



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. The Muhlenberg School District Pandemic Team continues to take critical steps 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.

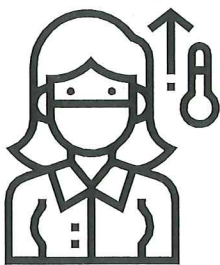
In response to the expiration of statewide mitigation orders, the *Organizational Standards + Expectations* below outline the protocols we expect of all staff members as we transition forward.

Expectations are based on the latest mandates provided by the Governor's Office, the Department of Health (DOH), the Department of Education (PDE), the Department of Human Services (DHS), the Office of Child Development and Early Learning (OCDEL), and the Centers for Disease Control and Prevention (CDC). We will continue to monitor communications and keep you informed.

As conditions change related to COVID-19, protocols are subject to change. 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



Self-Screen for COVID-19 Symptoms

ORGANIZATIONAL EXPECTATIONS

- 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 taking a fever reducing medication, stay home and / or seek medical attention, following the usual procedures for reporting off of work.

Group A (one or more symptoms)

Cough
Shortness of breath
Difficulty breathing
New olfactory disorder
New taste disorder

Group B (two or more symptoms)

Fever (measured or subjective)
Chills
Rigors
Myalgia
Headache
Sore throat
Nausea or vomiting
Diarrhea
Fatigue
Congestion or runny nose



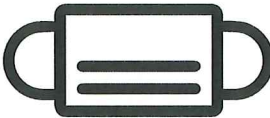

- c. If you exhibit COVID-19 symptoms while at work / school, please return home and / or seek medical attention following the usual procedures for reporting off of work.

- d. If you test positive for COVID-19 or have been exposed to individuals who have tested positive for COVID-19, follow the guidance provided by your healthcare provider or DOH related to isolation / quarantine, contact tracing, and returning to work.

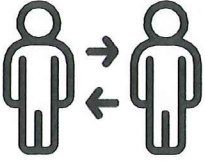


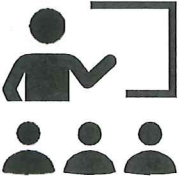

- e. Follow MSD processes and procedures for reporting communicable diseases to report exposure or positive COVID-19 test results to your supervisor within 24 hours.

- f. Adhere to MSD absence and leave of absence procedures and protocols. Contact the office of the Superintendent for additional guidance.

ORGANIZATIONAL STANDARDS + EXPECTATIONS

STANDARD	ORGANIZATIONAL EXPECTATIONS
 <p>Communicable Disease Reporting Procedures</p>	<p>The Pennsylvania DOH considers COVID-19 a communicable disease. As such, it is among DOH's listing of reportable diseases.</p> <p>a. You are required to report a suspected or known case of COVID-19 to your supervisor within 24 hours.</p> <p>b. Follow the recommendation of the attending physician and report the absence in accordance with standard procedures.</p> <p>c. MSD is required to contact the Pennsylvania DOH and will follow their guidance. Guidance may include the following:</p> <ol style="list-style-type: none"> Disease information; The distribution of appropriate letters and communications; Identification of high risk individuals; Appropriate action and treatment; and Ongoing support and assistance.
 <p>Practice Hand Hygiene and Respiratory Etiquette</p>	<p>a. Wash your hands often with soap and water for at least 20 seconds.</p> <p>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).</p> <p>c. Avoid touching your eyes, nose, and mouth.</p> <p>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.</p> <p>e. Increase monitoring to ensure adherence among students.</p>
 <p>Wear Face Coverings</p>	<p>a. As of June 28, 2021, face coverings are optional for all individuals (staff, students, parents, and visitors), regardless of vaccination status, in MSD buildings, offices, classrooms and sponsored events.</p> <p>b. Staff who travel to other locations to provide service must adhere to the Health and Safety Plan of the location of service.</p>
 <p>Clean and Disinfect Your Workspace</p>	<p>a. Ensure your desk / workspace is clean and clear of files / folders to allow for cleaning of surface areas by the custodial staff.</p> <p>b. Clean your telephone, computer keyboard, and office doorknob / switches, if applicable, at the end of each workday.</p> <p>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.</p> <p>d. Follow additional cleaning and disinfecting measures / protocols required within your program.</p> <p>e. Adhere to appropriate personal protective equipment guidelines.</p>

ORGANIZATIONAL STANDARDS + EXPECTATIONS

STANDARD	ORGANIZATIONAL EXPECTATIONS
 <p>Maintain Physical Distancing Protocols</p>	<ul style="list-style-type: none"> a. PDE recommends maintaining physical distancing to the maximum extent possible 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 possible from one another. e. Refrain from sharing items that are difficult to clean, sanitize, or disinfect.
 <p>Stay Informed of CDC's Guidance Relative to Travel</p>	<ul style="list-style-type: none"> a. Adhere to CDC's guidance relative to travel and how to protect yourself when using public transportation. b. Stay especially vigilant with self-monitoring relative to COVID-19 symptoms for 14 days after travel. c. Monitor and comply with state guidelines regarding travel advisories or orders.
 <p>Monitor Communication and Confidentiality</p>	<ul style="list-style-type: none"> a. Monitor communications through email, and Blackboard Mass Notification messages to stay informed. b. Continue adhering to confidentiality policies and procedures. c. Be mindful of holding in-person or virtual conversations of a confidential nature in the vicinity of others to maintain privacy.
 <p>Participate in Required Training</p>	<p>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 2021-2022: Organizational Standards + Expectations and Frequently Asked Questions (FAQs) 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>Stay informed and Maintain Best Practices</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 information related to healthy living and updates on diseases and conditions, such as learning about flu season and taking action to prevent the flu b. Contact your supervisor with any concerns



MUHLENBERG SCHOOL DISTRICT

HEALTH+SAFETY PLAN

ORGANIZATIONAL STANDARDS + EXPECTATIONS

TRANSITION FOR WARD

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), the Office of Child Development and Early Learning (OCDEL) and 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 **June 16, 2021**.

The plan was approved by a vote of:

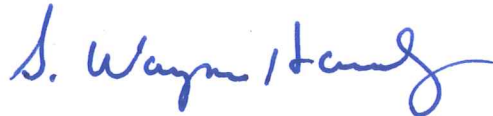
9 YES

0 NO

Affirmed on: June 16, 2021

By:

Signature of Board President



S. Wayne Hardy, School Board President