



Health and Safety Plan

Introduction

The COVID-19 pandemic has presented tremendous challenges for schools across the country in many different ways. Parkway West Career & Technology (PWCTC) was put in the unenviable position of having to close suddenly and deal with a situation never previously encountered. The COVID-19 virus is a highly contagious illness and infect people of all ages. Research from the Centers for Disease Control, among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, and their families. PWCTC will encourage all students to take necessary precautions and recommendations from the Allegheny County Health Department, Centers for Disease Control, and the Pennsylvania Department of Education. PWCTC realizes the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed as new information becomes available in order to decrease the risk of exposure for our students, staff, and instructors.

Plan Dynamics: This plan is intended to be a dynamic document and is subject to change based upon any current or future orders issued by any of the following: the Pennsylvania Secretary of Health, the Pennsylvania Secretary of Education, and/or the Allegheny County Health Department.

Type of Reopening: Students will attend in person instruction Monday through Friday in the green and yellow phases. Considering the ever-changing landscape of COVID-19, the re-opening plan must afford flexibility. Students will attend in person instruction if possible Monday through Friday in the green and yellow phase. Should a student(s) be unable to attend in person instruction, the respective students(s) will be provided with a blended online synchronous and non-synchronous option. Should the school return to a red phase, students will be moved to distance learning.

Launch Date: July 7, 2020

Hours of Instruction: 7:40AM – 2:20PM

Student Entry: All students will enter through the main entrances according to the program area from the student parking lot.

Pandemic Safety Coordinator: Brock Snedeker, Assistant Executive Director
snedeker@parkwaywest.org or 412-923-1772, Extension 114

Health and Safety Planning Committee:

George Dudash, JOC Member	Dr. Darby Copeland, Executive Director	Dr. Alfred McGivern, Assistant Principal
Brock Snedeker, Assistant Director	Chris Hamilton, Business Manager	Ray Walkowiak, Facilities Supervisor
Mike Miller, IT Director	Betty Gioia, Secretary	Michael Leddy, Teacher
Christine Weber, Teacher	Eryn Raspat, Paraprofessional	Rich Wittebort, School Counselor





Health and Safety Plan

Facilities Cleaning, Sanitizing, Disinfection and Ventilation

	Yellow Phase	Green Phase
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation).	<ul style="list-style-type: none">• Instructor will disinfect desk at the end of each session. Any current or future orders issued by any of the following: the Pennsylvania Secretary of Health, the Pennsylvania Secretary of Education, and/or the Allegheny County Health Department shall dictate wearing masks and/or social distancing practices.• Instructor will instruct students on proper disinfection of high touch areas within the program as part of daily cleanup.• Student will disinfect his/her own workstation before and after each use.• Student will use disinfect tools after each use.as recommended by industry.• Custodial staff will disinfect restrooms and all high touch points twice daily.• Instructors will use an electro-static sanitizer on locker rooms, tools, and work stations at the end of each session.	<ul style="list-style-type: none">• Instructor will disinfect desk at the end of each session. Any current or future orders issued by any of the following: the Pennsylvania Secretary of Health, the Pennsylvania Secretary of Education, and/or the Allegheny County Health Department shall dictate wearing masks and/or social distancing practices.• Instructor will instruct students on proper disinfection of high touch areas within the program as part of daily cleanup.• Student will disinfect his/her own workstation before and after each use.• Student will use disinfect tools after each use.as recommended by industry.• Custodial staff will disinfect restrooms and all high touch points twice daily.• Instructors will use an electro-static sanitizer on locker rooms, tools, and work stations at the end of each session.





Health and Safety Plan

Cleaning, Sanitizing, Disinfection and Ventilation

	Yellow Phase	Green Phase
Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, when practical and feasible.	<ul style="list-style-type: none">Students will be encouraged to wear mask and maintain social distancing practices. Any current or future orders issued by any of the following: the Pennsylvania Secretary of Health, the Pennsylvania Secretary of Education, and/or the Allegheny County Health Department shall dictate wearing masks and/or social distancing practices.When possible, manikins will be used to perform tasks. From time to time a live model maybe necessary. In those cases, students will wear a mask and/or shield to protect both students.Students will be encouraged to wear face masks, except when eating. Shields will be used in some cases as extra protection for students unable to wear masks due to health/disability concerns.Teachers will allow limited locker room access.	<ul style="list-style-type: none">Students will be encouraged to wear mask and maintain social distancing practices. Any current or future orders issued by any of the following: the Pennsylvania Secretary of Health, the Pennsylvania Secretary of Education, and/or the Allegheny County Health Department shall dictate wearing masks and/or social distancing practices.When possible, manikins will be used to perform tasks. From time to time a live model maybe necessary. In those cases, students will wear a mask and/or shield to protect both students.Students will be encouraged to wear face masks, except when eating. Shields will be used in some cases as extra protection for students unable to wear masks due to health/disability concerns.Teachers will allow limited locker room access.





