

# HEALTH AND SAFETY PLAN FOR 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 the start of the school year, incoming new 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 begins, students will be required to participate in daily health screenings upon arrival that include a body temperature check and an interview about COVID-19 symptoms. See Appendix 4.

Students are required to check their temperatures prior to arriving at the LWT in the morning.

Any student with a temperature of 100.4 degrees Fahrenheit or higher is not permitted to enter the building. Any student with a temperature of 100.4 degrees Fahrenheit or higher must immediately notify the Principal and will not be allowed to return to the LWT until he/she provides written documentation of a negative COVID-19 test.

## **PROVISION OF PPE**

Each morning students will be issued daily PPE consisting of two surgical masks. Gloves are available upon request. 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 POSITIVE PROTOCOL**

If a student experiences COVID-19 symptoms, he/she must immediately notify the Principal and will not be allowed to return to the LWT until he/she can provide a doctor's note verifying a negative COVID-19 test. For detailed list of COVID-19 symptoms refer to Appendix 2.

If a student is notified by contact tracers that he/she has possibly been exposed to COVID-19, he/she will not be allowed to return to the LWT until he/she can provide a doctor's note verifying a negative COVID-19 test.

If a student has a household member or has had close contact with someone diagnosed with or develops symptoms of COVID-19, he/she will not be allowed to return to the LWT until the household member or close contact receives a negative COVID-19 test.

## **CONFIRMED POSITIVE PROTOCOL**

In the event a student tests positive for COVID-19, he/she must immediately notify the Principal. The student will be allowed to return to the LWT after the 10 day quarantine period if all symptoms have subsided.

Additionally, 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 affected individual. Individuals who were in close contact with the affected person will be notified and will not return to the LWT until they provide written documentation of a negative COVID-19 test.

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

## **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.

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.

There will be no access to lockers at this 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 to facilitate interaction with the instructor. Students will provide their own laptops, however, a laptop will be available to any student who cannot provide his/her own.

The Cafeteria is closed to students except for use of the designated refrigerators to store lunches. A separate room is assigned for breaks.

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

Instructors will try to keep benches assigned to students on a weekly basis, but if students need to switch benches for any reason, benches will be disinfected between each use. Furthermore, each student has hand tools, a specific microscope and a timing machine assigned and labeled accordingly for his/her exclusive use.

Workpieces, spare parts and on 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 academic year is not required.

Second Year Students who 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 2022.

First Year Students who are not comfortable or able to attend classroom instruction for more than 2 months after the start of the new academic year (09/15/2020) will be required to re-apply for classes the following 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 prior to the start of in-person classes 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.

Routine updates 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:

[PA Department of Education Preliminary Guidance for Resuming In-Person Instruction](#)

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
- Congestion
- Runny nose
- Nausea
- Vomiting
- Diarrhea
- Fever of 100.4 degrees Fahrenheit or higher
- Feelings of fever
- Loss of taste or smell

### **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 100.4F?
2. Has the student tested positive for COVID-19 in last 3days?
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 Appendix2.
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?