



MUHLENBERG SCHOOL DISTRICT

HEALTH + SAFETY PLAN

ORGANIZATIONAL STANDARDS + EXPECTATIONS

TRANSITION FORWARD

The health and safety of the Muhlenberg School District staff and students remains, as always, the top priority for the organization. In response to the Pennsylvania Department of Health’s (DOH) and the Pennsylvania Department of Education’s (PDE) alignment with the Centers for Disease Control and Prevention’s (CDC) guidance focused on in-person learning, and safely returning to in-person instruction with layered prevention strategies in place, the **MSD Health + Safety Plan: Organizational Standards + Expectations** below outlines the protocols we expect of all staff members as we transition forward as an organization.

The success of the MSD's plan and the delivery of services in-person is a shared responsibility among staff, students, and families. Part of that

responsibility is adhering to the standards and expectations outlined in this document.

The MSD Leadership Team will continue to monitor and make decisions that protect the health and safety of our organization in the ongoing response to the COVID-19 pandemic. Our goal is to collaboratively ensure that you continue to feel safe and secure so together we can successfully navigate into the 2021-2022 school year.

As conditions change and / or new orders / mandates are issued related to COVID-19, protocols are subject to change. We will continue to monitor communications and keep you informed. If you have any questions or concerns, please contact your supervisor.

Thank you for your continued commitment as we transition forward together.

ORGANIZATIONAL STANDARDS + EXPECTATIONS

STANDARD

ORGANIZATIONAL EXPECTATIONS



Self-Screen for COVID-19 Symptoms

If you are sick, PLEASE stay home!

- a. Stay informed about COVID-19 symptoms and monitor your health prior to reporting to and while at the workplace / school.
- b. If you are not feeling well, exhibiting COVID-19 symptoms (one or more symptoms from Group A or two or more from Group B), or are

Group A (one or more symptoms)	Group B (two or more symptoms)
Cough	Fever (measured or subjective)
Shortness of breath	Chills
Difficulty breathing	Rigors
New olfactory disorder	Myalgia
New taste disorder	Headache
	Sore throat
	Nausea or vomiting
	Diarrhea
	Fatigue
	Congestion or runny nose

- taking fever reducing medication, stay home and / or seek medical attention following the usual procedures for reporting off of work.
- c. If you exhibit COVID-19 symptoms while at work / school, please return home and /or seek medical attention following the usual procedures for reporting off of work.
- d. Report a suspected or known case of COVID-19 and / or exposure to individuals who suspect or test positive for COVID-19 to your supervisor immediately and follow the guidance by your health care provider, the DOH, or the MSD in accordance with the CDC's recommendations with regard to quarantine / isolation.
- e. Adhere to the MSD's absence and leave of absence procedures and protocols. Contact the Office of the Superintendent for additional guidance.

ORGANIZATIONAL STANDARDS + EXPECTATIONS

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Practice Hand Hygiene and Respiratory Etiquette

According to the CDC, COVID-19 most commonly spreads between people who are in close contact through respiratory droplets or small particles produced when an infected person coughs, talks, or breathes. To prevent infection and to slow the transmission of COVID-19, do the following:

- a. Wash your hands regularly with soap and water for at least 20 seconds, especially during these key times when you are likely to get and spread germs;
 - i. Before and after touching your eyes, nose, or mouth
 - ii. Before and after touching your face covering
 - iii. Before and after entering and leaving a public place
 - iv. Before and after touching an item or surface that may have been frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers / screens
 - v. Before, during, and after preparing food
 - vi. Before and after eating food
 - vii. Before and after caring for someone who is sick
 - viii. Before and after treating a cut or wound
 - ix. After using the restroom

- x. After changing diapers or cleaning up a child who used the toilet
 - xi. After touching an animal, animal feed, or animal waste
 - xii. After handling pet food or pet treats
 - xiii. After touching garbage
- b. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol (for staff and older children who can safely use hand sanitizer).
 - c. Avoid touching your eyes, nose, and mouth.
 - d. Cover coughs and sneezes with a tissue or cough or sneeze into your elbow. Used tissues should be thrown in the trash can and hands should be washed immediately with soap and water for at least 20 seconds. Again, hand sanitizer may be used if soap and water are not available.
 - e. Increase monitoring to ensure adherence among students.

Buildings will be provided adequate supplies to support healthy hygiene behaviors, e.g., soap and hand sanitizer for safe use by staff and students.