Health and Safety Plan

Social Distancing and Other Safety Protocols

	Yellow Phase	Green Phase
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms.	<ul style="list-style-type: none"> Breakrooms will be limited or closed at the start of the school year. Paraprofessionals will monitor any congregating in hallways during the school year. 	<ul style="list-style-type: none"> Breakrooms will be limited or closed at the start of the school year. Paraprofessionals will monitor any congregating in hallways during the school year.
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	<ul style="list-style-type: none"> Students will be encouraged to practice frequent handwashing and sanitizing as required by profession standards. Students will be provided with hygiene materials sufficient for his/her individual tasks. 	<ul style="list-style-type: none"> Students will be encouraged to practice frequent handwashing and sanitizing as required by profession standards. Students will be provided with hygiene materials sufficient for his/her individual tasks.
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	<ul style="list-style-type: none"> Signage related to handwashing procedures, reminders, COVID-19 facts and symptoms, face mask reminders, distancing and disinfection reminders will be posted at entry points and in the program areas. 	<ul style="list-style-type: none"> Signage related to handwashing procedures, reminders, COVID-19 facts and symptoms, face mask reminders, distancing and disinfection reminders will be posted at entry points and in the program areas.





Health and Safety Plan

Social Distancing and Other Safety Protocols

	Yellow Phase	Green Phase
Identifying and restricting non-essential visitors and volunteers.	<ul style="list-style-type: none">All visitors will be screened in the main office of the school.	<ul style="list-style-type: none">All visitors will be screened in the main office of the school.
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.	<ul style="list-style-type: none">Classroom/shops will be encouraged to mitigate spread recommended by CDC guidelines.Academic classes will start completely online.	<ul style="list-style-type: none">Classroom/shops will be encouraged to mitigate spread recommended by CDC guidelines.Academic classes will start completely online.
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars.	<ul style="list-style-type: none">PWCTC will collaborate with the sending school districts regarding transportation, revised hours and modifying school calendar.Parents and students will be notified through the Sendit automated call system for all notifications.	<ul style="list-style-type: none">PWCTC will collaborate with the sending school districts regarding transportation, revised hours and modifying school calendar.Parents and students will be notified through the Sendit automated call system for all notifications.





Health and Safety Plan

Monitoring Student and Staff Health

	Yellow Phase	Green Phase
Monitoring students and staff for symptoms and history of exposure.	<ul style="list-style-type: none"> PWCTC will follow all sending school district's monitoring checks on student before arriving at PWCTC. PWCTC will direct students and staff to self monitor health. 	<ul style="list-style-type: none"> PWCTC will follow all sending school district's monitoring checks on student before arriving at PWCTC. PWCTC will direct students and staff to self monitor health.
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure.	<ul style="list-style-type: none"> PWCTC will designate an area to isolate sick staff, students or visitors. 	<ul style="list-style-type: none"> PWCTC will designate an area to isolate sick staff, students or visitors.
Returning isolated or quarantined staff, students, or visitors to school.	<ul style="list-style-type: none"> PWCTC will follow the Allegheny County Health Department for guidance on returning student, staff or visitors from quarantine. 	<ul style="list-style-type: none"> PWCTC will follow the Allegheny County Health Department for guidance on returning student, staff or visitors from quarantine.
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols.	<ul style="list-style-type: none"> PWCTC will notify the community, staff, students, and parents via Cass Calling System, and PWCTC App, Website, and Social Media. 	<ul style="list-style-type: none"> PWCTC will notify the community, staff, students, and parents via PWCTC Mass Calling System, Parkway App, Website, and Social Media.

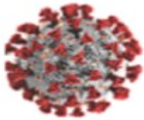




Health and Safety Plan

Signs and Symptoms of COVID-19

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



EST 1906 04/09/2020

cdc.gov/coronavirus



PARKWAY WEST CAREER AND TECHNOLOGY CENTER JOINT COMMITTEE

JULY 7, 2020

The JOC held an Executive Session immediately prior to this meeting to discuss personnel matters and labor relations.

