The Lehigh Career and Technical Institute’s (LCTI) Health and Safety Plan outlines our school’s instructional and non-instructional school reopening activities for the 2020-2021 school year and was created in synchronicity with Lehigh Carbon Intermediate Unit, PA Department of Health, PA Department of Education, Center For Disease Control (CDC), and PA Department of Labor and Industry.

The Governor’s plan 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. Depending upon the public health conditions in our county, 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 our county as being in the red, yellow, or green phase. There may be times that our county 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 in our local area. The Lehigh Career and Technical Institute Health and Safety Plan accounts for changing conditions to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

LCTI’s Health and Safety Plan is subject to change in order to reflect and be consistent with the current status of public health conditions within Lehigh County and the Commonwealth. To assure that the Health and Safety Plan is current and up-to-date, LCTI will continually monitor all orders, rules, regulations, guidance and other relevant information issued by the Office of Governor, the Department of Health, the Department of Education, the Department of Community and Economic Development, local authorities and other agencies or departments having jurisdiction over LCTI. Based on the most current information available, LCTI’s Health and Safety Plan will be updated.
# Table of Contents

**Lehigh Career & Technical Institute Decision Tree**  
4

**Type of Reopening**  
5

**Pandemic Coordinator & Team**  
7

**Key Strategies, Policies, and Procedures**  
10

- Prevention Practices  
10
- Face Coverings  
15
- Human Resources  
17
- Transportation of Students  
20
- Entering School Buildings  
22
- Social Distancing  
25
- Serving Meals  
26
- Transitioning  
28
- Large Group Gatherings  
29
- Teaching and Education  
30
- Protecting High Risk Students and Staff  
33
- Special Education  
35
- Monitoring Students and Staff for Symptoms and History of Exposure  
36
- Behavioral Health Support  
39
- Coordination with Local Childcare  
40
Return to School or Work (post COVID-19 diagnosis) 44

Health and Safety Plan Professional Development 45

Health and Safety Plan Communications 47

Health and Safety Plan Summary 48
  Prevention Practices 48
  Human Resources 49
  Transportation of Students 49
  Entering School Buildings 49
  Social Distancing 49
  Serving Meals 50
  Transitioning 50
  Large Group Gatherings 50
  Teaching & Education 51
  Protecting High Risk Students and Staff 51
  Special Education 51
  Monitoring Students and Staff for Symptoms and History of Exposure. 52
  Coordinating with local childcare 52
  Return to School or Work 52
  Risk Students and Staff 53

RESOURCES: 53

Health and Safety Plan Governing Body Affirmation Statement 60
Lehigh Career & Technical Institute Decision Tree

Lehigh Career & Technical Institute’s Path to Reopening not only provides considerations for school leaders as they develop plans for restarting school this fall but provides a flexible framework to address challenges that may develop throughout the 2020-2021 school year. Instead of a one-size-fits-all approach, Lehigh Career & Technical Institute’s Decision Tree provides a menu of instructional models and responses that can adapt to ensure the continued success and safety of students and staff members.

<table>
<thead>
<tr>
<th>Level of Community Spread (as determined by state and local health officials)</th>
<th>Red Phase (Substantial Spread)</th>
<th>Yellow Phase (Minimal/Moderate Spread)</th>
<th>Green Phase (Low Spread)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Model (as determined by LCTI)</td>
<td>Remote Learning</td>
<td>Hybrid</td>
<td>Remote Learning</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response (as determined by LCTI in partnership with local departments of public health and community stakeholders)</td>
<td>Targeted Closure Isolate and disinfect affected areas -or- Short-term Closure Close for facility-wide deep cleaning -or- Extended Closure Close building(s) for at least 14 days</td>
<td>Limited Staggered Use of School Building(s) Implement alternating schedules for students; distance/remote learning (*If confirmed case of COVID-19 in school building see Targeted Closure)</td>
<td>Minimal Use of School Building(s) Implement remote learning</td>
</tr>
</tbody>
</table>
Type of Reopening

Based on our county’s current designation (i.e., red, yellow, green), the resources of our school, and the best interest of our local community and sending school districts, our Health and Safety plan details how we would like to bring back students and staff for Fall 2020. 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. We will account for changing conditions in our local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed. LCTI will take the necessary precautions and recommendations from the state, and local governments, CDC, and the PA DOH. LCTI realizes the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed in order to decrease the risk of exposure for our staff, students, and spectators. The LCTI J.O.C. recognizes that changes to this plan may need to be made by the Executive Director or designee. In addition, the Executive Director or designee may need to transition to remote learning in the yellow or green phase based on the following criteria: (1) inability to adequately and safely staff building/district, (2) high risk to the health of the school community, (3) significantly increased number of confirmed/probable cases, (4) updated recommendations from the Pennsylvania Department of Health, or (5) the benefits of in-person learning are outweighed by the impact of future state-mandated regulations. This transition can be made at the discretion of the Executive Director or their designee.

Anticipated launch date for hybrid learning: September 1st, 2020

<table>
<thead>
<tr>
<th>Monday / Tuesday</th>
<th>Wednesday</th>
<th>Thursday / Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM &amp; PM Sessions</td>
<td>Remote Learning for all students</td>
<td>AM &amp; PM Sessions</td>
</tr>
<tr>
<td>Students will last name letters A-K/L All Member Districts</td>
<td></td>
<td>Students will last name letters K/L-Z All Member Districts</td>
</tr>
</tbody>
</table>
# Pandemic Coordinator & Team

<table>
<thead>
<tr>
<th>Individual(s)</th>
<th>Stakeholder Group Represented</th>
<th>Pandemic Team Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travis C. Serfass</td>
<td>Administration and Support Staff</td>
<td>Pandemic Coordinator</td>
</tr>
<tr>
<td>Dr. Tim Rushton</td>
<td>Administration and JOC</td>
<td>Plan Development &amp; Response Team</td>
</tr>
<tr>
<td>Kurt Adam</td>
<td>CTE Administration and CTE Staff</td>
<td>Plan Development &amp; Response Team</td>
</tr>
<tr>
<td>Grace Loeffler</td>
<td>Student Services</td>
<td>Plan Development &amp; Response Team</td>
</tr>
<tr>
<td>Danielle Sodl</td>
<td>School Nurse</td>
<td>Plan Development &amp; Response Team</td>
</tr>
<tr>
<td>Dr. Lisa Greenawalt</td>
<td>Curriculum &amp; Instruction</td>
<td>Plan Development &amp; Response Team</td>
</tr>
<tr>
<td>Dipal Kapadia</td>
<td>Information and Technology Department</td>
<td>Plan Development &amp; Response Team</td>
</tr>
<tr>
<td>Brittany Donati</td>
<td>ESPA</td>
<td>Pandemic Crisis Response Team</td>
</tr>
<tr>
<td>Scott Smith</td>
<td>LCTI Police</td>
<td>Pandemic Crisis Response Team</td>
</tr>
<tr>
<td>Darin VanNorman</td>
<td>CTE Supervisor</td>
<td>Pandemic Crisis Response Team</td>
</tr>
<tr>
<td>Tim Bauer</td>
<td>Teamsters / Support Staff</td>
<td>Pandemic Crisis Response Team</td>
</tr>
<tr>
<td>John Shaner</td>
<td>Professional Staff</td>
<td>Pandemic Crisis Response Team</td>
</tr>
</tbody>
</table>
Roles and Responsibilities for Health and Safety Preparedness and Response Planning

- Prevent accidents, injuries and work/school-related illnesses in the schools.
- Create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by staff.
- Create and implement health and safety procedures/protocols/practices in accordance with the latest guidance and recommendations for the Department of Health (DOH) and Center for Disease Control (CDC) and to ensure that these procedures/protocols/practices are implemented by staff.
- Create a Health and Safety Plan and ensure it’s regularly updated to reflect any changes to the law and/or guidance from federal, state, and local health officials. It’s their responsibility.
- Ensure that each member of staff is aware of and adheres to the Health and Safety Plan.
- Provide regular inspections and risk assessments, and ensure that any hazards or defects are rectified immediately.
- Maintain records and thoroughly investigate any accident, community spread illness, and recommend any improvements in health and safety standards if required.
- Provide training to all staff in health and safety issues, and advising them on protective clothing and equipment where necessary.
- Serve as the key point of contact for any member of staff who has a query or concern regarding the health and safety of the workplace.
- Work closely with management, as well as health and safety inspectors.
## Addressing Community Spread in K-12 Schools

### LEVEL OF COMMUNITY SPREAD (AS DETERMINED BY STATE AND LOCAL HEALTH OFFICIALS)

<table>
<thead>
<tr>
<th>Red Phase (Substantial Spread)</th>
<th>Yellow Phase (Minimal/Moderate Spread)</th>
<th>Green Phase (Low Spread)</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Schools that are closed, remain closed. Implement distance/remote learning (see Serving School Meals and Supporting Teaching and Learning).</td>
<td>● Schools may provide in-person instruction only in accordance with CDC, State, &amp; Department of Education guidance.</td>
<td>● Schools may provide in-person instruction only in accordance with CDC, State, &amp; Department of Education guidance.</td>
</tr>
<tr>
<td>● Coordinate with local and state DPH health officials</td>
<td>● 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) and posted on the school entity’s publicly available website.</td>
<td>● Schools may provide in-person, hybrid, or virtual 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.</td>
</tr>
<tr>
<td>● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)</td>
<td>● Establish and maintain communication with local and state DPH health officials.</td>
<td>● Establish and maintain communication with local and state DPH health officials.</td>
</tr>
<tr>
<td>● Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting.</td>
<td>● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible).</td>
<td>● Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible).</td>
</tr>
<tr>
<td>● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations)</td>
<td>● Implement enhanced social distancing measures.</td>
<td>● Implement enhanced social distancing measures.</td>
</tr>
<tr>
<td>● Schools remain closed.</td>
<td>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread.</td>
<td>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread.</td>
</tr>
<tr>
<td></td>
<td>● COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.</td>
<td>● COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.</td>
</tr>
<tr>
<td></td>
<td>● Establish a protocol for students/staff who feel ill/experience symptoms when they come to school.</td>
<td>● Establish a protocol for students/staff who feel ill/experience symptoms when they come to school.</td>
</tr>
<tr>
<td></td>
<td>● Isolate and deep clean impacted classrooms and spaces.</td>
<td>● Isolate and deep clean impacted classrooms and spaces.</td>
</tr>
<tr>
<td></td>
<td>● Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness.</td>
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</tr>
<tr>
<td></td>
<td>● Districts have the authority and flexibility to close school buildings and utilize distance/remote learning as needed.</td>
<td>● Districts have the authority and flexibility to close school buildings and utilize distance/remote learning as needed.</td>
</tr>
</tbody>
</table>