Clean and Disinfect Your Workspace

The risk of being infected with the virus that causes COVID-19 through contaminated surfaces or objects is considered to be low. However, regular cleaning with an approved solution reduces the number of germs on surfaces and further decreases risk of infection from surfaces.

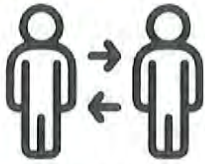
- a. Ensure your desk / workspace is clean and clear of files / folders to allow for cleaning of surface areas by the custodial staff.
- b. Clean your telephone, computer keyboard, and office doorknob / switches, if applicable, at the end of each workday.

- c. Share in the cleaning and disinfecting of shared equipment and / or furniture / items within your office / shared work area, i.e., copier / printer, file cabinet handles, doorknobs, light switches, etc.
- d. Follow additional cleaning and disinfecting measures / protocols required within your program.
- e. Adhere to appropriate personal protective equipment guidelines.

Additional cleaning and disinfecting measures will be implemented in areas frequented by a person who has tested positive for COVID-19.

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Maintain Physical Distancing Protocols

ORGANIZATIONAL EXPECTATIONS

The CDC continues to recommend physical distancing between yourself and others outside of your household as an effective prevention strategy against COVID-19. To the maximum extent feasible, at least three (3) feet of distance between students when indoors is recommended. If possible, at least six (6) feet of distance is recommended between adults (teachers and staff) and between adults and students.

Physical barriers, such as plexiglass dividers will be available for use in classrooms and high-traffic areas.

a. PDE recommends maintaining physical distancing to the maximum extent feasible from people who are not from

your household in both indoor and outdoor spaces regardless of vaccination status.

- b. Refrain from physical contact with colleagues (handshakes, high fives, hugs).
- c. Be respectful of your colleagues' personal space.
- d. When gathering in common, shared spaces, maintain physical distancing to the maximum extent feasible from one another.
- e. Refrain from sharing items that are difficult to clean, sanitize, or disinfect.



Wear Face Coverings

a. The MSD will comply with any face covering mandates initiated by the state or federal government in accordance with general statutes.

i. When the county or local/community transmission level reaches the designation of "high" (as per CDC data), the MSD will implement universal masking as part of the layered prevention strategy.

ii. When the county or local/community transmission level is within the low, moderate, and / or substantial level (as per CDC data), the MSD will consider multiple data sources in the use of universal masking, which include but are not limited to County transmission level, local case counts and conditions, building case counts, community vaccination data, and guidance from the PA DOH.

b. Staff who work in or travel to other locations to provide service must adhere to the Health and Safety Plan that requires staff to adhere to the most layered prevention strategy in place.

d. During the 2021-2022 school year, the MSD Pandemic Team, in consultation with the DOH, will use a strategic approach based on a layered prevention strategy for decision-making and will require the use of face coverings and / or the implementation of other measures to reduce the transmission of COVID-19 in building(s) when:

* Reports indicate widespread* prevalence of disease and / or

* A minimum of three (3) feet physical distance between individuals is not feasible due to the nature of setting or activity within instructional settings, regardless of the transmission level or vaccination status

e. Students, parents / guardians, visitors, and volunteers will comply with the face covering requirements as per the Health and Safety Plan of the location of service.

f. Under a federal order issued in January 2021, the CDC requires face coverings, regardless of vaccination status, when on public transportation. This includes transportation vehicles operated by public and private school systems, subject to certain exclusions. However, a driver does not need to wear a face covering if they are the only person on the vehicle.

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STAFF EXPECTATIONS



Transportation Protocols

- a. Under a federal order issued in January 2021, the CDC requires face coverings, regardless of vaccination status, when on public transportation. This includes on school transportation vehicles operated by public and private school systems, subject to certain exceptions. However, a driver does not need to wear a face covering if they are the only person on the vehicle.
- b. School transportation vehicles must be cleaned regularly with special attention given to frequently touched surfaces in the vehicle prior to morning routes and

- following afternoon routes. Frequently touched surfaces include surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles. Students must not be present when a vehicle is being cleaned.
- c. Students who become sick during the school day will not be permitted to use group transportation to return home.



Communicable Disease Reporting Procedures




In order to prioritize in-person learning as safely as possible, and in alignment with the school code, the MSD is required to report cases to the DOH for contact tracing and adhere to quarantine / isolation orders if necessary. In order to identify in-school contacts quickly and efficiently, the MSD will continue to partner with the DOH in the investigation process during the 2021-2022 school year.

