

Seneca Highlands IU9/Community Action, Inc.

Adult Education

Reopening Plan

In response to Coronavirus Disease (COVID-19)

Effective July 1, 2020

In January 2020, the World Health Organization (WHO) declared the outbreak of COVID-19 to be a Public Health Emergency of International Concern. Seneca Highlands IU9 and Community Action, Inc. are committed to preventing the spread of the virus in the workplace for the safety of our staff and customers. In response to the expectations of the Governor, these Operating Procedures provide guidance to staff providing adult education services in our PA CareerLink® sites as well as other classroom sites. We all recognize that everything is fluid and this guidance is based on the best information we have at this time. As things continue to evolve and change we will keep these procedures updated.

As we begin to hold face-to-face adult education classes, we will ensure we have ample supplies for cleaning and PPE for each staff. We will open our classrooms by appointment only. Remote learning will be encouraged when possible.

RED OR YELLOW PHASE: Only remote classes will be offered. Instructors will do all work remotely from their homes and serve students with online instruction and/or packets in order to ensure equity of education.

GREEN PHASE: Hybrid classes will be offered and we will follow the guidance as stated below. Ultimately, we will follow the direction of the Division of Adult Education.

Recommended Preventive Acts (STAFF)

- Masks are required to be worn by all staff throughout the offices. Staff are expected to wear a mask upon arriving onsite each day. Once in their personal office, staff are permitted to remove their masks. In the event a co-worker visits the personal office space, or staff have to leave their office space for any reason, the mask must be worn. Every attempt should be made to minimize person-to-person contact by utilizing emails, teleconferences, or other video conferencing methods. In the short-term, staff will be issued disposable masks to be worn daily. If anyone would like to wear a mask brought from home, it will be permitted as long as it effectively covers the nose and mouth and does not violate any HR policies, such as displaying graphic images or language.
- Staff will be expected to wash their hands or use a hand sanitizer frequently.
- Sufficient space will be provided for staff to have breaks and meals while maintaining a social distance of 6 feet, including limiting the number of staff in common areas and setting up seating to have staff facing forward and not across from each other.

- Staff are encouraged to conduct meetings and training virtually. If a meeting must be held in person face-to-face, limit the meeting to the fewest number of staff possible, at one time to maintain a social distance of 6 feet.
- Wipe surfaces (e.g. desks and tables) and objects (e.g. telephones and keyboards) with disinfectant regularly. This includes in between student appointments.
- **STAFF WHO BEGIN TO FEEL UNWELL MUST STAY HOME**, even with mild symptoms such as headache, runny nose, cough, or low-grade fever (100.4°F) until they recover.
- Avoid physical contact, such as shaking hands, when greeting.
- If an employee develops fever, cough, or difficulty breathing, seek medical attention promptly.
- Cleaning supplies including disinfecting wipes will be available for all staff when returning to work. It is expected that staff will maintain their own workspace.
- Hand sanitizer and PPE, including face masks and gloves, will be available to all staff.
- Staff is asked to wipe down the computers in the lab after each use. Staff is responsible for wiping down keyboards after each use.

Recommended Preventive Acts (STUDENTS)

In addition to the social distancing, mitigation and cleaning protocols the following will be implemented:

- Students must wear masks while in the building.
- All students will be asked to wash their hands or use hand sanitizer upon entering the classroom.
- Students will be scheduled by appointment only. Students must have an appointment in order to attend class. Based on classroom size, there could be more than one student in the room at any given time. Students must sit as designated computer and table spaces in order to maintain social distancing.
- Students will follow signage that is placed throughout each site to mandate social distancing of 6 feet for both students and staff.
- Students may bring their own writing implements to use. Any student who does not have a pen or pencil will be given these items to use when signing in or completing classwork.

Organizing and Attending Meetings (STAFF)

- Consider whether a face-to-face meeting is needed and replace with telephone, Zoom or other virtual means.
- Scale down any face-to-face meetings to the fewest possible number of attendees.
- Retain the names and contact details of all participants for at least one month.
- If a meeting participant is isolated as a suspected COVID-19 case, as documented by a healthcare provider, the meeting organizer must inform all participants. Participants should be advised to monitor themselves for symptoms for 14 days.

Discovery of a confirmed case of COVID-19

Upon discovery of an exposure to a person who is a probable or confirmed case of COVID-19, staff will contact the designated COVID Safety Officer for that classroom site. (Roles and responsibilities of the Safety Officer are outlined below).

Sick staff should follow CDC-recommended steps. Staff should not return to work until the CDC criteria to discontinue home isolation are met, in consultation with the health care providers and state and local health departments. If staff would fall sick with COVID-19 symptoms, they are to contact the COVID-19 Safety Officer identified for each building immediately in order to ensure the safety of all staff.

Upon an exposure, the following procedures must be followed:

- Close off and ventilate areas visited by that individual.
- Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.
- Cleaning company will be called in to disinfect the center.
- Identify and notify staff that was in close contact with that individual (within about 6 feet for about 10 minutes).

COVID-19 Safety Officer Roles and Responsibilities

Responsibilities:

- Ensure proper masking procedures are utilized
- Ensure hand sanitizer is readily available in the building
- Ensure information is provided including name, phone number and email if possible of all who enter into the building
- Notify proper personnel when any reports of positive COVID-19 virus are reported