For additional guidance on addressing community spread, see the [CDC’s Consideration for Schools](#).
Key Strategies, Policies, and Procedures

The action plan documents LCTI’s thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools. The table below identifies a detailed summary describing the key strategies, policies, and procedures LCTI will employ to ensure the health and safety of every stakeholder in the local education community. The information below provides key information that staff, students, and families will require to clearly understand the LCTI local plan for the phased reopening of schools.
Lehigh Career and Technical Institute
Path to Reopening: Health and Safety Plan

## Prevention Practices

| Red Phase  
(Substantial Spread) | Yellow Phase  
(Minimal/Moderate Spread) | Green Phase  
(Low Spread) | Lead Individual and Position | Materials, Resources, or PD needed |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTI (for in-person instruction) and Most Child Care Facilities Closed</td>
<td>LCTI may provide in-person instruction only in accordance with Department of Education guidance</td>
<td>LCTI may provide in-person instruction only in accordance with Department of Education guidance</td>
<td>Travis C. Serfass</td>
<td>CDC Hand Hygiene: <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html</a></td>
</tr>
<tr>
<td><strong>Prevention Practices</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCTI and Most Child Care Facilities Closed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Only essential staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Encourage COVID-19 testing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Travis C. Serfass  
Kurt Adams |
| **Cleaning, Sanitizing, Disinfecting, and Ventilation** |
| Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products. |
| Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products. |
| **Distribution of cleaning supplies to staff:** |
| Disinfectant wipes and/or cleaning wipes will be available in offices and classrooms where staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested.) |
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| Disinfectant wipes and/or cleaning wipes will be available in offices and classrooms where staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested.) |

---

10
### EPA Disinfectants
- Buckeye E23 Neutral Disinfectant
- Buckeye Mint Quat Disinfectant

#### Cleaning, sanitizing and disinfecting
- Continue routine cleaning and disinfecting for areas where minimal staff is utilizing facility
- Continue cleaning excessively touched items throughout day
- Areas not being used or occupied for only need routine cleaning when reopening

#### Day shift custodial/Utility
- Continue everyday responsibilities and tasks
- Clean excessively touched items throughout the day
- Door knobs
- Hand railings
- Light switches
- Printer/copiers
- Water fountains/bottle fillers
- Restrooms will be cleaned midday (using the proper PPE)
- Disinfecting toilets, urinals, sinks, paper dispensers and partitions

#### Night shift custodial staff
- Continue everyday responsibilities and tasks
- Cleaning restrooms using proper PPE
- Vacuum
- Dry mopping
- Wet mop with disinfectant
- Wipe down, clean and disinfect
  - Chairs
  - Desks
  - Tables
  - Doors/door handles, door frames
  - Light switches
  - Computers
  - Phones

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  - Desks
  - Tables
  - Doors/door handles, door frames
  - Light switches
  - Computers
  - Phones

#### CDC Protect Yourself:

#### CDC Symptoms:

#### CDC COVID-19 and Children:

#### CDC Communication Resources:
### Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices
Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective equipment will be utilized by staff and students in accordance with current CDC and DOH.

<table>
<thead>
<tr>
<th>Counters</th>
<th>Corridor walls</th>
<th>Hand railings</th>
</tr>
</thead>
<tbody>
<tr>
<td>electrostatic disinfecting</td>
<td>any dirty surfaces will be washed with soap/water or cleaner before disinfecting</td>
<td></td>
</tr>
</tbody>
</table>

### Custodial/Maintenance PPE
- masks, face shields, gowns, gloves, disposable masks, safety glasses/goggles
- Maintenance and custodial staff will be required to wear proper PPE for each daily task
- all staff will receive training on how to properly apply and remove PPE
- gloves will be changed frequently throughout the work day

Areas or surfaces should first be cleaned with soap and water

### Ventilation
- There will be an increase of outside air introduced to the building through our HVAC systems
- Air filter changes will remain on the same schedule (excessive filter changes not necessary)
<table>
<thead>
<tr>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Handwashing toolkit</strong></td>
</tr>
<tr>
<td><strong>Personal Protective Equipment</strong></td>
</tr>
<tr>
<td>Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and trash cans in all bathrooms, classrooms, and frequently trafficked areas.</td>
</tr>
<tr>
<td><strong>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</strong></td>
</tr>
<tr>
<td>Signage will be posted at entrances, bathrooms, and throughout the facility.</td>
</tr>
<tr>
<td><strong>Limiting the sharing of materials among students</strong></td>
</tr>
<tr>
<td>Items sharing should be minimized between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with district protocols after use whenever possible.</td>
</tr>
<tr>
<td><strong>Communal Water Sources</strong></td>
</tr>
<tr>
<td>Retrofit existing water fountains with bottle fillers. Students and staff are encouraged to bring their own water bottles from home.</td>
</tr>
<tr>
<td><strong>Locker usage</strong></td>
</tr>
<tr>
<td>Restricted use of lockers.</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
</tr>
<tr>
<td>Vans will be sanitized with a sprayer using disinfectant solution between uses.</td>
</tr>
<tr>
<td><strong>Nurses suite/separation rooms</strong></td>
</tr>
<tr>
<td>with current CDC and DOH recommendations. <strong>Handwashing toolkit</strong> <strong>Personal Protective Equipment</strong></td>
</tr>
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</tr>
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</tr>
</tbody>
</table>
Nurses suites will be sanitized daily, to the extent feasible.

**Classroom Doors**
Whenever safe and feasible, classroom doors will be propped open to minimize contact with door handles.

Nurses suite/separation rooms
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<table>
<thead>
<tr>
<th><strong>Face Coverings</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Phase</strong>&lt;br&gt;(Substantial Spread)</td>
</tr>
<tr>
<td><strong>Yellow Phase</strong>&lt;br&gt;(Minimal/Moderate Spread)</td>
</tr>
<tr>
<td><strong>Green Phase</strong>&lt;br&gt;(Low/No Spread)</td>
</tr>
<tr>
<td><strong>Lead Individual and Position</strong></td>
</tr>
<tr>
<td><strong>Materials, Resources, or PD needed</strong></td>
</tr>
</tbody>
</table>

LCTI to remain closed to in-person instruction. Face coverings required for essential staff and essential visits to the LCTI campus.

PDE REQUIREMENT: Use of face coverings (masks or face shields) by all staff and students.

**FACE COVERINGS:**
All students and staff must wear a face covering that covers their nose and mouth (as the term is defined in the attached Pennsylvania Face Covering Order dated July 1, 2020 as may be amended from time to time) on LCTI property.

- Students are required to wear a face covering on all district transportation to and from LCTI.
- Students and staff are required to wear a face covering at all times.
- Students and staff may

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- Students and staff may

Principals and Supervisors
Kurt Adam
Grace Loeffler

Supply of face masks and shields for staff. Students are to provide their own face covering.
remove face coverings to eat or drink.

The only exceptions to the mandatory face covering requirements are as follows:

- Any student who has a medical or mental condition or disability, with pertinent supporting medical information, and documented in accordance with Section 504 of the Rehabilitation Act or IDEA
- Students may remove the face covering if it creates an unsafe condition in which to operate equipment or execute a task.
- Students may remove face covering during a designated mask break, if six feet of social distance can be maintained.
- Any staff member who has a medical or mental condition or disability, with pertinent supporting medical information, and documented in accordance with Section 504 of the Rehabilitation Act.
- A staff member may remove their mask when working in an enclosed space alone.

Any student who does not have a valid excuse for not wearing a face mask.
covering and who refuses to wear a face covering upon request of a Building Administrator shall be subject to immediate exclusion from school. Should that student subsequently not wear a face covering and again refuse to wear a face covering upon request of a Building Administrator, such student shall be transferred to a remote learning environment in order to protect the health and safety of staff and students in the school. Any staff member who does not have a valid excuse for not wearing a face covering and who refuses to wear a face covering upon request of a Building Administrator shall be subject to discipline, including but not limited to, exclusion from school/work.

**Face-Coverings-Order.pdf**

**Public Health Guidance for School Communities**
Human Resources

<table>
<thead>
<tr>
<th>Red Phase</th>
<th>Yellow Phase</th>
<th>Green Phase</th>
<th>Lead Individual</th>
<th>Materials, Resources, or PD needed</th>
</tr>
</thead>
</table>
| **Essential Staff:** | **Essential Staff (Office):** | All staff: May report to work or work virtually with the approval of the Executive Director or designee.  
- are required to complete a self-assessment prior to coming to work  
- are required to follow the prescribed steps if the self-assessment indicates they are not to report to work.  
An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by Lehigh Career and Technical Institute concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site. | Stacey Conway | |
| Essential staff designated as urgent (absolute necessary functions)  
- are expected to report to work;  
- are required to complete a self-assessment prior to coming to work  
- are required to follow the prescribed steps if the self-assessment indicates they are not to report to work.  
An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by Lehigh Career and Technical Institute concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site. | Essential Staff up to yellow occupancy maximums:  
- are expected to report to work; or work virtually with the approval of the Executive Director or designee.  
- are required to complete a self-assessment prior to coming to work  
- are required to follow the prescribed steps if the self-assessment indicates they are not to report to work.  
An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by Lehigh Career and Technical Institute concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site. | |
| **Non Essential Work determination:** | **Non Essential Work determination:** | |
| Lehigh Career and Technical Institute | Lehigh Career and Technical Institute | |


Non Essential Work determination:
Lehigh Career and Technical Institute will initiate a review process for staff
Lehigh Career and Technical Institute will need to determine if it is feasible or permitted for non-essential staff to work remotely. If remote work is not possible, decisions regarding lack of work status or furlough status will need to be determined.

