provided to all</li> </ul>	<ul style="list-style-type: none"> <li>• A daily cleaning checklist (Appendix A) <b>COVID-19: MIU IV Classroom Cleaning Checklist</b> will be provided to all</li> </ul>	All MIU IV Employees	MIU IV wrote for the PCCD Safety and Security Grant for the purchase of air purifiers as needed.	Y

	<p>classroom staff to follow for safe protocol on disinfecting the classroom midday and at the end of the school day.</p> <ul style="list-style-type: none"> <li>• The classroom checklist will include frequently used items (door handles/light switches, table tops, computers/keyboards, mice, writing utensils, kitchen items ie).</li> <li>• Daily cleaning, sanitizing, disinfecting will be documented within the classrooms.</li> <li>• To increase ventilation with sanitizing and disinfecting in the classrooms, the windows will remain open to the extent possible.</li> <li>• MIU IV Office provided cleaning supplies to all employees for their own personal area.</li> </ul>	<p>School Age classroom staff to follow for safe protocol on disinfecting the classroom midday and at the end of the school day.</p> <ul style="list-style-type: none"> <li>• The classroom checklist will include frequently used items (door handles/light switches, table tops, computers/keyboards, writing utensils, kitchen items ie).</li> <li>• Daily cleaning, sanitizing, disinfecting will be documented within the School Age classrooms.</li> <li>• To increase ventilation with sanitizing and disinfecting in the classrooms the windows will remain open to the extent possible.</li> </ul>		<p>Vector Solution: Professional Development Training Provided on COVID-19 <b><u>Cleaning and Disinfecting Your Workplace</u></b> through Safe Schools.</p> <p>Each area was provided a spray bottle with CDC approved disinfectant to use daily.</p>	
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## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **Summary of Responses to Key Questions:**

MIU IV will be removing excess furniture in the Early Intervention and school-age classrooms so that spacing between students can be accomplished. Interactive toys will be rotated daily to minimize the spread of germs as well as the removal of stuffed animals, dress up clothes and classroom rugs. Toys will be kept in bins that can be easily wiped down. Mats will be used in the Early Intervention classrooms. Small containers of playdough will be used for individual students and not shared. Masking tape will be used on tables to separate space for individuals. When weather permits, classrooms will have play outside. MIU IV supervisors will work with classroom staff to minimize the moving of groups as much as possible. CDC is recommending 6 feet between seating and these social distancing practices will be implemented wherever we are able. MIU IV classroom staff will arrange furniture and seating so that all students will be facing forward and only occupying one side of the table and not having students sitting across from each other. The arrival and departure times will be staggered for the Early Intervention and school-age classroom sites. Cafeteria, playgroups, gymnasiums and all other areas that are shared by multiple groups will not be utilized unless in the green phase. Even while in the green phase, if classrooms are able to provide space for snack, lunch and gross motor play, those will be utilized. Sharing of food and utensils will be prohibited. Tables and desks will be cleaned and sanitized before and after eating. Hand washing protocols will be in place. If we are in the yellow phase, smaller grouping of students will need to occur with classrooms divided in half to provide face-to-face two (2) days a week and virtual instructional the other three (3) days a week.

MIU IV employees should refrain from bringing outside items into homes or community settings. MIU IV employees will disinfect any personal items used in the home or community setting and used by us and/or family. MIU IV employees will wash or disinfect their hands before entering and after leaving each home and in addition to wearing a mask, make every effort to maintain a six-foot social



distance from the child and family when direct contact is not needed for the intervention. When possible, MIU IV employees and families will take advantage of outdoor spaces that support the child’s and family’s routines for the delivery of in-person services.

CDC handwashing and social distancing posters will be displayed throughout the classrooms and program sites. For the first few weeks of school, proper handwashing and hygiene will be reviewed and practiced frequently. Social stories about masks and handwashing will be reviewed with students. Students will also be taught the proper way to cover their mouth for coughing and sneezing. COVID-19 signs will be posted throughout the classrooms, restrooms and common areas to promote proper hygiene and proper social distancing.

All staff and students are required to wear a mask and to social distance. Masks will be discussed at all IEP meetings. If a student is unable to wear a face mask or it cannot be tolerated, it will be noted. Shields will be provided to Educational Audiologists and Teachers of the Hearing Impaired so that students have a visual of the instructor’s mouth movements.

No visitors or volunteers will be permitted in the classroom.

Staff will receive online training during Best Practice Week on **COVID Awareness, Coronavirus Cleaning and Disinfecting your Workspace and Coronavirus Stress and Anxiety.**

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	<ul style="list-style-type: none"> <li>● The rearranging of the classroom space and the eliminating of furniture for maintaining 6 feet of social distancing throughout instructional and non instructional settings will be used. All desks will face in the same direction.</li> <li>● In the yellow phase, all training will be done virtually.</li> </ul>	<ul style="list-style-type: none"> <li>● The school-age classrooms will be maintaining 6 feet social distancing throughout instructional and non-instructional settings. All desks will face in the same direction and any non-essential furniture will be eliminated.</li> <li>● School-age, Early Intervention, Nonpublic and Pre-K classrooms will</li> </ul>	All MIU IV Employees	COVID-19 Signage for 6 feet social distancing  Technology to work virtually if needed	N

	<ul style="list-style-type: none"> <li>● In order to reduce the number of people in our MIU IV building at one time, we will operate on a rotation basis with staff spaced out in each area/pod while some will be working virtually. <ul style="list-style-type: none"> <li>● Teen Parenting counselors will meet with students bi-weekly to reduce visits to school building and conduct bi-weekly visits utilizing various platforms such as FaceBook Video / Messenger / Room Chat, phone, home visits. <ul style="list-style-type: none"> <li>● Teen Parenting counselors and participating students will remain the recommended 6 feet distance between persons.</li> </ul> </li> </ul> </li> <li>● Only the front entrance of MIU IV building will be used. <ul style="list-style-type: none"> <li>● One individual in the restroom at a time.</li> <li>● Two individuals will be in the break room at a time socially distancing.</li> <li>● All conference rooms will have to be signed out and approved.</li> </ul> </li> </ul>	<p>rearrange classroom space and rearrange furniture if needed.</p> <ul style="list-style-type: none"> <li>● All training will be done virtually when possible. MIU IV sites and training rooms will maintain the 6 feet social distance by rearranging where employees and participants are seated. Scheduling changes must occur for any areas that exceed 250 occupants. <ul style="list-style-type: none"> <li>● Teen Parenting counselors will meet with students bi-weekly to reduce visits to school building and conduct bi-weekly visits utilizing various platforms such as FaceBook Video / Messenger / Room Chat, phone, home visits. <ul style="list-style-type: none"> <li>● Teen Parenting counselors and participating students will remain the recommended 6 feet distance between persons.</li> </ul> </li> </ul> </li> </ul>			
<p>* Restricting the use of cafeterias and</p>	<ul style="list-style-type: none"> <li>● Early Intervention does not eat breakfast or lunch</li> </ul>	<ul style="list-style-type: none"> <li>● Early Intervention does not eat breakfast or lunch at</li> </ul>	<p>All MIU IV Professional Staff</p>	<p>Handwashing before and after snacks,</p>	<p>N</p>

