

# HEALTH AND SAFETY PLAN TO RE-OPEN THE LITITZ WATCH TECHNICUM ACCORDING TO THE PDE GUIDELINES

## GOVERNING DOCUMENTS:

- PA Department of Education Preliminary Guidance for Resuming In-Person Instruction at Postsecondary Education Institutions and Adult Education Programs. (See Appendix 1)
- Process to Reopen Pennsylvania. (See Appendix 1)
- Cleaning and Disinfection for Community Facilities. (See Appendix 1)

## STRATEGY TO MITIGATE AND CONTAIN THE SPREAD OF THE VIRUS

**The LWT is applying the following measures to minimize the risk of COVID-19 infection:**

- Implementation of General COVID-19 Guidelines
- Confirmed positive protocol
- Health monitoring
- Provision of PPE: masks and gloves
- Intensified sanitation schedules
- Additional Safety Operational Protocol
- Implementation of spacing / social distancing measures
- Strategies to reduce the risk of contact spreading
- Amended Attendance Policy
- Communication Strategy

**In accordance with established best practices to minimize spread of the virus students are required to:**

- Wash hands frequently
- Follow health hygiene best practices
- Wear the issued mask at all times except when eating or drinking in the designated space
- Wear gloves at all times if possible
- Wear only clothing items that can be laundered (lab coats may be worn for necessary safety reasons)

## HEALTH MONITORING

Prior to returning to school, students will be individually instructed about COVID-19 symptoms and interviewed about presence of symptoms in them and people in their environment as specified in Appendix 3. For a detailed list of COVID-19 symptoms, refer to Appendix 2.

Once in-person instruction resumes, students will be required to participate in daily health screenings upon arrival that includes a body temperature check and an interview about COVID-19 symptoms. See Appendix 4.

Students are required to check their temperatures twice a day: once before arriving at the LWT in the morning and once between 11:00 AM and 01:00 PM. Students with a temperature of 100.4 degrees Fahrenheit or higher are not permitted to enter the building or remain in the building.

## PROVISION OF PPE

Each morning students will be issued daily PPE, consisting of two surgical masks and protective gloves. Hand sanitizer and disinfectant wipes will be available throughout the building.

Students will be required to follow the general social distancing guidelines, as well as the social distancing guidelines outlined in the Additional Safety Operational Protocol detailed below.

## POSSIBLE OR CONFIRMED POSITIVE PROTOCOL

If a student has a positive diagnosis of COVID-19 or any symptoms of COVID-19 or lives with a person who has a positive diagnosis of COVID-19 or any symptoms of COVID-19, s/he must immediately notify the principal. S/he is not permitted to enter school premises until s/he provides written documentation of a negative COVID-19 test result. For detailed list of COVID-19 symptoms refer to Appendix 2.

The local health care providers report positive cases by default to the appropriate authorities.

In the event a student or staff member tests positive for COVID-19:

- The in-person instruction will be suspended for 5 days.
- The facility will be disinfected according to CDC guidelines - see Appendix 1.
- The case will be communicated to students, staff, faculty and PA DOH without revealing the identity of the infected individual.
- Individuals that were in close contact with the infected person will be notified to this effect and will not return to school until they provide written documentation of a negative COVID test result.
- The established contingency plan for temporary distance learning will go into effect for the time the in-person instruction is suspended.

## ADDITIONAL SAFETY OPERATIONAL PROTOCOL

### Intensified Sanitation Schedule

All surfaces and items that are frequently touched will be disinfected throughout the day (door handles, breakroom tables, countertops, and transfer stations).

### Implementation of Spacing / Social Distancing Measures

Benches will be spaced to allow a minimum distance of 6 ft between individuals and an additional classroom is made available to allow for maximum spacing between individuals.

There will be regulated foot traffic to prevent proximities of fewer than 6 ft between individuals in hallways; this will be achieved through one-way traffic when possible and a one-person rule in cul-de-sac situations where one-way traffic is not possible.

Access to the lockers is limited to one student at a time.