**Face Coverings:** Staff will wear face coverings at all times, except for when eating and drinking.

**Virtual Tools:** CLIU/school leaders utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures.

**Healthy Environment:** Employees will abide by all occupancy requirements, social distance rules and shared equipment rules issued by Lehigh Career and Technical Institute.

**Prevention Practices** Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/Lehigh Career and Technical Institute specific protocols.

Encourage COVID-19 testing when signs are presented.

**Posting of Employment Rights.** All federal and state employment postings relating to COVID will be who indicate they are unable to report to work due to a COVID-19 related circumstance following leave rights, absence protocols and Lehigh Career and Technical Institute policies.

**Face Coverings:** Staff will wear face coverings at all times, except for when eating and drinking.

**Virtual Tools:** School District leaders utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures.

**Healthy Environment:** Employees will abide by all occupancy requirements, social distance rules and shared equipment rules issued by the Lehigh Career and Technical Institute.

**Hygiene practices** for staff including the manner and frequency of hand-washing and other best practices will be communicated and encouraged as set forth by CDC and DOH.


Encourage COVID-19 testing when signs are presented.
## Transportation of Students

<table>
<thead>
<tr>
<th>Red Phase</th>
<th>Yellow Phase</th>
<th>Green Phase</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, or PD needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Substantial Spread)</td>
<td>(Minimal/Moderate Spread)</td>
<td>(Low Spread)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **School buildings are closed** | **Symptom screening should be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. (Bucks County Health Department, Dr. David Damsker)** | **Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. (Bucks County Health Department, Dr. David Damsker)** | Kurt Adam  
Travis C. Serfass | Types of PPE  
| **Adjusting transportation schedules and practices to create social distance between students:**  
Stagger arrival and dismissal of students to school district busses. | **A guide to assist parents and guardians to identify symptoms will be mailed with the start of school mailer.** | **A guide to assist parents and guardians to identify symptoms will be mailed with the start of school mailer.** |                                |                                   |
| **Face coverings - students:**  
Face coverings (including face shields or face masks) are required for students unless doing so jeopardizes the physical and/or mental health of the student and/or wearing a face covering is not feasible due to a disability. | **Face coverings - students:**  
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| **Face coverings - Staff:**  
Vehicle drivers will be required to wear face coverings (including face shields or masks) when passengers are present, unless doing so | **Face coverings - Staff:**  
Vehicle drivers will be required to wear face coverings (including face shields or masks) when passengers are present, unless doing so |                                |                                |                                   |
<table>
<thead>
<tr>
<th>are present, unless doing so jeopardizes their health.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field Trips will be postponed</strong></td>
</tr>
<tr>
<td><strong>Sanitization</strong></td>
</tr>
<tr>
<td>Vehicles will be sanitized with a sprayer using disinfectant solution upon return to LCTI or between uses. No field trips will be provided</td>
</tr>
<tr>
<td>No food or drink allowed in vehicles</td>
</tr>
<tr>
<td>Spaced seating will be implemented to ensure (social distancing/3 ft. radius) between each person on the bus.</td>
</tr>
<tr>
<td>Posters encouraging staying at home when sick, covering coughs and sneezes, and washing hands often will be placed on the bus in sight of all passengers</td>
</tr>
<tr>
<td>jeopardizes their health.</td>
</tr>
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</table>
Lehigh Career and Technical Institute
Path to Reopening: Health and Safety Plan

<table>
<thead>
<tr>
<th>Entering School Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Phase</strong> (Substantial Spread)</td>
</tr>
<tr>
<td>LCTI is closed; districts should require only that essential staff report in-person to carry out functions that are absolutely necessary.</td>
</tr>
<tr>
<td>School leaders utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures</td>
</tr>
<tr>
<td>Only essential staff report to in-person work</td>
</tr>
<tr>
<td>Identifying and restricting non-essential visitors and volunteers</td>
</tr>
<tr>
<td>Staff are to utilize online meeting software to virtually attend visitor meetings to the greatest extent possible and feasible. Examples include, but are not limited to parent/guardian meetings, IEP meetings, and college visits.</td>
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<td></td>
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<tr>
<td>If a student/staff is sick or thinks he/she is sick with the COVID-19 virus, the student/staff must stay at</td>
</tr>
</tbody>
</table>
### Path to Reopening: Health and Safety Plan

<table>
<thead>
<tr>
<th>Student entry:</th>
<th>Student exit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will exit busses upon arrival to allow for staggered entry times into the building.</td>
<td>Students will be released in a staggered manner as determined by each building administrator.</td>
</tr>
</tbody>
</table>

### Face coverings - students:
Face coverings (including face shields or face masks) are required for students unless doing so jeopardizes the physical and/or mental health of the student and/or wearing a face covering is not feasible due to a disability.

<table>
<thead>
<tr>
<th>Student exit:</th>
<th>Substitute Professional &amp; Support Staff:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be released in a staggered manner as determined by each building administrator.</td>
<td>Must adhere to the same standard of notification and screening as a staff.</td>
</tr>
</tbody>
</table>

---

Lehigh Career and Technical Institute
Path to Reopening: Health and Safety Plan

home. and contact their physician or appropriate healthcare professional for further directions.

It is essential that the student/staff takes steps to help prevent the spread of the virus in the school and community.

Students/staff will be educated on identifying signs and symptoms of COVID-19 and signage will be posted in school.

Students/staff will be educated on identifying signs and symptoms of COVID-19 and signage will be posted in school.

Student entry:

When buildings open, students will immediately proceed to their classrooms, depending on building administration guidance

Face coverings - students:
Face coverings (including face shields or face masks) are required for students unless doing so jeopardizes the physical and/or mental health of the student and/or wearing a face covering is not feasible due to a disability.

Student exit:

Students will be released in a staggered manner as determined by each building administrator.

Substitute Professional & Support Staff:
Must adhere to the same standard of notification and screening as a staff.
### County or Local Officials (e.g., Police, Children & Youth, Probation Officers):
Must adhere to the same standard of notification and screening as a staff.

### Visitors/Volunteers:
There will be no unauthorized visitors/volunteers while the county is in the yellow phase.

### Signage:
Signage will be posted in hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols.

Hand sanitizer provided to all staff, students, and visitors prior to entering the building as long as it's feasible to obtain hand sanitizer.

Follow protocol for students/staff who feel ill/experience symptoms when they come to school. Symptom screening flow chart.

Limit unnecessary congregations of students and staff.

### County or Local Officials (e.g., Police, Children & Youth, Probation Officers):
Must adhere to the same standard of notification and screening as a staff.

### Identifying and restricting non-essential visitors and volunteers

Visitors will be permitted on an as needed basis following building access procedures upon entrance.

Signage will be posted in hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols.

Hand sanitizer provided to all staff, students, and visitors prior to entering the building.

Limit unnecessary congregations of students and staff.

Follow protocol for students/staff who feel ill/experience symptoms when they come to school.

Visitors call the office before entering. Screening of symptoms of illness will be required for staff and visitors prior to entering the school.
# Social Distancing

<table>
<thead>
<tr>
<th>Red Phase (Substantial Spread)</th>
<th>Yellow Phase (Minimal/Moderate Spread)</th>
<th>Green Phase (Low Spread)</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, or PD needed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schools and Most Child Care Facilities Closed</strong></td>
<td><strong>PDE Requirement:</strong> &quot;Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible&quot;</td>
<td><strong>PDE Requirement:</strong> &quot;Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible&quot;</td>
<td><strong>Principals</strong></td>
<td><strong>Materials, Resources and/or Supports Needed</strong></td>
</tr>
<tr>
<td><strong>Only essential staff</strong></td>
<td>Classroom/learning space occupancy (3 - 6 feet of separation to the maximum extent feasible among students and staff)</td>
<td>Classroom/learning space occupancy (3 - 6 feet of separation to the maximum extent feasible among students and staff)</td>
<td><strong>CTE Supervisors</strong></td>
<td><strong>Floor markings</strong></td>
</tr>
<tr>
<td></td>
<td>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</td>
<td>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</td>
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</tr>
<tr>
<td></td>
<td>Instructors utilizing larger lab, in addition to classroom space to increase social distancing (when feasible)</td>
<td>Instructors utilizing larger lab, in addition to classroom space to increase social distancing (when feasible)</td>
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<tr>
<td><strong>Approximate building capacity:</strong></td>
<td><strong>Approximate building capacity:</strong></td>
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<tr>
<td>● 3-6 ft Social Distancing</td>
<td>● 3-6 ft Social Distancing</td>
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<td>○ 1170 students.</td>
<td>○ 1170 students.</td>
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<tr>
<td>● 6 ft Social Distancing</td>
<td>● 6 ft Social Distancing</td>
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<td>○ 560 students.</td>
<td>○ 560 students.</td>
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<tr>
<td>Serving Meals</td>
<td>Red Phase (Substantial Spread)</td>
<td>Yellow Phase (Minimal/Moderate Spread)</td>
<td>Green Phase (Low/No Spread)</td>
<td>Lead Individual and Position</td>
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</tr>
<tr>
<td><strong>School buildings are closed</strong></td>
<td><strong>In cafeterias and other areas used to serve lunch, individuals will be seated in a manner best designed to minimize transmission of illness. Individuals will be required to sanitize or wash their hands prior to, and after, eating.</strong></td>
<td><strong>In cafeterias and other areas used to serve lunch, individuals will be seated in a manner best designed to minimize transmission of illness. Individuals will be required to sanitize or wash their hands prior to, and after, eating.</strong></td>
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<td><strong>Pam Hettinger, Kurt Adam, Travis C. Serfass</strong></td>
</tr>
<tr>
<td>Abide by the maximum number of people allowed as defined by Governor’s current statewide order</td>
<td><strong>Alternate Serving Model:</strong> Serving Meals in cafeterias and/or classrooms</td>
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<tr>
<td></td>
<td>Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths</td>
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<tr>
<td></td>
<td>Staff required to wear face coverings (including face shields or face masks) during meal preparation and service</td>
<td>Staff required to wear face coverings (including face shields or face masks) during meal preparation and service</td>
<td>Staff required to wear face coverings (including face shields or face masks) during meal preparation and service</td>
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<tr>
<td></td>
<td>Abide by the maximum number of people allowed to congregate as defined by the Governor of PA.</td>
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<td>Abide by the maximum number of people allowed to congregate as defined by the Governor of PA.</td>
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<tr>
<td></td>
<td>Staff required to wash hands before and after meal service</td>
<td>Staff required to wash hands before and after meal service</td>
<td>Staff required to wash hands before and after meal service</td>
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<tr>
<td></td>
<td>Allow student hand washing before and after meal service when feasible</td>
<td>Allow student hand washing before and after meal service when feasible</td>
<td>Allow student hand washing before and after meal service when feasible</td>
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<td></td>
<td>Hand sanitizer will be provided for students and staff as long as it’s</td>
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<td>Feasible to obtain hand sanitizer.</td>
<td>Feasible to obtain hand sanitizer.</td>
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<td>Protocols to minimize physical contact by students with the payment</td>
<td>Protocols to minimize physical contact by students with the payment</td>
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<tr>
<td>terminal.</td>
<td>terminal.</td>
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<tr>
<td>Utilize pre-packaged and disposable plates and utensils.</td>
<td>Utilize pre-packaged and disposable plates and utensils.</td>
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<tr>
<td>No student sharing of foods and utensils permitted</td>
<td>No student sharing of foods and utensils permitted</td>
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</tr>
<tr>
<td>Spaced lines marked to enter the cafeteria and serving lines (to the</td>
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<tr>
<td>stagger location of meal service.</td>
<td>stagger location of meal service.</td>
<td></td>
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</tr>
<tr>
<td>Cleaning of cafeterias and high-touch surfaces throughout the school</td>
<td>Cleaning of cafeterias and high-touch surfaces throughout the school</td>
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</tr>
<tr>
<td>day will be conducted after each meal service.</td>
<td>day will be conducted after each meal service.</td>
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</tr>
<tr>
<td>Stagger the schedule for large group gatherings</td>
<td>Stagger the schedule for large group gatherings</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Signage:</strong></td>
<td><strong>Signage:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage encouraging staying at home when sick, covering coughs</td>
<td>Signage encouraging staying at home when sick, covering coughs</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>and sneezes, and washing hands often will be placed in the lunch</td>
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<td></td>
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</tr>
<tr>
<td>areas in sight of students.</td>
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<td></td>
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</tr>
</tbody>
</table>
# Transitioning