<p>other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>at school. They can hold their gross motor time in the classrooms instead of the cafeteria space. Removal of fabric and cloth toys and excess furniture from the classrooms.</p> <ul style="list-style-type: none"> <li>• For School-Age classrooms, MIU IV employees can retrieve student breakfast and lunches and all meals will be held in the classroom settings. Adaptive physical education activities will be conducted in the classrooms.</li> <li>• Sharing of food items or utensils will be prohibited in the school age classrooms.</li> <li>• At MIU IV Central Office, two individuals will be in the break room at a time socially distancing.</li> </ul>	<p>school. They can hold their gross motor time in the classrooms instead of the cafeteria space. Removal of fabric and cloth toys and excess furniture from the classrooms.</p> <ul style="list-style-type: none"> <li>• For School-Age classrooms, MIU IV employees can retrieve student breakfast and lunches and all meals will be held in the classroom settings. Adaptive physical education activities will be conducted in the classrooms.</li> <li>• Sharing of food items or utensils will be prohibited in the school age classrooms.</li> </ul>	<p>Paraprofessionals  Supervisors</p>	<p>breakfast and lunch.  Classroom procedures for cleaning will be established for these times of the day.</p>	
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> <li>• For school-Age classrooms a handwashing schedule will be developed for the classroom to include upon entering the building, before/after snacks and meals, after bathrooming and exiting the building but not limited only to these instances.</li> </ul>	<ul style="list-style-type: none"> <li>• For school-Age classrooms a handwashing schedule will be developed for the classroom to include upon entering the building, before/after snacks and meals, after bathrooming and exiting the building but not limited only to these instances.</li> </ul>	<p>All MIU IV Employees</p>	<p>COVID-19 signage for proper hygiene and hand washing etiquette will be displayed  Hand sanitizers at office xerox machines</p>	<p>Y</p>

	<ul style="list-style-type: none"> <li>• Hand sanitizer will be available when access to a sink is unavailable for all school age Classrooms.</li> <li>• Handwashing videos will be reviewed with school age students in the classroom.</li> <li>• All staff and students in the school age classrooms will be required to wear a face mask or face shield during the school day.</li> <li>• Proper wearing of mask videos, signs, and children's literature to include story books will be utilized in the classroom setting in accordance to students' ability levels.</li> <li>• Early Intervention classrooms: handwashing schedule will be developed for the classroom to include upon entering the building, before/after snacks and meals, after bathrooming and exiting the building.</li> <li>• At MIU IV office and all bases, COVID-19 signage is displayed throughout the office to encourage proper hand washing and encourage it throughout the day. Hand sanitizer is available as staff enter</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitizer will be available when access to a sink is unavailable for all school age Classrooms.</li> <li>• Handwashing videos will be reviewed with school age students in the classroom.</li> <li>• All staff and students in the school age classrooms will be required to wear a face mask or face shield during the school day.</li> <li>• Proper wearing of mask videos, signs, and children's literature to include story books will be utilized in the classroom setting in accordance to students' ability levels.</li> <li>• Early Intervention classrooms: handwashing schedule will be developed for the classroom to include upon entering the building, before/after snacks and meals, after bathrooming and exiting the building. Wearing a face mask in the presence of others is required for all staff. Wearing a face mask for students is required and will be modeled by EI staff.</li> <li>• At MIU IV office and all bases, COVID-19 signage is displayed throughout</li> </ul>		<p>OCDEL approved portable sink OR hand sanitizer and sanitary wipes.</p>	
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	and exit the building. In addition, it is available at the common xerox areas along with proper COVID-19 signage.	the office to encourage proper hand washing and encourage it throughout the day. Hand sanitizer is available as staff enter and exit the building. In addition, it is available at the common xerox areas along with proper COVID-19 signage.			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<ul style="list-style-type: none"> <li>School-age classrooms will post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of COVID-19 by properly washing hands and properly wearing a cloth face covering.</li> <li>Early Intervention classrooms will post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of COVID-19 by properly washing hands and properly wearing a cloth face covering.</li> <li>At MIU IV Central Office and all bases, COVID-19 signage is displayed throughout the office to encourage proper hand</li> </ul>	<ul style="list-style-type: none"> <li>School-age classrooms will post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of COVID-19 by properly washing hands and properly wearing a cloth face covering.</li> <li>Early Intervention classrooms will post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of COVID-19 by properly washing hands and properly wearing a cloth face covering.</li> <li>At MIU IV Central Office and all bases, COVID-19 signage is displayed throughout the office to encourage proper hand</li> </ul>	All MIU IV Employees	COVID-19 signage for proper hygiene and hand washing etiquette will be displayed.	N

	washing and encourage it throughout the day. Hand sanitizer is available as staff enter and exit the building. In addition, it is available at the common xerox areas along with proper COVID-19 signage.	washing and encourage it throughout the day. Hand sanitizer is available as staff enter and exit the building. In addition, it is available at the common xerox areas along with proper COVID-19 signage.			
* Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> <li>School-age classrooms only essential staff for daily instruction will be permitted in the classroom. All related services will be provided in the virtual setting with classroom staff facilitating the student.</li> <li>All IEP meetings will be held via telephone conference or online meeting for the school age classrooms.</li> <li>Early Intervention classrooms only essential staff for daily instruction will be permitted in the classroom. All related services will be provided in the virtual setting with classroom staff facilitating the student. All IEP meetings will be held via telephone conference or online meeting.</li> </ul>	<ul style="list-style-type: none"> <li>School-Age classrooms will limit visitors to essential classroom staff and related service providers with advance notice and approval.</li> <li>All IEP meetings will be held via telephone conference or online meeting for school age and early intervention classrooms. .</li> <li>The option for virtual services will still be available for therapy if requested by family or district for school age and early intervention. .</li> <li>No volunteers will be permitted in the school age or early intervention classrooms.</li> <li>Early Intervention classrooms will limit visitors to essential classroom staff and related service providers.</li> </ul>	All MIU IV Employees		N
* Handling sporting	<ul style="list-style-type: none"> <li>For school-age</li> </ul>	<ul style="list-style-type: none"> <li>For school-age</li> </ul>	All MIU IV		N

<p>activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Classrooms all Physical Education and recess will be held in the classroom unless a staggered time slot is provided for outdoor recess.</p> <ul style="list-style-type: none"> <li>• Early Intervention classrooms gross motor play will be in the classroom.</li> </ul>	<p>classrooms all physical education and recess will be held in the classroom unless a staggered time slot is provided for outdoor recess.</p> <ul style="list-style-type: none"> <li>• Early Intervention classrooms gross motor play will be in the gross motor area with disinfecting protocols in place.</li> </ul>	<p>Professional Staff Paraprofessionals Special Education Supervisors</p>		
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> <li>• For school-age and Early Intervention classrooms the sharing of food, supplies, sensory items will be prohibited. Staff will disinfect items following CDC protocols after students' usage of items.</li> <li>• Students individual belongings will be placed in designated areas and separated from others, and disinfected at the end of the day.</li> <li>• Individual belongings will be limited to necessities needed for the instructional day (lunch, change of clothing and hygiene items as needed).</li> <li>• Keep all toys and materials in bins until ready to use.</li> <li>• Laminate materials for</li> </ul>	<ul style="list-style-type: none"> <li>• For school-age and Early Intervention classrooms the sharing of food, supplies, sensory items will be prohibited/minimized. Staff will disinfect items following CDC protocols after students' usage of items.</li> <li>• Students individual belongings will be placed in designated areas, and disinfected at the end of the day.</li> <li>• Individual belongings will be limited to necessities needed for the instructional day (lunch, change of clothing and hygiene items as needed).</li> <li>• Keep all toys and materials in bins until ready to use.</li> <li>• Laminate materials for</li> </ul>	<p>Special Education Supervisors All MIU IV Professional Staff Paraprofessionals</p>	<p>Cleaning/disinfecting supplies Storage bins Laminator Sanitizing wipes Disinfectant spray</p>	<p>N</p>

	easy cleaning.	easy cleaning			
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> <li>School-age classrooms will follow the school districts staggered arrival/dismissal times and traffic patterns in the hallway.</li> <li>Early Intervention Classrooms will follow the school districts staggered arrival/dismissal times and traffic patterns in the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>School-age classrooms will follow the school districts staggered arrival/dismissal times and traffic patterns in the hallway.</li> <li>Early Intervention Classrooms will follow the school districts staggered arrival/dismissal times and traffic patterns in the hallway</li> </ul>	Special Education Supervisors  All MIU IV  Professional Staff  Paraprofessionals	traffic-flow patterns developed in the hallways.	N
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> <li>School-age and Early Intervention classroom students have individualized transportation with social distancing and staggered arrival and dismissal times which is in occurrence with their home district's arrangements of transportation.</li> <li>Siblings will be required to sit together when feasible.</li> <li>Parents have the option of dropping off and picking up their children.</li> </ul>	<ul style="list-style-type: none"> <li>School-age and Early Intervention classroom students have individualized transportation with social distancing and staggered arrival and dismissal times which is in occurrence with their home district's arrangements of transportation. .</li> <li>Siblings will be required to sit together when feasible.</li> <li>Parents have the option of dropping off and picking up their children.</li> </ul>	Special Education Supervisors  All MIU IV Professional Staff	Coordination with LEA, parents and Watson transportation company.  Schedule of student times	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> <li>The school-age and Early Intervention classrooms will operate in accordance to the respective school district buildings that each classroom resides in for protocol on number of</li> </ul>	<ul style="list-style-type: none"> <li>The school-age and Early Intervention classrooms will operate in accordance to the respective school district buildings that each classroom resides in for protocol on number of</li> </ul>	Special Education Supervisors  All MIU IV  Professional Staff  Paraprofessionals		N



