



Health and Safety Plan

Pandemic Team

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Cleaning, Sanitizing, Disinfecting and Ventilation

Social Distancing and Other Safety Protocols

Monitoring Student and Staff Health

Other Considerations for Student and Staff

Health and Safety Plan Professional Development

Health and Safety Plan Communications

Type of Reopening

Red Phase

Center remain closed for in-person instruction and programming. All instruction will take place via remote learning, and virtual services.

Yellow Phase

School Age Program will remain in remote learning.

Adult Program remains closed for in-house services. Community, virtual and in-home services may be provided.

Green Phase

In-person instruction and services can take place with limited numbers with procedures and protocols still in place for cleaning, training, monitoring and social distancing.

Cleaning, Sanitizing, Disinfecting and Ventilation

- Center will receive a complete sanitizing by our cleaning company prior to opening
- Trays, cups, bibs, plates, silverware will be provided and will be disposable
- Classrooms will be wiped down a minimum of 2X in Am and 2X in PM. Adult program will have pre-selected items available for individuals to use. Items will be wiped down before and after use. Tables and chairs will be wiped down twice during each session, and as needed.
- Office area – everyone is to wipe down the printer/copier after every use. Office Manager will wipe down surface areas frequently in AM and PM.
- Staff only will be doing laundry, no students/participants at this time.
- Vans will be wiped down before and after use.
- In the event a student, participant or staff member is suspected or confirmed to have COVID-19 the area will be closed off and windows will remain open for 72 hours, the area will be professionally cleaned and sanitized.

Social Distancing and Other Safety Protocols

- Cafeteria will be closed. Students/participants will eat lunch in their rooms. No lunches will be prepared or served. Adult participants will remain in an assigned seat throughout the day. Students/participants and staff must pack every day. Upon re-opening, the adult participants will not eat lunch, but will offered a snack and drinks, prepared in the program by staff.
- Limited access to playground and Mary's Garden. A schedule will be created to stagger the use of communal areas and spaces.
- Staff may not use staff lounge to eat lunch. They may use cafeteria while maintaining social distancing.
- Students/Participants will be provided with personal supplies to be utilized by them and only them, no sharing will be allowed. They will not be allowed to bring in items from home.
- Students will be escorted to the bathroom by staff member. Adult program will have a staff member assigned to sanitize after bathroom use. All surfaces touched will be wiped down before and after use of the bathroom.
- Transportation – if transportation will be utilized, staff, students and adults will be required to wear a mask while in the van. Risk factors will be considered regarding the use of public transportation in the Adult Program.
- Desks/tables will be spaced out by the required 6ft or more. Desks not being used will be removed. In the adult program, extra seating will be removed. Tape will be placed on floor for visual cues of where desks/tables will be placed.

- Signs will be placed throughout the center in prominent and essential places promoting everyday protective measures and how to stop the spread of germs.
- Students and adults will be taught and reminded daily about how to stop the spread of germs through a skill based curriculum including use of masks, handwashing, hand sanitizing, social distancing and proper hygiene.
- The building will be open only to students, participants, staff and therapists on a 'as needed' basis, to be determined by the Principal/CEO.
- Daily schedule for both programs will be modified to give time to clean and disinfect areas.

Monitoring Student, Participant, and Staff Health

Prevention

- Prior to entry into the building everyone will have their temperature taken. Temperatures will be taken outside. If temperature is 100.0 degrees or more, or individual has respiratory symptoms or other COVID 19 symptoms they will not be allowed to enter the building.
- All staff must wear masks while in the center. Students and individuals are required to wear masks while in school/program. **If your child/adult cannot wear a mask they will not be permitted to enter the building.** They will receive virtual instruction and programming.
- Prior to entry to the building, or to providing community or home services, the CDC recommended questions pertaining to symptoms and exposure to COVID-19 will be asked. Any person answering yes to any of the questions or who have visited to states on the PA watch list, will be asked to return home to quarantine for 14 days.
- If an adult participant is transported by bus or public transportation, the parent/caretaker will be contacted by the Program Specialist to answer the CDC questions.
- Temperatures will be re-taken during the day, prior to eating or should symptoms develop.
- If anyone should develop a fever or symptoms during the day, they will be quarantined in one of the two designated areas at John Paul II Center. Parent/caretaker will be notified, and pickup will be expected within ½ hour of the contact. Staff will leave immediately.
- It is highly recommended Parents and caretakers have a reliable back up plan in case pickup is necessary on any given day.