<table>
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<th>Green Phase (Low/No Spread)</th>
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<th>Materials, Resources, or PD needed</th>
</tr>
</thead>
</table>
| **Schools and School-based Child Care Facilities Closed** | **Staggering the use hallways**  
High-traffic hallway use will be limited when feasible, by staggering release times to reduce the number of students in the hallways simultaneously.  
For class changes and other transitions throughout the school day, the following practices will be considered:  
- Designate areas of the hallway and staircase (i.e. lanes) as flow paths to keep students separated  
**Lockers:**  
Students’ use of lockers may be limited.  
**Face coverings - students:**  
Face coverings (including face shields or face masks) are required for students while transitioning unless doing so jeopardizes the physical and/or mental health of the student and/or wearing a face covering is not feasible due to a disability. | **Staggering the use hallways**  
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CTE Supervisors  
Travis C. Serfass | }
### Large Group Gatherings

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<th>Materials, Resources, or PD needed</th>
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</thead>
<tbody>
<tr>
<td><strong>Schools and School-based Child Care Facilities Closed</strong></td>
<td>To the extent possible, LCTI will avoid gatherings of more than 25 people, as permitted per Governor's order.</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Preventative measures in place:**
- Providing hand sanitizer for students and staff as long as it’s feasible to obtain hand sanitizer.
- Face coverings (including face shields or face masks) are required for students while transitioning unless doing so jeopardizes the physical and/or mental health of the student and/or wearing a face covering is not feasible due to a disability.
- Limiting unnecessary congregations of students and staff
- Discourage the congregation of students in parking lots and common areas
- Identify and utilize large spaces or outside spaces – as weather permits) for social distancing

**Safety Drill Plans and Response:**
Safety drill plans and responses will

**Preventative measures in place:**
- Providing hand sanitizer for students and staff as long as it’s feasible to obtain hand sanitizer.
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**Safety Drill Plans and Response:**
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### Teaching and Education

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<td>(Minimal/Moderate Spread)</td>
<td>(Low Spread)</td>
<td>and Position</td>
<td></td>
</tr>
</tbody>
</table>

LCTI’s instructional model is highly dependent on the sending Districts and their adopted instructional model. LCTI will remain flexible to accommodate potentially various models simultaneously to the extent feasible.

**Remote Learning:**
Remote option for students/families. Students will attend LCTI 100% virtually.

**OR**

**Hybrid Model:**
To the maximum extent feasible and appropriate, and in accordance with PDE guidelines for school reopening, a further density reduced environment will be established. Students will attend school in-person 2 days a week.

Utilize Schoology for remote based learning

Certain courses that require the

LCTI’s instructional model is highly dependent on the sending Districts and their adopted instructional model. LCTI will remain flexible to accommodate potentially various models simultaneously to the extent feasible.

**Remote Learning:**
Remote option for students/families. Students will attend LCTI 100% virtually.

**OR**

**Hybrid Model:**
To the maximum extent feasible and appropriate, and in accordance with PDE guidelines for school reopening, a further density reduced environment will be established. Students will attend school in-person 2 days a week.

**OR**

**Traditional Model:**
To the maximum extent feasible and

Lisa Greenawalt
Kurt Adam
sharing of materials, supplies and equipment may be modified to minimize the amount of individual contact with shared surfaces.

Minimize student contact with frequently shared surfaces through the course of an activity.

Students will proceed directly to their classroom to start the day and avoid congregating prior to the start of the school day.

Student Instructional Day:
Targeted interventions and supports:
Continued instructional supports will be provided to students identified as needing services.

Face Coverings - students:

*While in the classroom*
Face coverings (including face shields or face masks) are required for students as ordered by state government, unless doing so jeopardizes the physical and/or mental health of the student and/or wearing a face covering is not feasible due to a disability.

Students are allowed to remove face coverings in the following settings:
- Eating or drinking while at least 6 feet apart.
- Engaged in activities outdoors while at least 6 feet apart.
- Designated Mask Break

*During transitions*
Face coverings (including face

appropriate, and in accordance with PDE guidelines for school reopening, a reduced density environment will be established. Students will be in school every day.

Utilize Schoology for remote based learning

Certain courses that require the sharing of materials, supplies and equipment may be modified to minimize the amount of individual contact with shared surfaces.

Minimize student contact with frequently shared surfaces through the course of an activity.

Students will proceed directly to their classroom to start the day and avoid congregating prior to the start of the school day.

Student Instructional Day:
Targeted interventions and supports:
Continued instructional supports will be provided to students identified as needing services.

Face Coverings - students:

*While in the classroom*
Face coverings (including face shields or face masks) are required for students as ordered by state government, unless doing so jeopardizes the physical and/or mental health of the student and/or wearing a face covering is not feasible due to a disability.

Students are allowed to remove face coverings in the following settings:
- Eating or drinking while at least 6 feet apart.
- Engaged in activities outdoors while at least 6 feet apart.
- Designated Mask Break
shields or face masks) are required for students, while in the classroom unless doing so jeopardizes the physical and/or mental health of the student and/or wearing a face covering is not feasible due to a disability.

Face Coverings in Classrooms - staff:

_While in classroom:_
Face coverings (including face shields or face masks) are required for staff while remaining socially distant from other individuals, unless doing so jeopardizes the health of the staff member.

_Outside classroom activities:_
Face coverings (including face shields or face masks) are required for staff while remaining socially distant from other individuals, unless doing so jeopardizes the health of the staff member, as documented by appropriate documentation.

_During transitions:_
Face coverings (including face shields or face masks) are required for staff while remaining socially distant from other individuals, unless doing so jeopardizes the health of the staff member.

Field Trips:
There will be no curricular field trips or non-curricular class trips during the student day.

All physical activities will be restricted to contactless and socially distanced coverings in the following settings:
- Eating or drinking while at least 6 feet apart.
- Engaged in activities outdoors while at least 6 feet apart.
- Designated Mask Break

During transitions
Face coverings (including face shields or face masks) are required for students, while in the classroom unless doing so jeopardizes the physical and/or mental health of the student and/or wearing a face covering is not feasible due to a disability.

Face Coverings in Classrooms - staff:

_While in classroom:_
Face coverings (including face shields or face masks) are required for staff while remaining socially distant from other individuals, unless doing so jeopardizes the health of the staff member.

_Outside classroom activities:_
Face coverings (including face shields or face masks) are required for staff while remaining socially distant from other individuals, unless doing so jeopardizes the health of the staff member, as documented by appropriate documentation.

_During transitions:_
Face coverings (including face shields or face masks) are required for staff while remaining socially distant from other individuals, unless doing so jeopardizes the health of the staff member.
<table>
<thead>
<tr>
<th>Red Phase (Substantial Spread)</th>
<th>Yellow Phase (Minimal/Moderate Spread)</th>
<th>Green Phase (Low/No Spread)</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, or PD needed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School buildings are closed</strong>&lt;br&gt;<strong>Only essential staff</strong></td>
<td><strong>Protecting students and staff at higher risk for severe illness</strong>&lt;br&gt;Staff will have the opportunity to self-identify as high risk to HR so accommodations can be made prior to returning to face-to-face instruction. The Continuity of Education plan is to be followed for those students that may not be able</td>
<td><strong>Protecting students and staff at higher risk for severe illness</strong>&lt;br&gt;Staff will have the opportunity to self-identify as high risk to HR so accommodations can be made prior to returning to face-to-face instruction. The Continuity of Education plan is to be followed for those students that may not be able</td>
<td>Stacey Conway</td>
<td>Materials, Resources and/or Supports Needed <a href="https://www.governor.pa.gov/covid-19/business-guidance/">https://www.governor.pa.gov/covid-19/business-guidance/</a></td>
</tr>
</tbody>
</table>
## Path to Reopening: Health and Safety Plan

**Lehigh Career and Technical Institute**

### Materials, Resources and/or Supports Needed

**https://www.governor.pa.gov/covid-19/business-guidance/**

### Use of face coverings (masks or face shields) by all staff

It is required that all staff wear a covering to assist in reduction of respiratory droplet contact when entering the building in accordance with business and building safety requirements.