	<p>students permitted in the classroom and learning spaces.</p> <ul style="list-style-type: none"> <li>• Desks and tables will be spaced to enhance social distancing.</li> </ul>	<p>students permitted in the classroom and learning spaces.</p> <ul style="list-style-type: none"> <li>• Desks and tables will be spaced to enhance social distancing.</li> </ul>			
<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>	<ul style="list-style-type: none"> <li>• All related services will be provided to the students in the virtual setting for all possible related services.</li> <li>• IEP meetings will be held virtually.</li> </ul>	<ul style="list-style-type: none"> <li>• Itinerant staff and related service providers provide services in concert with the local site health and safety protocols.</li> <li>• IEP meetings will continue to be held virtually.</li> </ul>	<p>All MIU IV Professional Staff</p> <p>Special Education Supervisors</p>	<p>Coordination of time and schedules between related service staff and classroom teacher</p>	<p>N</p>
<p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> <li>• All services will be delivered online or through correspondence whenever feasible.</li> <li>• All field trips (swimming) and classroom CBVT outings will be cancelled.</li> <li>• Teen Parenting counselors will meet with students bi-weekly to reduce visits to school building and conduct bi-weekly visits utilizing various platforms such as FaceBook Video / Messenger / Room Chat, phone, home visits;</li> <li>• Early Intervention Parent Night and Classroom Tours will be held virtually.</li> <li>• Best Practice will be held</li> </ul>	<ul style="list-style-type: none"> <li>• Provide individual equipment, materials, therapeutic manipulatives--mark child's name. Limit the use of shared items.</li> <li>• All field trips (swimming) and classroom CBVT outings will be approved on an individual basis.</li> <li>• Early Intervention Parent Night and Classroom Tours will be held virtually.</li> <li>• Use visual aids where appropriate versus physical contact</li> <li>• Ask family members to assist with feeding/oral motor interventions while the therapist provides guidance and implements social distancing</li> </ul>	<p>All MIU IV Employees</p>		<p>N</p>

	<p>virtually.</p> <ul style="list-style-type: none"> <li>● PATTAN and MIU IV TaC training will be held virtually.</li> <li>● All PAIU Job-Alike trainings are virtual.</li> <li>● Use visual aids where appropriate versus physical contact</li> <li>● Ask family members to assist with feeding/oral motor interventions while the therapist provides guidance and implements social distancing</li> <li>● <b>(Appendix E): COVID-19: MIU IV Tele-Intervention Decision Tree</b> will be used in Early Intervention to determine the type of services by the color designation of your county.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>(Appendix E): COVID-19: MIU IV Tele-Intervention Decision Tree</b> will be used in Early Intervention to determine the type of services by the color designation of your county,</li> </ul>		<p><b>(Appendix E): COVID-19: MIU IV Tele-Intervention Decision Tree</b></p>	
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## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

MIU IV staff will be screened daily in their school districts or in their Early Intervention sites. If MIU IV staff are going into the home, they will complete a Self-Screener (Appendix C) **COVID-19: MIU IV Daily Health Self-Assessment Form daily** prior to any contact or coming to work. Students in our classrooms or that we will be providing instruction to will also be screened daily. All MIU IV employees will participate in a temperature check as soon as they enter the main office while social distancing. Individuals who have a temperature of over 100.4 or present symptoms of the COVID will not be permitted in the classroom or entering a student's home. (Appendix B) **COVID-19: MIU IV Daily Temperature Screening Form** Employees may return to work once they are released by their physician. If MIU IV employees or students begin to not feel well will be sent home if any signs or symptoms are present. They are encouraged to stay home as long as they are not feeling well. MIU IV employees must stay at home until they are 24 hours fever

free without the use of medications before returning to work. Some of the symptoms of the COVID-19 are fever or chills, cough, shortness of breath, difficulty breathing, sore throat, fatigue, muscle or body aches, headache, loss of taste or smell, congestion or runny nose, nausea or vomiting and diarrhea.

Employees who have tested positive for COVID-19 must report this to Brenda Marino, Assistant to the Executive Director, and Melissa Wyllie, Director of Special Education. Employees working in school districts must also self-report their diagnosis to their building administrator. If a staff member or student has tested positive for COVID-19, MIU IV will be officially notified by the Department of Health, MIU IV will alert the proper school districts, adhering to strict confidentiality guidelines is notified of an employee or student Employees may return to work once they are medically cleared by their physician.

Symptoms screening will be done by all parents at home each morning before the school day. Children with COVID-19 symptoms will not be sent on a bus or brought to school. Student temperatures will be taken during the Yellow Phase.

MIU IV has students in their programs with complex medical needs. MIU IV supervisors are working with school districts LEAs and planning a return to a school setting that will be addressed through their Individualized Education Program (IEP). If students are unable to return to school due to medical conditions, an online option will be made available to them at the beginning of the school year. For the students that are able to return to the traditional face-to-face option, they will receive in-person instruction with CDC guidelines being followed.

For our school-age classrooms, the school district building nurse will make determinations regarding all issues of quarantine spaces in the nurses' office.

During Best Practice week, MIU IV staff will participate in COVID-19 online sessions that will provide information on protocols for cleaning and 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)
* Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> <li>The school-age classrooms will administer temperature checks (Appendix B) <b>COVID-19: MIU IV Daily</b></li> </ul>	<ul style="list-style-type: none"> <li>The school-age classrooms will administer temperature checks (Appendix B) <b>COVID-19: MIU IV Daily</b></li> </ul>	All MIU IV Employees	thermometers  <b>COVID-19: MIU IV Daily Temperature</b>	N

	<p><b>Temperature Screening Form</b> to start the day and midday temperature checks for all staff and students. Anyone with a 100.4 degree temperature will be sent home immediately and quarantine to the nurse’s office while awaiting pick up.</p> <ul style="list-style-type: none"> <li>• All Early Intervention and related service providers will administer a health and screening survey (Appendix D) <b>COVID-19: MIU IV Daily Parent/Student Health Assessment Form</b> prior to commencing services.</li> <li>• Providing an informational checklist to parents and staff with signs/symptoms for EI and school age classrooms.</li> <li>• EI Secretary or staff will administer temperature checks to all staff and students upon arrival to a learning environment. Anyone with a temperature above 100.4 degrees will be sent home. Administration will be contacted.</li> </ul>	<p><b>Temperature Screening Form</b> to start the day and midday temperature checks for all staff and students. Anyone with a 100.4 degree temperature will be sent home immediately and quarantine to the nurse’s office while awaiting pick up.</p> <ul style="list-style-type: none"> <li>• All Early Intervention and related service providers will administer a health and screening survey (Appendix D) <b>COVID-19: MIU IV Daily Parent/Student Health Assessment Form</b> prior to commencing services.</li> <li>• Providing an informational checklist to parents and staff with signs/symptoms for EI and school age classrooms.</li> <li>• EI Secretary or staff will administer temperature checks to all staff and students upon arrival to a learning environment. Anyone with a temperature above 100.4 degrees will be sent home. Administration will be contacted.</li> </ul>		<p><b>Screening Form</b></p> <p><b>COVID-19: MIU IV Daily Parent/Student Health Assessment Form</b></p>	
* Isolating or	<ul style="list-style-type: none"> <li>• Any school-age student</li> </ul>	<ul style="list-style-type: none"> <li>• Any school-age student</li> </ul>	All MIU IV Employees		N