Exposure Protocols

- If a staff member, student, or participant presents with COVID-19 symptoms, (as outlined by the CDC), the principal, director, healthcare coordinator, and/or nurse depending which program the person resides in will be notified.
 - They will be requested to leave the center immediately. If a student or participant need to wait for pick up from the center, they will remain quarantined in one of the two designated areas until picked up. They will be dismissed directly from this area.
 - Staff will be asked to get a test, if available.
- If a staff member, student, or participant comes into close contact with someone with a probable or confirmed-positive COVID- 19 the principal, director, healthcare coordinator, and/or nurse depending which program the person is resides in will be notified.
 - They will be requested to leave the center immediately. If a student or participant need to wait for pick up from the center, they will remain quarantined in one of the two designated areas until picked up. They will be dismissed directly from this area.
 - Staff will be asked to get a test, if available.
- In the case someone at John Paul II becomes symptomatic, has a potential exposure or has a test for COVID, the Healthcare Coordinator, Director or CEO will inform students/ participants and staff in the class or program who encountered the individual.

Notifications

- Timelines of who and when notification will take place is based on guidance from the Department of Health:
 - If the staff, student or participant was asymptomatic, diagnosed with COVID 19, and the date of exposure is unknown: All staff, students and participants who may have had close contact with the individual at any point starting two days before the test date
 - If the staff, student or participant was asymptomatic, diagnosed with COVID 19, and the date of exposure is known: All staff, students and participants who may have had close contact with the individual at any point starting 2 calendar days after the person was exposed to COVID -19
 - If a staff, student, or participant exhibited symptoms and was tested for COVID-19: Anyone who has close contact 48 hours prior to the time the person started to exhibit symptoms.
 - All persons notified of possible exposure will not attend school/program for 14 days.

- The identity of a person who has potential exposure or a positive test results will be held confidential, and handled by the Healthcare Coordinator, Director and Principal.
- Adult Program participants who are suspected or confirmed to have COVID -19 will be reported to EIM system and will be entered in the COVID 19 tracking form.
- Staff of the adult program suspected or confirmed to have COVID-19 will be reported to the AE and the HRST system.
- Staff or students of the school age program suspected or confirmed to have COVID-19 will be reported to local health officials and the Office of Education.

*Close contact is defined as being 'within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes, including a period of 48 hours before becoming symptomatic'

Other Considerations for Students and Staff:

- Classes will be divided if needed to maintain social distancing.
- Teachers, Aides and Students will remain in assigned rooms
- The Adult Program will extend program hours and offer two sessions, with sanitizing in between sessions.
- The Adult Program will lower ratios, to reduce the potential spread of virus and to assist in maintaining social distancing.
- The Center will be closed should there not be adequate numbers of staff to ensure proper supervision and maintain ratios.
- The Center will be closed in the event the supply of PPE or cleaning items is not adequate.
- Staff, students and families will sign an agreement to comply with the policies and practices contained in this document in order to maintain the health and safety of our John Paul II Community. Knowingly disregarding or intentionally not participating in these standards and practices could lead to discharge or termination.

Health and Safety Plan Professional Development

- Staff will be trained on symptoms and transmission of COVID-19, monitoring self and others
- Staff will be trained on responsibility and compliance of CDC guidelines pertaining to IPC, (Infection, Prevention, and Control) practices in program and in the community:
 - Hand hygiene
 - Use of PPE
 - Cleaning and disinfecting environmental surfaces

- Staff will be trained on recommended cleaning/disinfection of the following OSHA guidelines:
 - Hard, non-porous surfaces
 - Electronics
 - Soft, porous surfaces
 - Linens, clothing, or other items that are laundered.

- Staff will be trained on how to assist students/participants in understanding symptoms and transmission of virus and help to acquire skills needed to maintain personal safety and safety of other community members, through educational activities and reminders
 - Mask use
 - Hand hygiene
 - Proper strategies for hygiene management
 - Social distancing

- Education will be provided to families/caretakers for:
 - Information regarding COVID-19
 - Signs and symptoms of illness
 - Actions to take to protect oneself and others
 - Actions JPII is taking to maintain safety

Health and Safety Plan Communications

- **Communication will take place on a number of levels:**
 - E-mail of information
 - Virtual meetings and information sessions
 - School Messenger call system
 - Personal phone calls for Notification

This plan has been developed and is based on directives and requirements distributed by CDC, ODP, PA Dept. of Health, Pennsylvania Dept. of Education, OSHA and the Diocese of Allentown. Policies and procedures in this plan are subject to change based on new information or directives from any of these agencies. All final decisions can be made at the discretion of the principal/CEO.