### Use of face coverings (masks or face shields) by older students and Adult Ed. students.

It is required that students wear a covering to assist in reduction of respiratory droplet contact when entering the building in accordance with business and building safety requirements.

### Unique safety protocols for students with complex needs or other vulnerable individuals

- Allow vulnerable students to complete their coursework virtually
- Allow an early or later transition for vulnerable students to go to class
- Staff will work with individuals, the IEP team, or the health planning team.

### Establish a process for regular check-ins with vulnerable students and staff

- "Determining FFCRA Eligibility" webtool

### Use of face coverings (masks or face shields) by older students (as appropriate)

It is required that all staff wear a face covering to assist in reduction of respiratory droplet contact when entering the building in accordance with business and building safety requirements.

### Use of face coverings (masks or face shields) by other students

It is required that students wear a covering to assist in reduction of respiratory droplet contact when entering the building in accordance with business and building safety requirements.

### Establish point-of-contact with the local health department or PA DOH

- www.lvhn.org
- www.slhn.com

### Identify local COVID-19 testing sites

- www.lvhn.org
- www.slhn.com

### Example:


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34
entering the building in accordance with business and building safety requirements.

Unique safety protocols for students with complex needs or other vulnerable individuals
- Allow vulnerable students to complete their coursework virtually
- Allow an early transition for vulnerable students to go to classes
- Staff will work with individuals, the IEP team, or the health planning team.

### Special Education

<table>
<thead>
<tr>
<th>Red Phase (Substantial Spread)</th>
<th>Yellow Phase (Minimal/Moderate Spread)</th>
<th>Green Phase (Low/No Spread)</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, or PD needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools and School-based Child Care Facilities Closed</td>
<td>Virtual Face-to-Face meetings Issue compensatory services worksheet (<a href="#">Faust Determination Process Link</a> and <a href="#">Faust Compensatory Worksheet</a>) Virtual/Distance Learning Activities and Face-to-Face Instruction (provide parent training online at <a href="#">CLIU Resource Link</a>) Initiate the Multi-Tiered System of Support (MTSS) (<a href="#">Pennsylvania School Reopening</a>)</td>
<td>Virtual/Zoom Meetings Issue compensatory services worksheet (<a href="#">Faust Determination Process Link</a> and <a href="#">Faust Compensatory Worksheet</a>) Virtual/Distance Learning Activities (provide parent training online at <a href="#">CLIU Resource Link</a>) Initiate the Multi-Tiered System of Support (MTSS) (<a href="#">Pennsylvania School Reopening Task Force Report</a>)</td>
<td>Kristin Jackowicz</td>
<td></td>
</tr>
<tr>
<td>Task Force Report</td>
<td><strong>Face-to-Face Evaluation/IEP meetings (When Feasible)</strong></td>
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<td>--------------------------------------------------------</td>
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</tr>
<tr>
<td>All staff working with students with special needs must wear PPE and practice social distancing of 3 to 6ft to the maximum extent feasible (AAP Interim Guidance)</td>
<td>Conducted adhering to CDC and social distancing guidelines</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Face-to-Face Instruction:</strong> Teaching and learning will be conducted in person at school on a regular four/five-day a week schedule. Schools will follow traditional school hours unless directed by the Pennsylvania Department of Education or other local emergency that would prevent a traditional instructional day.</td>
<td></td>
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<tr>
<td>Initiate the Multi-Tiered System of Support (MTSS) (Pennsylvania School Reopening Task Force Report)</td>
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</tr>
<tr>
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</tr>
</tbody>
</table>
## Monitoring Students and Staff for Symptoms and History of Exposure

<table>
<thead>
<tr>
<th>Red Phase (Substantial Spread)</th>
<th>Yellow Phase (Minimal/Moderate Spread)</th>
<th>Green Phase (Low Spread)</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, or PD needed</th>
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</thead>
<tbody>
<tr>
<td><strong>Monitoring students and staff for symptoms and history of exposure</strong></td>
<td><strong>Monitoring students and staff for symptoms and history of exposure</strong></td>
<td><strong>Monitoring students and staff for symptoms and history of exposure</strong></td>
<td><strong>Gace Loeffler</strong></td>
<td><strong>Gace Loeffler</strong></td>
</tr>
<tr>
<td>SCREENING QUESTIONS</td>
<td>SCREENING QUESTIONS</td>
<td>SCREENING QUESTIONS</td>
<td>Danielle Sodl</td>
<td>Danielle Sodl</td>
</tr>
<tr>
<td><strong>Symptoms may include (but not limited to):</strong></td>
<td><strong>Symptoms may include (but not limited to):</strong></td>
<td><strong>Symptoms may include (but not limited to):</strong></td>
<td>Travis C. Serfass</td>
<td>Travis C. Serfass</td>
</tr>
<tr>
<td>- Fever or chills (100.4 or higher)</td>
<td>- Fever or chills (100.4 or higher)</td>
<td>- Fever or chills (100.4 or higher)</td>
<td>Kurt Adam</td>
<td>Kurt Adam</td>
</tr>
<tr>
<td>- Cough</td>
<td>- Cough</td>
<td>- Cough</td>
<td>Lisa Greenwalt</td>
<td>Lisa Greenwalt</td>
</tr>
<tr>
<td>- Shortness of breath or difficulty breathing</td>
<td>- Shortness of breath or difficulty breathing</td>
<td>- Shortness of breath or difficulty breathing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Muscle aches</td>
<td>- Muscle aches</td>
<td>- Muscle aches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Headache</td>
<td>- Headache</td>
<td>- Headache</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- New loss of taste or smell</td>
<td>- New loss of taste or smell</td>
<td>- New loss of taste or smell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sore throat</td>
<td>- Sore throat</td>
<td>- Sore throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Diarrhea</td>
<td>- Diarrhea</td>
<td>- Diarrhea</td>
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</tr>
</tbody>
</table>

If an essential staff is sick or thinks he/she is sick with the COVID-19 virus, the staff must stay at home. It is essential that the staff takes steps to help prevent the spread of the virus in the school and community. In the red phase there will be no health professionals in the school setting.

If an essential staff becomes symptomatic in the school setting, every effort should be made to isolate himself/herself from others, and the individual should notify his/her supervisor and make arrangements to go home. The individual should be asked to contact the school for follow-up.

If a student/staff is sick or thinks he/she is sick with the COVID-19 virus, the student/staff must stay at home. It is essential that the student/staff takes steps to help prevent the spread of the virus in the school and community.

If a staff or student becomes symptomatic in the school setting, every effort will be made to isolate the symptomatic individual from others, the student's parent/guardian will be contacted, and arrangements will be made for the student to be picked up immediately. Symptomatic individuals will be asked to contact the school for follow-up.

If a student/staff is sick or thinks he/she is sick with the COVID-19 virus, the student/staff must stay at home. It is essential that the student/staff takes steps to help prevent the spread of the virus in the school and community.

If a staff or student becomes symptomatic in the school setting, every effort will be made to isolate the symptomatic individual from others, the student's parent/guardian will be contacted, and arrangements will be made for the student to be picked up immediately. Symptomatic individuals will be asked to contact the school for follow-up.
| symptomatic staff should contact their physician or appropriate healthcare professional for further directions. |
| If a staff member lives with or has been exposed to someone who tests positive for COVID-19 or is waiting for test results, the student/staff should not report to school/work and should quarantine for 14 days. Parents should contact the school to discuss specific plans for the student. Staff should contact the human resources office. |
| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols |
| Any situation requiring a change in LCTI’s Health and Safety Plan will be communicated with Skylert message, and a website notification. All Communications will be shared in English and Spanish. |
| Other monitoring and screening practices |
| Educate staff and families about when they/their child(ren) should stay home and when they can return to school. |
| Materials, Resources and/or Supports Needed |
### Other monitoring and screening practices
Educate staff and families about when they/their child(ren) should stay home and when they can return to school.

#### Materials, Resources and/or Supports Needed

**CDC Educational Materials:**

### Behavioral Health Support

<table>
<thead>
<tr>
<th>Red Phase</th>
<th>Yellow Phase</th>
<th>Green Phase</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, or PD needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Substantial Spread)</td>
<td>(Minimal/Moderate Spread)</td>
<td>(Low Spread)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff have access to a variety of Behavioral Health Supports that may include:</strong></td>
<td><strong>Staff have access to a variety of Behavioral Health Supports that may include:</strong></td>
<td><strong>Staff have access to a variety of Behavioral Health Supports that may include:</strong></td>
<td>Kristin Jackowicz</td>
<td><strong>Northampton/Lehigh County Residents</strong></td>
</tr>
<tr>
<td>● EAP Program</td>
<td>● EAP Program</td>
<td>● EAP Program</td>
<td>Stacey Conway</td>
<td></td>
</tr>
<tr>
<td>● Behavioral health support through staff benefits plan</td>
<td>● Behavioral health support through staff benefits plan</td>
<td>● Behavioral health support through staff benefits plan</td>
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<tr>
<td>● Community resources</td>
<td>● Community resources</td>
<td>● Community resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Behavioral health support through employee benefits plan</td>
<td>● Behavioral health support through employee benefits plan</td>
<td>● Behavioral health support through employee benefits plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Community resources</td>
<td>● Community resources</td>
<td>● Community resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Greater Lehigh Valley Warmline 6:00 AM – 2:00 AM, 7 days a week: 610-820-8451</td>
<td>● Greater Lehigh Valley Warmline 6:00 AM – 2:00 AM, 7 days a week: 610-820-8451</td>
<td>● Greater Lehigh Valley Warmline 6:00 AM – 2:00 AM, 7 days a week: 610-820-8451</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Statewide Support &amp; Referral Helpline:</td>
<td>● Statewide Support &amp; Referral Helpline:</td>
<td>● Statewide Support &amp; Referral Helpline:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students and Families have access to the following Behavioral Health Supports: Northampton/Lehigh County Residents</td>
<td></td>
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</tr>
<tr>
<td>Students and Families have access to the following Behavioral Health Supports: Northampton/Lehigh County Residents</td>
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<td>Students and Families have access to the following Behavioral Health Supports: Northampton/Lehigh County Residents</td>
<td></td>
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</tr>
</tbody>
</table>