<p>quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>displaying significant symptoms will quarantine to the nurse’s office while awaiting pick up. All areas where the student became ill will be disinfected and sanitized.</p> <ul style="list-style-type: none"> <li>Any early intervention age student displaying significant symptoms will quarantine to a designated area while awaiting pick up. All areas where the student became ill will be disinfected and sanitized.</li> <li>Notify Assistant to the Executive Director and Director of Special Education immediately if showing signs of coronavirus or have been exposed to coronavirus. Individuals will need to be quarantined until a doctor's release is provided.</li> </ul>	<p>displaying significant symptoms will quarantine to the nurse’s office while awaiting pick up. All areas where the student became ill will be disinfected and sanitized.</p> <ul style="list-style-type: none"> <li>Any early intervention age student displaying significant symptoms will quarantine to a designated area while awaiting pick up. All areas where the student became ill will be disinfected and sanitized.</li> <li>Notify Assistant to the Executive Director and Director of Special Education immediately if showing signs of coronavirus or have been exposed to coronavirus. Individuals will need to be quarantined until a doctor's release is provided.</li> </ul>			
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> <li>All staff as well as Early Intervention and school age students with COVID-19 or exposed will return after fulfilling the CDC guidelines of quarantine and a negative COVID-19 test.</li> <li>All staff as well as Early Intervention and school</li> </ul>	<ul style="list-style-type: none"> <li>All staff as well as Early Intervention and school age students with COVID-19 or exposed will return after fulfilling the CDC guidelines of quarantine and a negative COVID-19 test.</li> <li>All staff as well as Early Intervention and school</li> </ul>	<p>All MIU IV Employees</p>		<p>N</p>

	age students with other illnesses can return to work or school after 72 hours of symptom free and 24 hours symptom free without medication.	age students with other illnesses can return to work or school after 72 hours of symptom free and 24 hours symptom free without medication.			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> <li>MIU IV Website will be updated with most current information impacting our staff, students, and families</li> <li>Supervisors will notify staff and families of any confirmed cases</li> </ul>	<ul style="list-style-type: none"> <li>MIU IV Website will be updated with most current information impacting our staff, students, and families</li> <li>Supervisors will notify staff and families of any confirmed cases</li> </ul>	MIU IV Executive Team  MIU IV Health and Safety Committee		N
Other monitoring and screening practices	<ul style="list-style-type: none"> <li>Frontline Operator will need to call all substitutes daily and have them complete a questionnaire (Appendix F) <b>COVID-19: MIU IV Substitute Self-Assessment Form</b></li> <li>Itinerant staff working in student's home will self-monitor symptoms and document (Appendix C) <b>COVID-19: MIU IV Daily Health Self-Assessment Form</b> and inform immediate supervisor if symptoms exist</li> <li>MIU IV secretaries will contact families to go through the symptom monitoring checklist prior to any itinerant staff going</li> </ul>	<ul style="list-style-type: none"> <li>Frontline Operator will need to call all substitutes daily and have them complete a questionnaire (Appendix F) <b>COVID-19: MIU IV Substitute Self-Assessment Form</b></li> <li>Itinerant staff working in student's home will self-monitor symptoms and document (Appendix C) <b>COVID-19: MIU IV Daily Health Self-Assessment Form</b> and inform immediate supervisor if symptoms exist</li> <li>MIU IV secretaries will contact families to go through the symptom monitoring checklist prior to any itinerant staff going</li> </ul>	All MIU IV Employees	(Appendix F) <b>COVID-19: MIU IV Substitute Self-Assessment Form</b>  (Appendix C) <b>COVID-19: MIU IV Daily Health Self-Assessment Form</b>	Y

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## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

### Summary of Responses to Key Questions:

MIU IV employees are required to wear facemask/coverings in the Green/Yellow phase and will adhere to the guidance from the Governor of PA or the Department of Health.

The procedure for students is that all students age 2-21 are required to wear a facemask.

Based upon PA guidance regarding universal face coverings; it is required that adults and children over 2 who are present during an in-person service wear masks in their home or other setting where the child is receiving Early Intervention services. Children under the age of 2 should not wear a mask at any time. Any child who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and children who would be unable to remove a mask without assistance are not required to wear face coverings. Families should be prepared to supply their own mask(s) during the in-person Early Intervention services. If a family indicates the adults will not be wearing a mask, MIU IV will offer teleservice.

Providing virtual instruction or reduced face-to-face instruction for students that are at a higher risk for severe illness are discussed at their Individualized Education Plan (IEP) meetings on an individualized basis. If medically fragile students will be attending school face-to-face, there will be reduced transitions and more frequent cleaning and disinfecting on a regular basis.



Ensuring substitute teachers continues to be a challenge for MIU IV and all school districts across the state. Prior to COVID 19, securing substitutes was a concern with limited options. In collaboration, the Assistant to the Executive Director and Director of Special Education will hold two informational sessions with all substitutes and discuss (Appendix F) **COVID-19: MIU IV Substitute Self-Assessment Form**, Coronavirus Awareness, Classroom Checklist for Cleaning and Disinfecting and also hold a Question and Answer session before the 2020-2021 school year begins.

MIU IV staff will complete a self-assessment (Appendix C) **COVID-19: MIU IV Daily Health Self-Assessment Form** before they travel to any house to deliver face-to-face services in a scheduled home visit. In addition, MIU IV secretarial staff will reach out to families that have not responded to the daily survey on COVID-19 questions and their current situations as they are ever changing.

When MIU IV staff are in the home, social distancing as much as possible is recommended and masks are required for employees, students and their families while instructing in the home. Avoid touching your face at all times. Before and after home visits, staff will use hand sanitizer that contains 60% alcohol due to not having soap and water available in their vehicles. Planning lessons that minimize having to touch surfaces in the homes is recommended to the extent possible.

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	<ul style="list-style-type: none"> <li>MIU IV Supervisors will be working closely with school district LEAs to ensure that learning and medical needs are being addressed through options of online instruction if needed.</li> <li>Students with complex medical needs will have their needs addressed through the IEP process.</li> <li>MIU IV employees can use their contractual sick</li> </ul>	<ul style="list-style-type: none"> <li>Students with complex medical needs will have their needs addressed through the IEP process.</li> <li>MIU IV employees can use their contractual sick days or other forms of appropriate leave.</li> <li>Staff will self-monitor every day.</li> <li>Students at high risk and those exhibiting symptoms will have their temperatures taken.</li> </ul>	All MIU IV Employees	Gloves  Masks  Face shields  Options for online learning	N

