Health and Safety Plan 2020-2021

Literacy & Learning Success Centers
Lancaster | Lebanon

1. Communication and coordination with local public health officials

a. Stay informed of all communication and protocols provided by the Commonwealth of Pennsylvania, including the Governor's Office and the Department of Health. At the national level, we will continuously monitor communication from the Centers for Disease Control. At the local level, we will monitor communication from the cities of Lancaster and Lebanon, including local health systems.
b. Share information with staff, students and community as appropriate.
c. Any students or staff who are compromised or have a compromised family member will be allowed to telework or attend class virtually. This would also include students/staff over age 60, with underlying health conditions, or mental health crises as a result of COVID-19. As new data regarding risk factors and complications with COVID-19 becomes available, we will update our plan and inform staff, students and the community.

2. Strategy to resume in-person instruction

a. Where possible and feasible, employees should continue to telework and students should continue to engage in virtual learning.
b. Face masks MUST be worn by all persons entering the building (please see #3 for more details on face masks and PPE)
c. Rotate schedules of employees to limit the number of people in the building at one time.
d. Implement flexible attendance and leave policies.
e. No travel for business should be required at this time. If there is any travel requested, related to business, it will need to be approved by the Executive Director.
f. Open windows to create ventilation in offices and classrooms.
g. Provide and encourage opportunities to meet outside.

3. Face Coverings and PPE

a. All staff and students will be required to wear a mask while in the building and working with other staff and students.
b. Students will not be permitted to attend class, a small group or meet with a tutor without a mask.
c. Staff members may remove masks when they are working alone in their office space, but must put the mask on if any other person enters the space .
d. LLSC will supply appropriate PPE for staff and students (who do not have their own masks).
e. Communication about masks including infographics will be posted at entrance ways and throughout LLSC buildings. This will include providing the DOH link to making homemade masks.

4. Monitoring health conditions at LLSC locations

a. Designated staff members will be trained to conduct health screenings with students before they enter the building.
b. All students will be asked health screening questions and have their temperature taken before being allowed to enter the building. We will also have an infographic with illustrations of symptoms for low literacy and second language learners to help communicate expectations.
c. Staff and students will be asked to self-monitor, reporting any symptoms and/or positive COVID-19 tests immediately to the Executive Director so that information can be given to the Pennsylvania Department of Health in a timely manner, and other employees and students who have been in contact can be notified to self-quarantine. It will also lead to enhanced cleaning/disinfecting to prevent further contamination.

5. **Mitigating and containing the spread of COVID-19, including informing the Pennsylvania Department of Health and the Centers for Disease Control in the event of transmission**
   a. Create and distribute procedures for self-reporting symptoms and exposure for students, staff, volunteers and visitors.
      i. Encourage self-reporting as it is imperative to containing an outbreak of COVID-19.
      ii. See number 5 communication strategies.

6. **Collecting accurate and timely information from students and staff regarding travel and COVID-19 exposure.**
   a. We will monitor any travel of students to any areas of identified high prevalence (by state and/or federal governing entities) in the last 14 days as part of the health screening upon entrance to the building. Staff will be asked to self-report any travel.
      i. If there was any possibility of exposure during travel, the student or staff member should self-quarantine for 14 days before entering the LLSC building again.
      ii. Any possible cases or exposures will need to be reported to the PA Department of Health.
      iii. Make sure students understand the symptoms of COVID-19.
      iv. Make sure students are consulting with a medical professional regarding possible exposure and/or treatment if necessary (CDC Self-Checker).

7. **Social distance interventions including modifications to facilities that create a healthy, safe and inclusive learning environment.**
   a. Students and staff will wear masks and maintain a safe social distance of at least 6 feet while in the building (both inside and outside classrooms).
   b. There will be markings on the floor throughout the building to help students maintain safe social distancing while moving throughout the building.
   c. Students will be encouraged to continue virtual learning wherever possible to limit the number of people in the building.
   d. Student orientation will be completed through individual appointments until it is safe to have a larger group orientation, limiting the number of people in the building.
   e. The number of people allowed in each classroom space while still maintaining safety standards and social distancing will be indicated at each classroom entrance. This information will be conveyed to all teachers, staff and tutors.
   f. In some cases, areas maybe roped off to assure that everyone is maintaining safe social distance.
   g. Lancaster Center: Students and visitors will utilize the Strawberry Street entrance, while staff will utilize the Lafayette Street entrance. Students will exit the building through the breezeway door. Lebanon Center: Students will follow the instructions provided at The Lebanon CareerLink.
   h. There will be no more than two people at a time in the main office on the first floor. Plexiglass will be installed on the counter by the front desk to assure the safety of the receptionist and anyone she is communicating with from her desk.
      i. The Lancaster Center kitchen area will remain locked. There should be no students entering the kitchen at any time. Any staff member needing the kitchen facilities will need to unlock the door, and make sure it is relocked when he/she leaves the kitchen.

8. **Review/adjust attendance requirements, especially for students at high-risk for the virus, or those with family members in a high-risk category**
   a. Assess student risk and family risk. Encourage virtual learning where warranted for high-risk students (or students with high risk family members).

9. **Modify course modalities, schedules, calendars to adapt to changing transmission levels and community spread of COVID-19**
   a. Face to face class schedules will be reviewed continuously to assure continued safety of staff, tutors, and students.
   b. Adjustments to class schedules will be made in response to state, federal, and local guidance.

10. Hygiene and Sanitation

a. Hygiene information including infographics will be placed at multiple locations throughout LLSC buildings.
b. Signs on bathroom doors and mirrors with proper handwashing instructions, including an infographic.
c. No more than one person at a time will be allowed in any bathroom. There will be signs posted on the bathroom doors, and this will be explained to all students.
d. Hand sanitizer, hand soap, disinfectant wipes, and paper towels will be readily available for all students and staff (hand sanitizer will be located in every room in the building).
e. Bathrooms, classrooms and kitchen will need to be thoroughly cleaned once a day—clean all surfaces, frequently touched areas, doorknobs, handrails, light switches, sink handles, etc.
    i. Guidelines for cleaning consistent with CDC guidance.
f. All cleaning products MUST meet the EPA's criteria for use against SARS-COVID-19.

11. Clinical and Mental Health Resources
    a. We will assure that we provide both clinical and mental health resources and contact information to both staff and students as needed.
        i. National Distress Hotline information.
    b. Integrate wellness strategies into classroom curriculum (Health Literacy).

July 15, 2020

This Health and Safety Plan is subject to change as the situation changes. Updates will be posted when changes are made.