1-855-284-2494. For TTY, dial 724-631-5600
- National Suicide Prevention Lifeline: 800-273-TALK (8255)
- Nacional de Prevención del Suicidio: 888-628-9454
- Crisis Text Line: Text “PA” to 741-741
- Safe2Say: 1-844-723-2729 or www.safe2saypa.org
- Veteran Crisis Line: 800-273-TALK (8255)
- Disaster Distress Helpline: 800-985-5990
- Get Help Now Hotline (for substance use disorders) 800-662-4357
- Pennsylvania Sexual Assault Helpline – 888-772-7227
- National Domestic Violence Helpline – 800-799-7233
### Coordination with Local Childcare

<table>
<thead>
<tr>
<th>Red Phase (Substantial Spread)</th>
<th>Yellow Phase (Minimal/Moderate Spread)</th>
<th>Green Phase (Low Spread)</th>
<th>Lead Individual and Position</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendar</td>
<td>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendar</td>
<td>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendar</td>
<td>Kristin Jackowitz</td>
<td></td>
</tr>
<tr>
<td>LCTI leases space to World of Imagination Child Care (WOI).</td>
<td>LCTI leases space to World of Imagination Child Care (WOI).</td>
<td>LCTI leases space to World of Imagination Child Care (WOI).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WOI presented a plan to reduce the maximum number of children in the program.</td>
<td>WOI presented a plan to reduce the maximum number of children in the program.</td>
<td>WOI presented a plan to reduce the maximum number of children in the program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents and children will enter and exit through a specific door and not enter LCTI student spaces.</td>
<td>Parents and children will enter and exit through a specific door and not enter LCTI student spaces.</td>
<td>Parents and children will enter and exit through a specific door and not enter LCTI student spaces.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## When a Staff Member or Student has Symptoms or Potential Exposure

<table>
<thead>
<tr>
<th>Red Phase</th>
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<td>Red Phase (Substantial Spread)</td>
<td>Yellow Phase (Minimal/Moderate Spread)</td>
<td>Green Phase (Low Spread)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mandatory Report to health care provider for additional advice including recommended quarantine or social isolation.**

**Staff should be referred to HR for COVID-19 procedures including return to work procedures and use of benefitted time for absence.**

<table>
<thead>
<tr>
<th>Event</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a staff or student becomes symptomatic in the school setting, every effort will be made to isolate the symptomatic individual from others, the student’s parent/guardian will be contacted, and arrangements will be made for the student to be picked up immediately.</td>
<td></td>
</tr>
<tr>
<td>Symptomatic individuals will be asked to contact their physician or appropriate healthcare professional for further directions.</td>
<td></td>
</tr>
<tr>
<td>Tested negative for COVID-19</td>
<td>If the student/staff tests negative for COVID-19, the individual can return to school once there is no fever for at least 24 hours without the use of fever-reducing medicine and he/she has felt well for at least 24 hours.</td>
</tr>
<tr>
<td>Infected (symptomatic) with COVID-19</td>
<td>Students/staff infected with COVID-19, cannot return to school until they have been isolated at home for at least 10 days after symptom onset AND are fever free for 72 hours without the use of fever-reducing medicine.</td>
</tr>
<tr>
<td>Infected (asymptomatic) with COVID-19</td>
<td>Students/staff who have tested positive for COVID-19, but remain</td>
</tr>
</tbody>
</table>

**Infected (asymptomatic) with COVID-19**

Students/staff who have tested positive for COVID-19, but remain

**Infected (symptomatic) with COVID-19**

Students/staff infected with COVID-19, cannot return to school until they have been isolated at home for at least 10 days after symptom onset AND are fever free for 72 hours without the use of fever-reducing medicine.

**Infected (asymptomatic) with COVID-19**

Students/staff who have tested positive for COVID-19, but remain

**Tested negative for COVID-19**

If the student/staff tests negative for COVID-19, the individual can return to school once there is no fever for at least 24 hours without the use of fever-reducing medicine and he/she has felt well for at least 24 hours.

**Infected (symptomatic) with COVID-19**

Students/staff infected with COVID-19, cannot return to school until they have been isolated at home for at least 10 days after symptom onset AND are fever free for 72 hours without the use of fever-reducing medicine.

**Infected (asymptomatic) with COVID-19**

Students/staff who have tested positive for COVID-19, but remain

**Tested negative for COVID-19**

If the student/staff tests negative for COVID-19, the individual can return to school once there is no fever for at least 24 hours without the use of fever-reducing medicine and he/she has felt well for at least 24 hours.

**Infected (symptomatic) with COVID-19**

Students/staff infected with COVID-19, cannot return to school until they have been isolated at home for at least 10 days after symptom onset AND are fever free for 72 hours without the use of fever-reducing medicine.

**Infected (asymptomatic) with COVID-19**

Students/staff who have tested positive for COVID-19, but remain

**Tested negative for COVID-19**

If the student/staff tests negative for COVID-19, the individual can return to school once there is no fever for at least 24 hours without the use of fever-reducing medicine and he/she has felt well for at least 24 hours.

**Infected (symptomatic) with COVID-19**

Students/staff infected with COVID-19, cannot return to school until they have been isolated at home for at least 10 days after symptom onset AND are fever free for 72 hours without the use of fever-reducing medicine.

**Infected (asymptomatic) with COVID-19**

Students/staff who have tested positive for COVID-19, but remain

**Tested negative for COVID-19**

If the student/staff tests negative for COVID-19, the individual can return to school once there is no fever for at least 24 hours without the use of fever-reducing medicine and he/she has felt well for at least 24 hours.

**Infected (symptomatic) with COVID-19**

Students/staff infected with COVID-19, cannot return to school until they have been isolated at home for at least 10 days after symptom onset AND are fever free for 72 hours without the use of fever-reducing medicine.

**Infected (asymptomatic) with COVID-19**

Students/staff who have tested positive for COVID-19, but remain

**Tested negative for COVID-19**

If the student/staff tests negative for COVID-19, the individual can return to school once there is no fever for at least 24 hours without the use of fever-reducing medicine and he/she has felt well for at least 24 hours.
asymptomatic, cannot return to school until they have been isolated at home until at least 10 days have passed since the date of their first positive COVID-19 diagnostic test. Close contact or household member of someone infected with COVID-19

Close contact = having been within 6 feet for at least 15 minutes, while not wearing PPE, of infected individual

Students/staff who have been determined to be a close contact of someone infected with COVID-19 must quarantine at home for 14 days AFTER the exposure to the close contact

Household member = residing in the same home as an infected individual

Students/staff who have been determined to be a household member of someone infected with COVID-19 must quarantine at home during the household member’s isolation plus 14 days AFTER the infected household member is released from isolation

Travel Quarantines

Students/staff must stay at home in accordance with any required travel quarantine orders issued by the Governor of Pa.

School Nurses and Pandemic Coordinator will maintain frequent contact with the PA Department of Health to assist in the identification of close contacts of confirmed COVID-19 cases and to obtain the Pa Department of Health’s recommendations for notifications,
<table>
<thead>
<tr>
<th>Exclusions, and closures.</th>
<th>Exclusions, and closures.</th>
<th>Exclusions, and closures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurses will utilize a 2nd location to separate possible COVID patients from other medical related needs.</td>
<td>Nurses will utilize a 2nd location to separate possible COVID patients from other medical related needs.</td>
<td>Nurses will utilize a 2nd location to separate possible COVID patients from other medical related needs.</td>
</tr>
<tr>
<td>Increased cleaning and sanitizing of isolation rooms, waiting 24 hours before you clean to the maximum extent feasible.</td>
<td>Increased cleaning and sanitizing of isolation rooms, waiting 24 hours before you clean to the maximum extent feasible.</td>
<td>Increased cleaning and sanitizing of isolation rooms, waiting 24 hours before you clean to the maximum extent feasible.</td>
</tr>
<tr>
<td>Classroom instruction for quarantined/isolated students will move to a 100% remote instruction model.</td>
<td>Classroom instruction for quarantined/isolated students will move to a 100% remote instruction model.</td>
<td>Classroom instruction for quarantined/isolated students will move to a 100% remote instruction model.</td>
</tr>
<tr>
<td>Increased cleaning and sanitizing area of classrooms.</td>
<td>Increased cleaning and sanitizing area of classrooms.</td>
<td>Increased cleaning and sanitizing area of classrooms.</td>
</tr>
<tr>
<td>Link to Recommendations for Pre-K to 12 Schools Following Identification of a case(s) of COVID-19</td>
<td>Link to Recommendations for Pre-K to 12 Schools Following Identification of a case(s) of COVID-19</td>
<td>Link to Recommendations for Schools Following Identification of COVID-19</td>
</tr>
</tbody>
</table>
## Return to School or Work (post COVID-19 diagnosis)