	<p>days or other forms of appropriate leave.</p> <ul style="list-style-type: none"> <li>MIU IV employees and students will have their temperatures taken daily.</li> </ul>				
* Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> <li>All staff in the classroom will wear either face shield and/or mask.</li> <li>When working in a school district staff will follow district procedures regarding the use of masks.</li> <li>All staff and school district staff will follow district procedures in accordance to county guidelines in regards to the use of face coverings.</li> <li>All MIU IV staff will have extra masks available in the event that a student forgets his/her mask.</li> </ul>	<ul style="list-style-type: none"> <li>All staff in the classroom will wear either face shield and/or mask.</li> <li>When working in a school district staff will follow district procedures regarding the use of masks.</li> <li>All staff and school district staff will follow district procedures in accordance to county guidelines in regards to the use of face coverings.</li> <li>All MIU IV staff will have extra masks available in the event that a student forgets his/her mask.</li> </ul>	All MIU IV Employees	Gloves Masks Face shields	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> <li>Students will wear a mask/ face shield when in the school building and on school transportation.</li> <li>Students will follow district procedures in accordance to county guidelines in regards to the use of face coverings.</li> <li>Wearing masks will be discussed at IEP meetings, and if the student is unable to tolerate it this will be noted</li> </ul>	<ul style="list-style-type: none"> <li>Students will wear a mask/ face shield when in the school building and on school transportation.</li> <li>Students will follow district procedures in accordance to county guidelines in regards to the use of face coverings.</li> <li>Wearing masks will be discussed at IEP meetings, and if the student is unable to tolerate it this will be noted</li> </ul>	All MIU IV Professional Staff Special Education Supervisors Paraprofessionals	Gloves Masks Face shields	N

	in the IEP.	in the IEP. <ul style="list-style-type: none"> <li>Masks for Early Intervention students will be encouraged, but not required.</li> </ul>			
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> <li>Unique safety protocols for students with complex needs will be driven through the IEP process and may include a realm of services and accommodations, such as (but not limited to) in home instruction, virtual accommodations, assistive technology, special services in a designated area, etc.</li> <li>Early Intervention students who are vulnerable or have complex needs will be given the opportunity to participate in the EI classroom virtually.</li> <li>Voluntary leave of absence options will be made available to MIU IV employees.</li> </ul>	<ul style="list-style-type: none"> <li>Unique safety protocols for students with complex needs will be driven through the IEP process and may include a realm of services and accommodations, such as (but not limited to) in home instruction, virtual accommodations, assistive technology, special services in a designated area, etc.</li> <li>Early Intervention students who are vulnerable or have complex needs will be given the opportunity to participate in the EI classroom virtually.</li> </ul>	All MIU IV Professional Staff  Special Education Supervisors		N
Strategic deployment of staff	<ul style="list-style-type: none"> <li>School-age classroom teachers will plan virtual instruction for instruction to the extent feasible.</li> <li>Related services will be provided virtually in the home or classroom setting.</li> </ul>	<ul style="list-style-type: none"> <li>When possible, staff will plan virtual sessions jointly with staff or a paraprofessional.</li> <li>Prior to related services and instruction in the home sessions a health/wellness survey will</li> </ul>	All MIU IV Professional Staff  Special Education Supervisors		N

	<ul style="list-style-type: none"> <li>• EI teachers and therapists will plan virtual instruction for sessions</li> <li>• It may become necessary to alter schedules to permit staff the opportunity to host their classes virtually. If that is the case, MIU IV employees will be assigned a location to present virtually.</li> </ul>	<p>be administered to the family via phone call to start the day of the scheduled session.</p> <ul style="list-style-type: none"> <li>• EI teachers and therapists will plan virtual instruction for sessions.</li> <li>• Prior to sessions being provided in the home, a screening will be completed with the family the day prior.</li> <li>• It may become necessary to alter schedules to permit staff the opportunity to host their classes virtually. If that is the case, MIU IV employees will be assigned a location to present virtually.</li> </ul>			
Substitute Teachers	<ul style="list-style-type: none"> <li>• All substitute teachers will be given an opportunity to participate in a virtual or conference call to receive information on Coronavirus Awareness and Cleaning and Disinfecting protocol while in the classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>• All substitute teachers will be given an opportunity to participate in a virtual or conference call to receive information on Coronavirus Awareness and Cleaning and Disinfecting protocol while in the classrooms.</li> </ul>	<p>Assistant to the Executive Director</p> <p>Director of Special Education</p>	<p>COVID List of Signs and Symptoms</p> <p><b>(Appendix A)</b> <b>COVID-19: MIU IV Classroom Cleaning Checklist</b></p> <p><b>(Appendix F)</b> <b>COVID-19: MIU IV Substitute Self-Assessment</b></p>	Y

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Review of Health & Safety Plan	All MIU IV Employees	Brenda Marino, Assistant to the Executive Director  Melissa Wyllie, Director of Special Education	Best Practice Informational  Zoom Presentation	Health and Safety Plan  Zoom Connection	8/17/2020	6/30/2021 ongoing
Safe Cleaning	All MIU IV Instructional Staff and Custodians	All Members of Health & Safety Committee  MIU IV Custodial	online informational session	Health and Safety Plan  Safe Schools Training- internet connection	8/17/2020	6/30/2021

		Staff				
Sanitizing vs. Disinfecting	All MIU IV Instructional Staff and Custodians	All Members of Health & Safety Committee MIU IV Custodial Staff	online informational session/ in-person training	Health and Safety Plan Safe Schools Training-internet connection	8/17/2020	6/30/2021
Coronavirus spread	All MIU IV employees	Brenda Marino, Assistant to the Executive Director Doctor from Allegheny Health Network discussing the spread of the virus	Best Practice Inservice Zoom Presentation	Internet Connection	8/17/2020	8/17/2020
Hygiene Practices	All MIU IV employees	All Members of Health & Safety Committee	online informational session	Health and Safety Plan Safe Schools Training COVID Posters for each classroom and site	8/17/2020	6/30/2021
Screening Protocol	All MIU IV Instructional Staff	Brenda Marino, Assistant to the Executive Director	Virtual staff meeting	Screening Protocol	8/17/2020	6/30/2021
Temperature Checks	All MIU IV employees	Brenda Marino, Assistant to the Executive Director	Virtual staff meeting	Temperature Check Protocol	8/17/2020	6/30/2021

## 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
Health and Safety Plan	All Stakeholders Parents Student	All Members of Health & Safety Committee	Posted on MIU IV website Reviewed with all employees during Best Practice Notification will be sent to families	8/6/2020	6/30/2021
Mitigation Levels	All Stakeholders	Dr. Wayde Killmeyer MIU IV Executive Director	Virtual meetings/Conference Calls are held with PAIU Executive Directors, Superintendents and MIU IV Executive Team	3/16/2020	6/30/2021

## Health and Safety Plan Summary: MIDWESTERN INTERMEDIATE UNIT IV

**Anticipated Launch Date: AUGUST 17, 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, and transportation)</p>	<p>Midwestern Intermediate Unit IV (MIU IV) will adhere to CDC, Department of Health, and Department of Education recommendations pertaining to facilities cleaning, sanitizing and ventilation to the extent feasible.</p> <p><b>MIU IV Central and Satellite Offices</b></p> <p><i><b>Purpose/Vision:</b> The Pandemic Response Team’s primary vision and purpose is to keep our staff and students safe. We are also committed to keeping staff and all stakeholders informed and updated. In keeping with our strategic plan, we welcome all suggestions, comments, and input.</i></p> <p><b>Mandatory Guidelines and Procedures for Central Office/Satellite Offices During Yellow and Green Phases:</b></p> <ul style="list-style-type: none"> <li>● Staff members and visitors must wear a mask while entering the building.</li> <li>● Plexiglass was installed in the reception area.</li> <li>● All employees and visitors must enter the building through the Maple Street entrance and have a temperature check. Temperatures will be kept on a log. In addition to the temperature checks, each person entering the building will be given a self-assessment screening.</li> <li>● Markers will be placed on the floor in the entrance way indicating 6 feet distance.</li> <li>● If a staff member has a temperature of 100.4 or higher, that person will be sent home. The staff member will be quarantined in a designated office if a ride must be called. If a visitor has a temperature of 100.4 or higher that person will not be permitted to enter the building.</li> </ul>