- a. Report a suspected or known case of COVID-19 and / or exposure to individuals who suspect or test positive for COVID-19 to your supervisor immediately.
- b. Follow the recommendation of your attending physician, the DOH, and / or the MSD in accordance with the CDC's recommendations with regard to quarantine / isolation.
- c. The MSD is required to contact the DOH and will follow their guidance. Guidance may include the following:
 - i. Disease information;
 - ii. The distribution of appropriate letters and communications;



- iii. Identification of high risk individuals;
- iv. Appropriate action and treatment; and
- v. Ongoing support and assistance.

Supervisors will gather all relevant information and inform their respective Building Nurses of any reports received by staff, students, and / or families. In turn, effective August 30, 2021, Building Nurses will inform Mr. Kevin Vanino, Pandemic Team Leader, of any suspected or known cases of COVID-19 so that he may contact the DOH, follow contact tracing, quarantine, and isolation orders if necessary and / or coordinate the distribution of appropriate letters and communications while maintaining confidentiality in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA), Family Education Rights and Privacy Act (FERPA), and all other federal and state laws.

ORGANIZATIONAL EXPECTATIONS + STANDARDS

STANDARD	STAFF EXPECTATIONS
 <p>Participate in Required Training</p>	<p>a. All current and newly hired staff are required to complete the following training:</p> <ul style="list-style-type: none"> i. MSD Health + Safety Plan: Organizational Standards + Expectations ii. Bloodborne Pathogen Exposure Prevention (Universal Precautions) <p>Note: Current employees are required to complete assigned coursework by September 30, 2021. New Hires are required to complete assigned coursework as part of their onboarding process.</p>
 <p>Monitor Communication and Confidentiality</p>	<ul style="list-style-type: none"> a. Monitor communications through email, and Blackboard Connect messages to stay informed. b. Continue adhering to confidentiality policies and procedures. c. Be mindful not to hold in-person or virtual conversations of a confidential nature in the vicinity of others to maintain privacy.
 <p>Stay Informed and Maintain Best Practices</p>	<p>The COVID-19 pandemic has been and continues to be ever-evolving, resulting in a complex situation. Fear and anxiety about the disease can be overwhelming and cause strong emotions in adults and children. The pandemic-related school closures have deprived some students of many of the protective factors associated with regular school attendance.</p> <p>While it is important to remain informed with the most accurate, up-to-date information, if you are feeling overwhelmed or distressed, seek resources and supports available. Remember to plan time for self-care strategies such as eating healthy, exercising, getting an appropriate amount of sleep, and finding time to unwind.</p> <ul style="list-style-type: none"> a. Stay informed of the latest information and resources available by visiting the following sites: <ul style="list-style-type: none"> • The Centers for Disease Control and Prevention (CDC) website at www.cdc.gov. This website contains information related to healthy living and updates on diseases and conditions, such as learning about flu season and taking action to prevent the flu. • Vaccines.gov to find a COVID-19 vaccination site near you. For assistance finding a vaccine, call 1-800-232-0233 (TTY 888-720-7489). b. Contact your supervisor or the Office of the Superintendent.

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 <p>Stay Informed of CDC's Guidance Relative to Travel</p>	<p>a. Adhere to CDC's guidance relative to travel and how to protect yourself when using public transportation.</p> <p>b. Stay especially vigilant with self-monitoring relative to COVID-19 symptoms for 14 days after travel.</p> <p>c. Monitor and comply with state guidelines regarding travel advisories or orders.</p>
 <p>Vaccination</p>	<p>Immunization against COVID-19 is one of the best measures available to protect staff and age-appropriate students from COVID-19 illness. Health officials encourage all eligible persons to get vaccinated against COVID-19, but the MSD does not require this vaccination.</p> <p>Those considering getting the COVID-19 vaccination should consult with their health care provider to make an informed decision that is best for them and their family.</p> <p>For assistance finding a vaccination site, call 1-800-232-0233 (TTY 888-720-7489) or go to Vaccines.gov to find a COVID-19 vaccine near you.</p>

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Expectations are based on the latest mandates provided by the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health (DOH), the Pennsylvania Department of Education (PDE), the Department of Human Services (DHS) and are subject to change based on local trends, statewide data, and updated mandates.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors for the **Muhlenberg School District** reviewed and approved the Health and Safety Plan on **September 8, 2021**.

The plan was approved by a vote of:

5 Yes

3 No

Affirmed on: September 8, 2021

By:

Signature of Board President



S. Wayne Hardy, School Board President