| Red Phase  
(Substantial Spread) | Yellow Phase  
(Minimal/Moderate Spread) | Green Phase  
(Low Spread) | Lead Individual  
and Position | Materials, Resources, or  
PD needed |
<table>
<thead>
<tr>
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<td><strong>Infected (symptomatic) with COVID-19</strong>&lt;br&gt;Students/staff infected with COVID-19, cannot return to school until they have been isolated at home for at least 10 days after symptom onset AND fever free for 72 hours without the use of fever-reducing medicine.</td>
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<td>COVID-19&lt;br&gt;Symptomatic&lt;br&gt;K-12 Student or Staff Process Flow 8.13.20</td>
<td></td>
</tr>
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<td><strong>Infected (asymptomatic) with COVID-19</strong>&lt;br&gt;Students/staff who have tested positive for COVID-19, but remain asymptomatic, cannot return to school until they have been isolated at home until at least 10 days have passed since the date of their first positive COVID-19 diagnostic test.</td>
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<td><strong>Close contact or household member of someone infected with COVID-19</strong>&lt;br&gt;Close contact = having been within 6 feet for at least 15 minutes, while not wearing PPE, of infected individual Students/staff who have been determined to be a close contact of someone infected with COVID-19 must quarantine at home for 14 days AFTER the exposure to the close contact&lt;br&gt;Household member = residing in the same home as an infected individual</td>
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<td>Students/staff who have been determined to be a household member of someone infected with COVID-19 must quarantine at home during the household member’s isolation plus 14 days AFTER the infected <em>household member</em> is released from isolation.</td>
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</tbody>
</table>
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. Professional learning plans is documented with the following components listed in the table below:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Audience</th>
<th>Lead Person and Position</th>
<th>Session Format</th>
<th>Materials, Resources, and/or Supports Needed</th>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coronavirus Awareness</td>
<td>All Staff</td>
<td>Lisa Greenawalt, Director of Curriculum &amp; Instruction</td>
<td>web-based</td>
<td><a href="https://lcti-pa.safeschools.com/login">https://lcti-pa.safeschools.com/login</a></td>
<td>7/1/2020</td>
<td>8/27/2020</td>
</tr>
<tr>
<td>Coronavirus: Cleaning and Disinfecting Your Workplace</td>
<td>All Staff</td>
<td>Lisa Greenawalt, Director of Curriculum &amp; Instruction</td>
<td>web-based</td>
<td><a href="https://lcti-pa.safeschools.com/login">https://lcti-pa.safeschools.com/login</a></td>
<td>7/1/2020</td>
<td>8/27/2020</td>
</tr>
<tr>
<td>Coronavirus: Managing Stress and Anxiety</td>
<td>All Staff</td>
<td>Lisa Greenawalt, Director of Curriculum &amp; Instruction</td>
<td>web-based</td>
<td><a href="https://lcti-pa.safeschools.com/login">https://lcti-pa.safeschools.com/login</a></td>
<td>7/1/2020</td>
<td>8/27/2020</td>
</tr>
<tr>
<td>Coronavirus: Preparing Your Household</td>
<td>All Staff</td>
<td>Lisa Greenawalt, Director of Curriculum &amp; Instruction</td>
<td>web-based</td>
<td><a href="https://lcti-pa.safeschools.com/login">https://lcti-pa.safeschools.com/login</a></td>
<td>7/1/2020</td>
<td>8/27/2020</td>
</tr>
<tr>
<td>Coronavirus: Transitioning to a Remote Workforce</td>
<td>All Staff</td>
<td>Lisa Greenawalt, Director of Curriculum &amp; Instruction</td>
<td>web-based</td>
<td><a href="https://lcti-pa.safeschools.com/login">https://lcti-pa.safeschools.com/login</a></td>
<td>7/1/2020</td>
<td>8/27/2020</td>
</tr>
</tbody>
</table>
Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules is 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. Health and Safety Plan Communications is documented with the following components listed in the table below:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Audience</th>
<th>Lead Person and Position</th>
<th>Mode of Communications</th>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>H&amp;S Plan Rev1 Approval</td>
<td>J.O.C.</td>
<td>Travis C. Serfass</td>
<td>Zoom Presentation</td>
<td>6/24/20</td>
<td>6/24/20</td>
</tr>
<tr>
<td>H&amp;S Plan Rev 1 Posted on Website</td>
<td>All Stakeholders</td>
<td>Dipal Kapdia</td>
<td>Internet Website</td>
<td>6/25/20</td>
<td>6/25/20</td>
</tr>
<tr>
<td>H&amp;S Plan Rev 3 Reviewed with LCTI Administration</td>
<td>LCTI Administration</td>
<td>Travis C. Serfass</td>
<td>Zoom Presentation</td>
<td>8/19/20</td>
<td>8/19/20</td>
</tr>
<tr>
<td>H&amp;S Plan Rev 3 Approval</td>
<td>J.O.C.</td>
<td>Travis C. Serfass</td>
<td>Zoom Presentation</td>
<td>8/26/20</td>
<td>8/26/20</td>
</tr>
</tbody>
</table>
Health and Safety Plan Summary

COVID-19 Reopening Plan Summary

Prevention Practices

- Face coverings will be required by all staff and students in accordance with current CDC and DOH recommendations.
- Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.
- Clean excessively touched items throughout the day.
- All staff will receive training on how to properly apply and remove PPE.
- There will be an increase of outside air introduced to the building through our HVAC systems.
- Retrofit existing water fountains with bottle fillers.
- Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.
- Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.
- Limiting the sharing of materials among students.
- Restricted use of lockers.
- Nurses suites will be sanitized daily to the extent feasible.
Human Resources

- Determine if it is feasible or permitted for non-essential staff to work remotely. If remote work is not possible, decisions regarding lack of work status or furlough status will need to be determined.
- An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by Lehigh Career and Technical Institute concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site.
- Required to follow the prescribed steps if the self-assessment indicates they are not to report to work.
- School leaders utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures.

Transportation of Students

- Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school.
- All students and staff on school buses must wear a face covering.

Entering School Buildings

- If a student/staff is sick or thinks he/she is sick with the COVID-19 virus, the student/staff must stay at home and contact their physician or appropriate healthcare professional for further directions.
- When buildings open, students will immediately proceed to their classrooms, depending on building administration guidance.
- Face coverings (including face shields or face masks) are required for students.

Social Distancing

- 3 - 6 feet of separation to the maximum extent feasible among students and staff.
- Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.
- Anticipated Classroom Capacity: ~50% capacity, or 10 to 20 students.
● Anticipated CTC Classroom: - 50% capacity or 5 to 10 students
● Instructors utilizing larger lab, in addition to classroom space to increase social distancing (when feasible)

Serving Meals

● In cafeterias and other areas used to serve lunch, individuals will be seated in a manner best designed to minimize transmission of illness and provide social distancing. Individuals will be required to sanitize or wash their hands prior to, and after, eating.
● Alternate Serving Model: Serving Meals in cafeterias and/or classrooms
● Utilize pre-packaged food items and disposable plates/trays/boxes and utensils.
● Stagger the schedule for large group gatherings.
● Implement cashless, no-touch, checkout procedure.

Transitioning

● High-traffic hallway use will be limited when feasible, by staggering release times to reduce the number of students in the hallways simultaneously.
● Students’ use of lockers may be limited or restricted.
● Designate areas of the hallway and staircase (i.e. lanes) as flow paths to keep students separated.

Large Group Gatherings

● To the extent possible, LCTI will avoid gatherings of more than 25 people, as permitted per Governor's order.
● Limiting unnecessary congregations of students and staff.
● Restrict the congregation of students in parking lots and common areas.
Lehigh Career and Technical Institute
Path to Reopening: Health and Safety Plan

Teaching & Education

● LCTI’s instructional model is highly dependent on the sending Districts and their adopted instructional model. LCTI will remain flexible to accommodate potentially various models simultaneously to the extent feasible.

● Fully Remote Option:
  ○ Students will have the opportunity to take classes 100% virtually.

● Hybrid Model:
  ○ Students will attend school in-person 2 days a week.
  ○ Utilize Schoology for remote based learning

● Traditional Model:
  ○ To the maximum extent feasible and appropriate, and in accordance with PDE guidelines for school reopening, a reduced density environment will be established. Students will be in school every day.

Protecting High Risk Students and Staff

● Staff will have the opportunity to self-identify as high risk to HR so accommodations can be made prior to returning to face-to-face instruction. The Continuity of Education plan is to be followed for those students that may not be able to attend due to high risk. Remote learning and telework will continue as appropriate.

● Allow vulnerable students to complete their coursework virtually

● Allow an early or later transition for vulnerable students to go to class

● Staff will work with individuals, the IEP team, or the health planning team.
Special Education

- Special education students will be encouraged to continue in person instruction as these students often rely on daily routines and social interactions to address their individual learning needs.
- Special education students that are vulnerable and high risk for illness will be encouraged to continue remote instruction as these students health can be affected by COVID-19

Monitoring Students and Staff for Symptoms and History of Exposure.

- Monitoring students and staff for symptoms and history of exposure.
- If a student/staff is sick or thinks he/she is sick with the COVID-19 virus, the student/staff must stay at home Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure
- Returning isolated or quarantined staff, students, or school visitors to school. Any situation requiring a change in LCTI’s Health and Safety Plan will be communicated with Skyclert message, and a website notification. All Communications will be shared in English and Spanish.

Coordinating with local childcare

- Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendar
- LCTI leases space to World of Imagination Child Care (WOI).
Return to School or Work

- Infected (symptomatic) with COVID-19
  - Students/staff infected with COVID-19, cannot return to school until they have been isolated at home for at least 10 days after symptom onset AND are fever free for 72 hours without the use of fever-reducing medicine
- Infected (asymptomatic) with COVID-19
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End of Summary
Regional Members of Pandemic Committees:

Committees included members from Carbon Lehigh Intermediate Unit 21, the 14 school districts in the Carbon and Lehigh Counties, 2 career technical schools in the CLIU 21 region, and local health officials. Additionally, the CLIU 21 school district leaders aligned its reopening of schools work and processes with the 13 school districts located within the Colonial IU 20 region to include Northampton, Monroe, and Pike counties. The purpose of the committees and collaboration was to plan and prepare for reopening schools for the 2020-21 school year. Due to COVID-19, reopening schools needed to be adapted/modified to incorporate safety and health guidance for all students, staff, and school community. The committees examined guidance and routines used to prepare for the 2020-21 school year and develop alternative means for accomplishing the needed outcomes. The plans incorporated social distancing and remote learning alternatives to provide education and services throughout the various phases of re-opening directed by the state of Pennsylvania and the Department of Health and recommendations by CDC. Special accommodations were considered and implemented for students and staff that are at high risk for exposure to infectious disease.