- Staff members are encouraged to remain in their work area as much as possible throughout the day. Staff members should use the phone to contact each other and give notice before going to each other's work areas.
- Masks must be worn at all times while in the office.
- If a person works in an office with a door, the mask may be removed. The door to the room must be closed.
- Workspaces will be 6 feet from another person.
- Violating the personal space of another person is strictly prohibited.
- Staff are encouraged to take breaks and go outside for fresh air.
- Large instructional rooms (A & B, LGI 1 & 2) shall not be used without permission from the Director of Business Services, Patricia Connolly. Smaller instructional rooms must be reserved. Each room is given a maximum capacity for social distancing. Vacant room shall not be used for "drop-ins." All instructional rooms will be locked until they are ready to be used.
- MIU IV Central Office meeting spaces have been adjusted to follow guidelines of social distancing, adding chairs to any meeting space without permission of the administration/facilities department is strictly prohibited. Below is the maximum capacity in each space for seating (including presenters).
  - Conference Room A                      7 (if furniture is removed, more may enter with approval)
  - Conference Room B                      7 (if furniture is removed, more may enter with approval)
  - Conference Room C                      4
  - Conference Room D                      8
  - Conference Room E                      4
  - Conference Room SGI                    4
  - Conference Room LGI-1                14 (if furniture is removed, more may enter with approval)
  - Conference Room LGI-2                14 (if furniture is removed, more may

enter with approval)

- If staff members are sick, they MUST stay home.
- A list of all COVID-19 symptoms are posted prominently throughout the building. Hand washing signs are posted throughout the building.
- Staff members are to notify the Assistant to the Executive Director, Brenda Marino, under the following circumstances:
  - Travel outside the state in the last 14 days
  - Travel to or through any “hot spot” area in the last 14 days
  - Been exposed to COVID-19
  - Been asked to self-quarantine
  - Experiencing any COVID-19 symptom
- Only one person will be permitted in the restroom at a time. Occupancy signs will be placed on the outside door.
- Only two people will be permitted in the breakroom at a given time. Staff members are encouraged to eat at their work location.
- Staff members should wash their hands regularly with soap and water throughout the day.
- Disinfectant spray will be placed at all copiers. After each use, the staff member must wipe down the controls. Signs will be placed at each copier with instructions on how to properly sanitize the copier.
- Shared spaces or equipment must be regularly disinfected.
- Disinfectants will be placed in bathrooms and kitchens to wipe down commonly touched areas.

#### **Fingerprinting**

- Fingerprinting will be by appointment only. We will be open Monday through Thursday, 8:00 am to 3:45 pm.
- The fingerprint technician will greet each person at the door, do a temperature read, and a self-assessment test.
- Masks must be worn in the fingerprint area.
- The appointments will be spaced 15 minutes apart, so the fingerprint technician has time to clean all equipment before the next person arrives.
- Sanitation products will be provided.

- Only one person at a time will be permitted in the fingerprint area. There will be no one permitted in the waiting room.
- Plexiglass was installed in the fingerprint area.

MIU IV operates school-age classrooms in four (4) school districts within Mercer and Lawrence Counties. Farrell Area, Mercer, Neshannock and Wilmington School District. MIU IV will follow the plans of the school districts once they are approved.

MIU IV operates Early Intervention classrooms within four (4) of our school districts: Butler Area, Lakeview, Seneca Valley and Sharpsville. MIU IV will follow the plans of the school districts once they are approved.

For the environments where MIU IV operates either a school-age or Early Intervention classroom, MIU IV staff will be responsible for the cleanliness of those leased spaces. The maintenance staff as well as MIU IV employees will be required to adhere to the procedures and protocols for cleaning and disinfecting that are provided on the CDC website. MIU IV classroom staff will perform cleaning procedures throughout their school day. More thorough cleaning will be performed in between morning and afternoon sessions with Early Intervention students.

In the Early Intervention sites that are not located within public school districts: New Castle Early Learning Center (NCELC), Grove City Early Learning Center (GCELC) and Mars Early Learning Center (MELC), arrangements will be made with MIU IV custodial staff to follow CDC guidelines along with MIU IV staff performing cleaning throughout the school day.

All disinfectant supplies are approved through the CDC/EPA's Guidance and will be distributed to each location to ensure the proper protocol and cleaning is being conducted where MIU IV leases space.

All MIU IV employees will receive virtual instruction during the August Best Practice

	<p>Inservice Week on the following areas:</p> <ul style="list-style-type: none"> <li>● Coronavirus Awareness</li> <li>● Coronavirus: Cleaning and Disinfecting Your Workplace Staff</li> <li>● Coronavirus: Managing Stress and Anxiety</li> </ul> <p>All MIU IV employees will receive cleaning procedures and frequency according to CDC guidelines. All classroom staff will receive a <b>COVID-19: MIU IV Classroom Cleaning Checklist</b> that will be required to be completed daily with initials and time accomplished for the tasks.</p> <p>MIU IV, as the lead agency, partners with Lawrence County Social Services, Inc., Pre-K Kids, Inc., Debra Marino, LLC., and Creative Preschool and Day Care to operate five PA Pre-K Counts classrooms. MIU IV will support its partners in following local, state, and federal guidelines as they relate to the health and safety of all staff and children.</p>
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## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	MIU IV will adhere to CDC, Department of Health, and Department of Education recommendations pertaining to social distancing and safety protocols in all spaces to the extent feasible
* Restricting the use of cafeterias and other	MIU IV will be removing excess furniture in the Early Intervention and school-age classrooms so that spacing between students can be accomplished. Interactive toys

<p>congregate settings, and serving meals in alternate settings such as classrooms</p> <ul style="list-style-type: none"> <li>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</li> <li>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</li> <li>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</li> </ul> <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</p>	<p>will be rotated daily to minimize the spread of germs as well as the removal of stuffed animals, dress up clothes and classroom rugs. Toys will be kept in bins that can be easily wiped down. Mats will be used in the Early Intervention classrooms. Small containers of playdough will be used for individual students and not shared. Masking tape will be used on tables to separate space for individuals. When weather permits, classrooms will have play outside. MIU IV supervisors will work with classroom staff to minimize the moving of groups as much as possible. CDC is recommending 6 feet between seating and these social distancing practices will be implemented wherever we are able. MIU IV classroom staff will arrange furniture and seating so that all students will be facing forward and only occupying one side of the table and not having students sitting across from each other. The arrival and departure times will be staggered for the Early Intervention and school-age classroom sites. Cafeteria, playgroups, gymnasiums, and all other areas that are shared by multiple groups will not be utilized unless in the green phase. Even while in the green phase, if classrooms are able to provide space for snack, lunch and gross motor play, those will be utilized. Sharing of food and utensils will be prohibited. Tables and desks will be cleaned and sanitized before and after eating. Hand washing protocols will be in place. If we are in the yellow phase, smaller grouping of students will need to occur with classrooms divided in half to provide face-to-face two (2) days a week and virtual instructional the other three (3) days a week.</p> <p>MIU IV employees should refrain from bringing outside items into homes or community settings. MIU IV employees will disinfect any personal items used in the home or community setting and used by us and/or family. MIU IV employees will wash or disinfect their hands before entering and after leaving each home and in addition to wearing a mask, make every effort to maintain a six-foot social distance from the child and family when direct contact is not needed for the intervention. When possible, MIU IV employees and families will take advantage of outdoor spaces that support the child's and family's routines for the delivery of in-person</p>
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<p>of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>services.</p> <p>CDC handwashing and social distancing posters will be displayed throughout the classrooms and program sites. For the first few weeks of school, proper handwashing and hygiene will be reviewed and practiced frequently. Social stories about masks and handwashing will be reviewed with students. Students will also be taught the proper way to cover their mouth for coughing and sneezing. COVID-19 signs will be posted throughout the classrooms, restrooms, and common areas to promote proper hygiene and proper social distancing.</p> <p>All staff and students are required to wear a mask and to social distance. Masks will be discussed at all IEP meetings. If a student is unable to wear a face mask or it cannot be tolerated, it will be noted. Shields will be provided to Educational Audiologists and Teachers of the Hearing Impaired so that students have a visual of the instructor's mouth movements.</p> <p>No visitors or volunteers will be permitted in the classroom.</p> <p>Staff will receive online training during Best Practice Week on <b>COVID Awareness, Coronavirus Cleaning and Disinfecting your Workspace and Coronavirus Stress and Anxiety.</b></p>
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## 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</p>	<p>MIU IV will adhere to CDC, Department of Health, and Department of Education recommendations to the extent feasible for all processes for monitoring staff and student health.</p> <p>MIU IV staff will be screened daily in their school districts or in their Early Intervention</p>