Specific training on the above points to maintain social distance.

The in-person teacher/student and student/student interaction is highly limited and takes place at a minimum distance of 6 ft.

All instruction is web-based even while the students and teachers are in the classroom.

Each workstation is equipped with a camera and laptop to facilitate interaction with the instructor.

The Cafeteria is closed to students and a separate room is assigned for breaks.

## **STRATEGIES TO REDUCE THE RISK OF CONTACT SPREADING**

No equipment is shared except 7 types: Striping Machine, Perlager, Sand Blaster, Drill Press, Polishing Units and two mechanics lathes. These machines will be completely disinfected between each use.

Each student has his or her own assigned and labeled bench and hand tools. Furthermore, each student has a specific microscope and a timing machine assigned and labeled accordingly for his/her exclusive use.

Workpieces, spare parts and in rare occasions special tools will be handed to the student via a transfer station, where the instructor places the item in a pass-through of a sneeze guard. Individual trays are issued and assigned to the students for that purpose.

## **AMENDED ATTENDANCE POLICY**

The participation in classes for the rest of the academic year is not required.

Second Year Students that are not comfortable or able to attend classroom instruction will have the option to attend and complete school (including all pending exams) once the restrictions are lifted and/or the student feels safe to return. Under these circumstances, although the schooling would be likely completed before that, the formal graduation would be in July 2021.

First Year Students that are not comfortable or able to attend classroom instruction for more than 2 months after reopening (06/10/2020) will be required to repeat the first year.

## **COMMUNICATION STRATEGY**

The document outlining the essential guidelines and policies related to reopening the Lititz Watch Technicum is available as a reference.

Furthermore, each student will be instructed before returning to school about the COVID-19 guidelines and policies in place.

Upon arrival at the school, additional compliance trainings are scheduled followed by brief tests to ensure comprehension of and compliance with policies.

Weekly routine updates are scheduled and ad-hoc communication will take place as needed by phone, text and email.

Corporate COVID-19 Coordinator: Daniel McCaffrey  
COVID-19 Coordinator for Student Matters: Joseph DeFilippo

## Appendix 1: Applicable Guidelines:

PA Department of Education Preliminary Guidance for Resuming In-Person Instruction at Postsecondary Education Institutions and Adult Education Programs.

PDF Download here:

<https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/PDE%20Preliminary%20Reopening%20Guidance%20Postsecondary%20and%20Adult%20Education.pdf>

Process to Reopen Pennsylvania.

<https://www.governor.pa.gov/process-to-reopen-pennsylvania/>

Cleaning and Disinfection for Community Facilities.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

## Appendix 2: Recognized COVID-19 symptoms:

- Shortness of breath
- Cough
- Chills
- Shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Fever of 100.4 degrees Fahrenheit or higher
- Feelings of fever

## Appendix 3: Return To School questions:

1. Are any recognized COVID-19 symptoms present. (See Appendix 2)
2. Is student ready to safely return to school?
3. Does student understand the school's expectations regarding health monitoring and social distancing?
4. Does the student understand that if he/she; someone in his/her household; or someone he/she comes in close contact with develops symptoms of or receives a positive diagnosis of COVID, he/she is required to inform the principal immediately?
5. Does student understand his/her schedule?
6. Does student have an underlying or pre-existing health condition that puts him/her in a risk category for COVID-19 and has the student been instructed to inform the principal in that case?

## Appendix 4: Daily Interview:

1. Is the body temperature below 100.4 F?
2. Has the student tested positive for COVID-19 in last 3 days?
3. Does the student have a household member who tested positive for COVID-19 in last 3 days?
4. Does the student have symptoms of COVID-19? For list see Appendix 2.
5. Does the student have a household member with symptoms of COVID-19?  
For list see Appendix 2.
6. Does the student understand LWT's requirements to report possible exposure to COVID-19 to the principal?
7. Does the student understand LWT's requirements for PPE use and social distancing?
8. Did the student receive the daily PPE?