- Superintendent's Advisory Council
  - Dr. Elaine E. Eib, Executive Director of the Carbon Lehigh Intermediate Unit 21
  - Kimberly Talipan, Assistant to the Executive Director of the Carbon Lehigh Intermediate Unit 21
  - Thomas Parker, Superintendent, Allentown SD
  - Robert Spengler, Superintendent, Catasauqua Area SD
  - Kristen Campbell, Superintendent, East Penn SD
  - John Rushefski, Superintendent, Jim Thorpe Area SD
  - Jonathan Cleaver, Superintendent, Lehighton Area SD
  - Matthew Link, Superintendent, Northern Lehigh SD
  - Jennifer Holman, Superintendent, Northwestern Lehigh SD
  - Dr. Jodi Frankelli, Superintendent, Palmerton Area SD
  - David McAndrew, Superintendent, Panther Valley SD
  - Richard Sniscak, Superintendent, Parkland SD
  - Dr. Randy Ziegenfuss, Superintendent, Salisbury Township SD
  - Kathleen Evison, Superintendent, Southern Lehigh SD
  - Teresa Young, Superintendent, Weatherly Area SD
Lehigh Career and Technical Institute
Path to Reopening: Health and Safety Plan

○ Dr. Lorie Hackett, Superintendent, Whitehall-Coplay SD
○ Dr. Tim Rushton, Executive Director, Lehigh Career and Technical Institute
○ David Reinbold, Director, Carbon Career and Technical Institute

● Teaching and Learning
  ○ Eric Lech - Carbon Lehigh Intermediate Unit 21
  ○ Michael Heater - Carbon Lehigh Intermediate Unit 21
  ○ Brenda Kauffman - Carbon Lehigh Intermediate Unit 21 – Recording Secretary

Central Office Administrators:
  ○ Jennifer Bryant, Allentown SD
  ○ Dr. Barbara Chomik, Whitehall-Coplay SD
  ○ Lisa Greenawalt, Lehigh Career and Technical Institute
  ○ Ken Jordan, Southern Lehigh SD
  ○ Dr. Christina Lutz-Doemling, Catasauqua Area SD
  ○ Kelly Pauling, Salisbury Township SD
  ○ Doug Povalitis, East Penn SD
  ○ Kelly Rosario, Parkland SD
  ○ Brandy Sawyer, Allentown SD
  ○ Brian Siket, Allentown SD
  ○ Melissa Smith, Allentown SD
  ○ LeAnn Stitzel, Northwestern Lehigh SD
  ○ Dr. Tania Stoker, Northern Lehigh SD
  ○ Tim Tkach, Lehighton Area SD

Principals:
  ○ Floyd Brown, Lehighton Area SD
  ○ Jill Chamberlain, Northern Lehigh SD
  ○ Dr. Mark Covelle, Lehigh Career and Technical Institute
  ○ Eric Dauberman, Catasauqua Area SD
  ○ Nate Davidson, Whitehall-Coplay SD
  ○ Dr. Edward Donahue, Southern Lehigh SD
  ○ Beth Guarriello, Southern Lehigh SD
  ○ Sam Hafner, Southern Lehigh SD
  ○ Heather Hampton, Whitehall-Coplay SD
  ○ Suzanne Howland, Lehighton Area SD
Lehigh Career and Technical Institute
Path to Reopening: Health and Safety Plan

- Melissa Inselmann, Catasauqua Area SD
- Shannon Mayfield, Allentown SD
- Robert Polazzo, Panther Valley SD
- Maria Pulli, Northwestern Lehigh SD
- Scott Pyne, Northern Lehigh SD
- Aaron Sebelin, Lehighton Area SD
- Christine Steigerwalt, Palmerton Area SD
- Melissa Volkscai, Lehighton Area SD
- Aileen Yadish, Northwestern Lehigh SD

- Special Education
  - Deb Popson, CLIU Director of Special Programs and Services
  - Dr. Lisa Schumacher, Assistant CLIU Director of Special Programs and Services
  - Katie Tully, Carbon Lehigh Intermediate Unit 21 Facilitator
  - Andria Buchman, Southern Lehigh SD
  - Brooke Clary, Whitehall-Coplay SD
  - Brenda DeRenzo, Parkland SD
  - Christine Deutsch, Whitehall-Coplay SD
  - Michele Dotta, Northern Lehigh SD
  - Andrea Edmonds, Northwestern Lehigh SD
  - Kristin Jachowicz, Lehigh Career and Technical Institute
  - Dr. Tracey Jacobi, Salisbury Township SD
  - Samuel Jones, Whitehall-Coplay SD
  - Shelley Keffer, Catasauqua SD
  - Samantha Kistler, Lehighton Area SD
  - Dr. Catherine Nelson, Weatherly Area SD
  - Dr. Linda Pekarik, East Penn SD
  - Brian Siket, Allentown SD
  - Andrew Weber, Parkland SD

- Pupil Personnel Services
  - Dr. Mark C. Scott, Asst Director of Special Programs and Services – Carbon Lehigh Intermediate Unit 21
  - Sheri Deeb, Supervisor of Health Services & Wellness – Parkland SD
  - Brenda DeRenzo, Director of Student Services – Parkland SD
  - Michele Dotta, Director of Special Education – Northern Lehigh SD
  - Suzanne Howland, Principal, Lehighton SD
Lehigh Career and Technical Institute
Path to Reopening: Health and Safety Plan

- Tracey Jacobi, Director of Special Education – Salisbury Township SD
- Gregory Martin, Coordinator of Food Services – Southern Lehigh SD
- Dr. Thomas Mirabella, Director of Student Services – East Penn SD
- Tiffany Polek, Director of Student Services, Allentown SD
- Thomas Ruhf, Assistant Principal, Southern Lehigh SD
- Chris Schifft, Asst. to the Superintendent – Whitehall-Coplay SD
- Lori Seier, Director of Food Services – Parkland SD
- Dr. Troy Sosnovik, Asst. Superintendent – Northwestern Lehigh SD
- Andrea Stock, Director of Child Nutrition Services, Allentown SD

- Technology
  - Philip Fiore, Carbon Lehigh Intermediate Unit 21
  - Eric Hill, Northern Lehigh SD
  - Kathleen Kotran, Catasauqua Area SD
  - Erik Malmberg, Southern Lehigh SD
  - David Russell, Carbon Lehigh Intermediate Unit 21
  - Lisa Saylor, Whitehall-Coplay SD
  - Takecia Saylor, Allentown SD
  - Tracy Smith, Parkland SD
  - Troy Sosnovik, Northwestern Lehigh SD
  - Melissa Volcskai, Lehighton Area SD

- Transportation
  - Randy D. Parry, Director of Transportation Services, Carbon Lehigh Intermediate Unit 21
  - Ronda Andrulevich, Transportation Manager, Carbon Lehigh Intermediate Unit 21
  - Tina Champ, Assistant Business Manager, Lehighton SD
  - David Cressman, Transportation Supervisor, Catasauqua SD
  - Greg Derr, Director of Support Services, Northern Lehigh SD
  - Mark Donnelli, Director of Transportation, Salisbury SD
  - Christine Eckhart, CLIU & Task Force Secretary, Carbon Lehigh Intermediate Unit 21
  - Keith Falko, Director of Student Operations, Allentown SD
  - Sue Knoll, Coordinator of Support Services, Southern Lehigh SD
  - Diane Knotek, Assistant Director of Student Operations, Allentown SD
  - Natasha Milazzo, Business Manager, Weatherly SD
Lehigh Career and Technical Institute
Path to Reopening: Health and Safety Plan

- Operations/Facilities/Safety/Emergency Preparedness
  - Kimberly Talipan, Assistant to the Executive Director - Carbon Lehigh Intermediate Unit 21
  - Phil Bankos, Supervisor of Building and Grounds - Whitehall-Coplay SD
  - Todd Bergey, Director of Support Services - Southern Lehigh SD
  - Greg Derr, Director of Support Services - Northern Lehigh SD
  - Phil Fiore, Director of MIS/Operations - Carbon Lehigh Intermediate Unit 21
  - Dr. Lorie Hackett, Superintendent - Whitehall-Coplay SD
  - Shelly Keffer, Coordinator of Student Services - Catasauqua SD
  - Matthew Link, Superintendent - Northern Lehigh SD
  - Anthony Naradko, Director of District Safety and Security - Parkland SD
  - Arthur Oakes, Director of Operations - Northwestern Lehigh SD
  - Steve Onuscho, Director of Facilities - East Penn SD
  - Tom Smith, Operations - Allentown SD
  - Kyle Spotts, Director of Student Services and Facilities - Lehighton SD
  - Dr. Randy Ziegenfuss, Superintendent - Salisbury SD

- Communications
  - Dr. Elaine Eib, Executive Director – Carbon Lehigh Intermediate Unit 21
  - Dr. Lucretia Brown, Assistant Superintendent, Allentown SD
  - Kristen Campbell, Superintendent – East Penn SD
  - Dr. Lynn Fuini-Hetten, Assistant Superintendent – Salisbury Township SD
  - Jennifer Holman, Superintendent – Northwestern Lehigh SD
  - Ken Jordan, Director of Instructional Technology – Southern Lehigh SD
  - Matthew Link, Superintendent – Northern Lehigh SD
  - Nicole McGalla, Communications and Development – Parkland SD
  - Aaron Sebelin, Elementary Principal – Lehighton Area SD
  - Robert Spengler, Superintendent – Catasauqua Area SD

- Human Resources
  - Sherry Rex, Director of Human Resources - Carbon Lehigh Intermediate Unit 21
Lehigh Career and Technical Institute
Path to Reopening: Health and Safety Plan

- Kimberly Talipan, Assistant to the Executive Director - Carbon Lehigh Intermediate Unit 21
- Jonathan Cleaver, Superintendent - Lehighton Area SD
- Brittany Collevecchio, Executive Secretary to the Director of Human Resources - Northwestern Lehigh SD
- Mary Farris, Director of Human Resources - Southern Lehigh SD
- Rhonda Frantz, Co-Director of Business Affairs/Payroll and Benefits - Northern Lehigh SD
- Pamela Kelly, Director of Human Resources - Parkland SD
- Luann Matika, Director of Human Resources - Northwestern Lehigh SD
- Sherri Molitoris, Co-Director of Business Affairs/Human Resources - Northern Lehigh SD
- Anthony Pidgeon, Executive Director of Human Resources – Allentown SD
- Laura Vandegrift, Human Resources Manager - Whitehall-Coplay SD

Resources:
- CDC Print Resources: https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc
- AAP Interim Guidance to School Re-entry: https://www.aappublications.org/news/2020/06/26/schoolreopening062620
- Faust’s Compensatory Services Determination Process chart: https://drive.google.com/file/d/1bgq06Im6jNyTFVnpNQB5ld81yI0bTE/view
- Faust’s Compensatory Services Worksheet: https://drive.google.com/file/d/1ITywt8_ijbnM9eG5KJnMZGR7yHAytgrf/view