<p>demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>sites. If MIU IV staff are going into the home, they will complete a Self-Screener (Appendix C) <b>COVID-19: MIU IV Daily Health Self-Assessment Form daily</b> prior to any contact or coming to work. Students in our classrooms or that we will be providing instruction to will also be screened daily. All MIU IV employees will participate in a temperature check as soon as they enter the main office while social distancing. Individuals who have a temperature of over 100.4 or present symptoms of the COVID will not be permitted in the classroom or entering a student's home. (Appendix B) <b>COVID-19: MIU IV Daily Temperature Screening Form</b> Employees may return to work once they are released by their physician. If MIU IV employees or students begin to not feel well will be sent home if any signs or symptoms are present. They are encouraged to stay home as long as they are not feeling well. MIU IV employees must stay at home until they are 24 hours fever free without the use of medications before returning to work. Some of the symptoms of the COVID-19 are fever or chills, cough, shortness of breath, difficulty breathing, sore throat, fatigue, muscle or body aches, headache, loss of taste or smell, congestion or runny nose, nausea or vomiting and diarrhea.</p> <p>Employees who have tested positive for COVID-19 must report this to Brenda Marino, Assistant to the Executive Director, and Melissa Wyllie, Director of Special Education. Employees working in school districts must also self-report their diagnosis to their building administrator. If a staff member or student has tested positive for COVID-19, MIU IV will be officially notified by the Department of Health, MIU IV will alert the proper school districts, adhering to strict confidentiality guidelines is notified of an employee or student Employees may return to work once they are medically cleared by their physician.</p> <p>Symptoms screening will be done by all parents at home each morning before the school day. Children with COVID-19 symptoms will not be sent on a bus or brought to school. Student temperatures will be taken during the Yellow Phase.</p> <p>MIU IV has students in their programs with complex medical needs. MIU IV</p>
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	<p>supervisors are working with school districts LEAs and planning a return to a school setting that will be addressed through their Individualized Education Program (IEP). If students are unable to return to school due to medical conditions, an online option will be made available to them at the beginning of the school year. For the students that are able to return to the traditional face-to-face option, they will receive in-person instruction with CDC guidelines being followed.</p> <p>For our school-age classrooms, the school district building nurse will make determinations regarding all issues of quarantine spaces in the nurses' office.</p> <p>During Best Practice week, MIU IV staff will participate in COVID-19 online sessions that will provide information on protocols for cleaning and disinfecting.</p>
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### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	We will adhere to CDC, Department of Health, and Department of Education recommendations to the extent feasible for all other considerations.
* Use of face coverings (masks or face shields) by all staff	MIU IV employees are required to wear facemask/coverings in the Green/Yellow phase and will adhere to the guidance from the Governor of PA or the Department of Health.
* Use of face coverings (masks or face shields) by older students (as appropriate)	The procedure for students is that all students age 2-21 are required to wear a facemask.
Unique safety protocols for students with complex needs or other vulnerable individuals	Based upon PA guidance regarding universal face coverings; it is required that adults and children over 2 who are present during an in-person service wear masks in their



<p>Strategic deployment of staff</p>	<p>home or other setting where the child is receiving Early Intervention services. Children under the age of 2 should not wear a mask at any time. Any child who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and children who would be unable to remove a mask without assistance are not required to wear face coverings. Families should be prepared to supply their own mask(s) during the in-person Early Intervention services. If a family indicates the adults will not be wearing a mask, MIU IV will offer teleservice.</p> <p>Providing virtual instruction or reduced face-to-face instruction for students that are at a higher risk for severe illness are discussed at their Individualized Education Plan (IEP) meetings on an individualized basis. If medically fragile students will be attending school face-to-face, there will be reduced transitions and more frequent cleaning and disinfecting on a regular basis.</p> <p>Ensuring substitute teachers continues to be a challenge for MIU IV and all school districts across the state. Prior to COVID 19, securing substitutes was a concern with limited options. In collaboration, the Assistant to the Executive Director and Director of Special Education will hold two informational sessions with all substitutes and discuss (Appendix F) <b>COVID-19: MIU IV Substitute Self-Assessment Form</b>, Coronavirus Awareness, Classroom Checklist for Cleaning and Disinfecting and also hold a Question and Answer session before the 2020-2021 school year begins.</p> <p>MIU IV staff will complete a self-assessment (Appendix C) <b>COVID-19: MIU IV Daily Health Self-Assessment Form</b> before they travel to any house to deliver face-to-face services in a scheduled home visit. In addition, MIU IV secretarial staff will reach out to families that have not responded to the daily survey on COVID-19 questions and their current situations as they are ever changing.</p> <p>When MIU IV staff are in the home, social distancing as much as possible is recommended and masks are required for employees, students and their families</p>
	<p>while instructing in the home. Avoid touching your face at all times. Before and after home visits, staff will use hand sanitizer that contains 60% alcohol due to not having soap and water available in their vehicles. Planning lessons that minimize having to touch surfaces in the homes is recommended to the extent possible.</p>

**Health and Safety Plan Governing Body Affirmation Statement**

The Board of Directors/Trustees for **MIDWESTERN INTERMEDIATE UNIT IV** reviewed and approved the Phased School Reopening Health and Safety Plan on **AUGUST 5, 2020**.

The plan was approved by a vote of:      \_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

Affirmed on **AUGUST 5, 2020**.

By:

(Signature\* of Board President)

(Signature\* of Executive Director)

(Print Name of Board President)

(Print Name of Executive Director)

\*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.

## APPENDICES

Appendix A: COVID-19: MIU IV Classroom Cleaning Checklist [Daily Classroom Cleaning Checklist-REVISED](#)

Appendix B: COVID-19: MIU IV Temperature Screening Form [Temperature Reading Template](#)

Appendix C: COVID-19: [MIU IV Daily Health Self- Assessment](#)

Appendix D: COVID-19: MIU IV Daily Parent/Student Health Assessment Form [COVID-19 Health Assessment Screener](#)

Appendix E: COVID-19: MIU IV Tele-Intervention Decision Tree [Tele Intervention Decision Tree Revised 07 21 2020.pdf](#)

Appendix F: COVID-19: [MIU IV Substitute Self-Assessment Form](#)

Appendix A: COVID-19: MIU IV Classroom Cleaning Checklist [Daily Classroom Cleaning Checklist-REVISED](#)

MIDWESTERN INTERMEDIATE UNIT IV  
DAILY CLASSROOM CLEANING CHECKLIST

DATE: \_\_\_\_\_

CLEANING TASK	BEGINNING OF DAY	INITIALS	TIME COMPLETED	MID DAY/ PRIOR TO EATING	INITIALS	TIME COMPLETED	END OF DAY	INITIALS	TIME COMPLETED
Table Tops	X		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
Chairs	X		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
Writing Utensils	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
Eating Utensils (Feeding & Swallowing, After Meals)	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
Sensory Items/Area	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
Door Knobs/Light switches	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
Bathroom(toilet seat, flusher, sink)	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
Kitchen Faucets/handles	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
Technology/Keyboard/Mice	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
Temperature Taken	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM	X		AM/PM
Completed Wipe Down	X		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
All toys are wiped down	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM
OT/PT Equipment and Materials	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM	<input type="checkbox"/>		AM/PM

- **NOTE: Handwashing must be done after bathroom breaks, before and after eating, and any other time deemed necessary. Please be sure to wear gloves while cleaning and please be sure there is proper ventilation when cleaning. Appropriate disinfectants must be used at all times.**



**Appendix C: COVID-19: [MIU IV Daily Health Self- Assessment](#)**

Midwestern Intermediate Unit IV

**COVID-19 Daily Health Assessment Screener Form for MIU IV Employees**

MIU IV Employee's Name: \_\_\_\_\_

Date of Screening: \_\_\_\_\_

<b>Screening Questions:</b>	<b>Yes</b>	<b>No</b>
Have you or anyone in your home tested positive or suspected of having COVID-19 in the last 14 days?		
Do you or anyone in your home have signs or symptoms of a fever, new or worsening cough, sore throat, shortness of breath, or respiratory illness?		
Have you or anyone in your home had contact within the last 14 days with someone with or under investigation for COVID-19?		
<b>Additional Considerations: *</b>	<b>Yes</b>	<b>No</b>
Have you or anyone in your home traveled outside of Pennsylvania in the past 14 days?		
Considerations Comments:		

Name of Screener: \_\_\_\_\_

If the response is yes to any of the three screening questions above, please contact Brenda Marino, Assistant to the Executive Director, immediately at 724-458-6700, x1204, or [brenda.marino@miu4.org](mailto:brenda.marino@miu4.org) and to Melissa Wyllie, Director of Special Education, at x1206, or [melissa.wyllie@miu4.org](mailto:melissa.wyllie@miu4.org).

**Appendix D: COVID-19: MIU IV Daily Parent/Student Health Assessment Form [COVID-19 Health Assessment Screener](#)**

*Midwestern Intermediate Unit IV*

**COVID-19 Daily Parent/Student Health Assessment Screener Form  
for Special Education Services**

When there is an identified need for in-person Special Education services, the provider should contact the family prior to every in-person service to ask the following health screening questions and additional considerations as recommended by the US Department of Health and Human Services.

Child's Name: \_\_\_\_\_

Date of Screening: \_\_\_\_\_ Date of Service: \_\_\_\_\_

<b>Screening Questions:</b>	<b>Yes</b>	<b>No</b>
Has anyone in the home tested positive or suspected of having COVID-19 in the last 14 days?		
Does anyone in the home have signs or symptoms of a fever, new or worsening cough, sore throat, shortness of breath, or respiratory illness?		
Has anyone in the home had contact within the last 14 days with someone with or under investigation for COVID-19?		
<b>Additional Considerations: *</b>	<b>Yes</b>	<b>No</b>
Has anyone who will <u>be present during the visit</u> traveled outside of Pennsylvania in the past 14 days?		
Will a person with a weakened immune system, a person who is over the age of 65 years, or a person who has chronic health conditions (e.g. heart disease, lung disease, diabetes,) or other factors that pose a risk if the person becomes infected with COVID-19 <u>be present during the visit</u> ?		
Considerations Comments:		

Name of Screener: \_\_\_\_\_

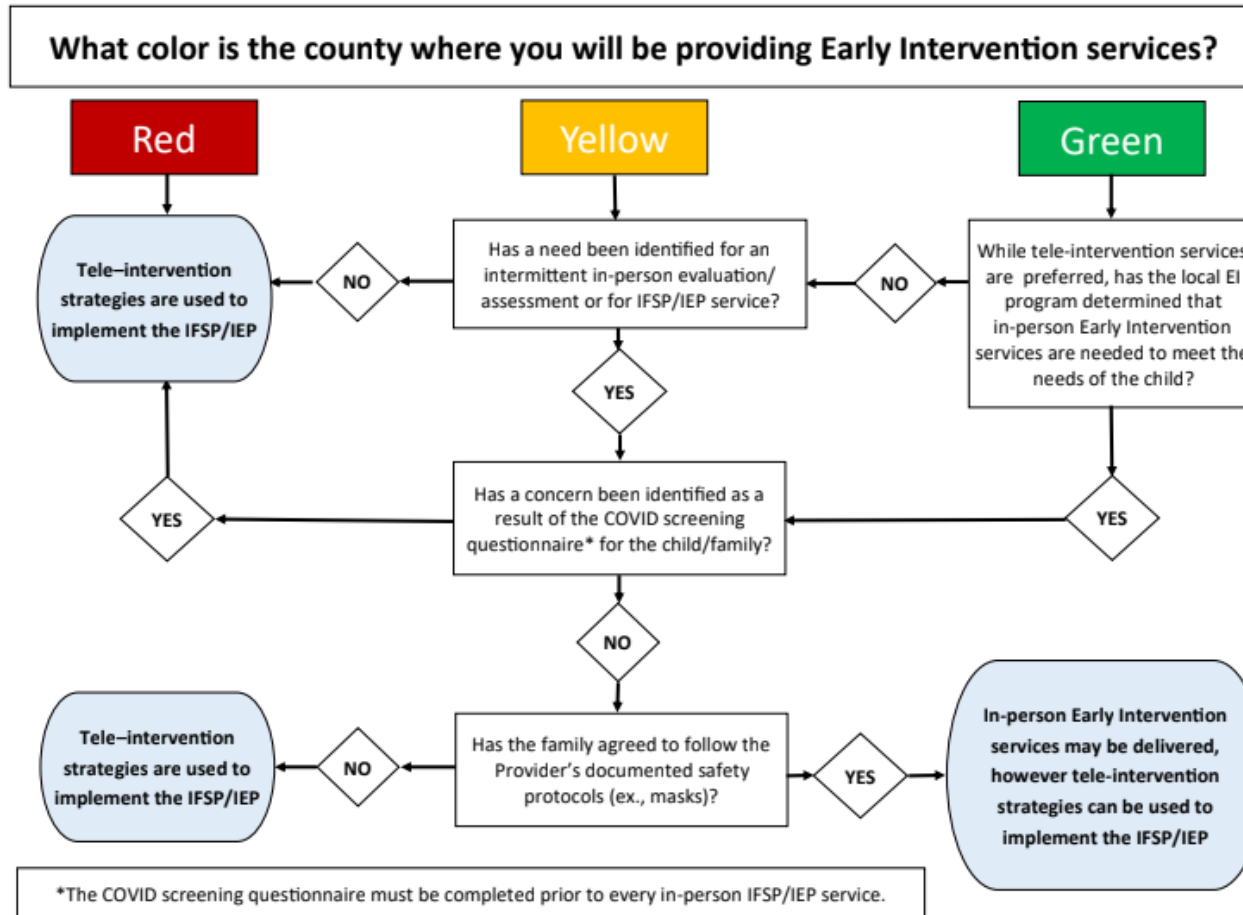
If the response is yes to any of the three screening questions above, it is recommended that the provider of Special Education services coordinate with the family to participate in a tele-intervention session instead of an in-person session.

\*If the response is yes to the two additional considerations, it is recommended that the provider of Special Education services and family discuss the possible risk in delivering an in-person session and document the decision. Tele-intervention will be an option for service delivery.

Appendix E: COVID-19: MIU IV Tele-Intervention Decision Tree [Tele Intervention Decision Tree Revised 07 21 2020.pdf](#)

Updated 07/21/2020

Office of Child Development and Early Learning, Bureau of Early Intervention Services and Family





**Appendix F: COVID-19: [MIU IV Substitute Self-Assessment Form](#)**

Midwestern Intermediate Unit IV

**COVID-19 Daily Substitute Assessment Screener Form**

Substitute's Name: \_\_\_\_\_

Date of Screening: \_\_\_\_\_

<b>Screening Questions:</b>	<b>Yes</b>	<b>No</b>
Have you or anyone in your home tested positive or suspected of having COVID-19 in the last 14 days?		
Do you or anyone in your home have signs or symptoms of a fever, new or worsening cough, sore throat, shortness of breath, or respiratory illness?		
Have you or anyone in your home had contact within the last 14 days with someone with or under investigation for COVID-19?		
<b>Additional Considerations: *</b>	<b>Yes</b>	<b>No</b>
Have you or anyone in your home traveled outside of Pennsylvania in the past 14 days?		
Considerations Comments:		

Name of Screener: \_\_\_\_\_

If the response is yes to any of the three screening questions above, it is recommended that you do not report to work or consider substituting. Also, you will need to contact Brenda Marino, Assistant to the Executive Director, immediately at 724-458-6700, x1204 or [brenda.marino@miu4.org](mailto:brenda.marino@miu4.org) and to Melissa Wyllie, Director of Special Education at 724-458-6700, x1206, or [melissa.wyllie@miu4.org](mailto:melissa.wyllie@miu4.org).