The regular meeting of the Parkway West Career and Technology Center Joint Committee was called to order by Vice Chairperson, Mrs. Petersen, at 7:04 p.m. The following members were present:

Mr. Joseph Appel	Carlynton School District
Mr. Jeff Choura	Chartiers Valley School District
Mrs. Karen Murphy	Cornell School District
Mrs. Annie Shaw	Keystone Oaks School District
Mr. George Dudash	Montour School District
Mr. Michael Hauser	Moon Area School District
Mr. Michael Riemer	Mt. Lebanon School District
Mrs. Daniela Helkowski	Quaker Valley School District
Mr. Alan Vezzi	South Fayette School District
Mrs. Angela Petersen	Upper St. Clair School District
Mr. Robert Ostrander	West Allegheny School District

The following members were absent:

Mr. Kevin Farley	Sto-Rox School District
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Also present at the meeting were: Dr. Darby Copeland, Executive Director; Brock Snedeker, Assistant Director; Dr. Alfred McGivern, Assistant Principal; Chris Hamilton, Business Manager; Annemarie Harr, Solicitor; Dr. William Stropkaj, Superintendent of Record; and Christine Thornton, Recording Secretary.

Mrs. Thornton stated that there were no residents' comments scheduled.

Mrs. Petersen asked for approval of the minutes of June 2, 2020. (See Attachment 1)

On a motion by Mr. Riemer and seconded by Mrs. Murphy, it was moved to approve the minutes of June 2, 2020, as presented. On a voice vote, the motion passed unanimously.

Mrs. Petersen asked for a motion to approve the treasurer's report and budget recap. (See Attachments 2 & 3)

On a motion by Mrs. Murphy, and seconded by Mr. Riemer, it was moved to approve the treasurer's report and budget recap, as presented. On a voice vote, the motion passed unanimously.

Mrs. Petersen asked for a motion for approval of bills. (See Attachment 4)

MINUTES OF THE REGULAR MEETING OF JULY 7, 2020

On a motion by Mrs. Murphy, and seconded by Mr. Riemer, it was moved to approve the bills for June 2019, as presented. On a voice vote, the motion passed unanimously.

Mrs. Petersen asked for approval of the activities account fund balance report. (See Attachment 5)

On a motion by Mrs. Murphy, and seconded by Mr. Riemer, it was moved to approve the activities account fund balance report, as presented. On a voice vote, the motion passed unanimously.

Mrs. Petersen asked for approval of service contracts and agreements for July 2020. (See Attachment 6)

On a motion by Mrs. Murphy, and seconded by Mr. Riemer, it was moved to approve service contracts and agreements, as presented. On a voice vote, the motion passed unanimously.

Mrs. Thornton stated that there were no communications.

Dr. Copeland presented the enrollment projections for the 2020-2021 school year. Currently, there are 924 students enrolled and those numbers are expected to increase as the summer goes on. (See Attachment 7)

Dr. Copeland asked for a motion to approve school restaurant lunch buffet prices at \$8.00 for the 2020-2021 school year.

On a motion by Mrs. Murphy, and seconded by Mr. Hauser, it was moved to approve school restaurant lunch buffet prices at \$8.00 for the 2020-2021 school year as presented. On a voice vote, the motion passed unanimously.

Dr. Copeland asked for approval of the Return to School Health and Safety Plan. (See Attachment 8)

On a motion by Mrs. Murphy, and seconded by Mr. Choura, it was moved to approve the Return to School Health and Safety Plan as presented. On a voice vote, the motion passed unanimously.

Dr. McGivern announced that the Parent Orientation is on Thursday, August 20, 2020, from 5:00-7:00 PM. At this point, it will be virtual due to COVID-19. More details to follow.

Mr. Snedeker reported on Industry Certifications earned by students for the 2019-2020 school year. Parkway students earned a total of 722 certifications throughout all 14 programs. Considering that school ended in mid-March due to COVID-19, those number are only 50 less than the previous year.

MINUTES OF THE REGULAR MEETING OF JULY 7, 2020

Mr. Hamilton asked for permission to authorize the Business Manager to make any budgetary transfers as needed on June 30, 2020, due to the Auditor's journal entries with ratification to take place upon completion of the audit.

On a motion by Mr. Riemer, and seconded by Mrs. Murphy, it was moved to authorize the Business Manager to make any budgetary transfers as needed on June 30, 2020, due to the Auditor's journal entries with ratification to take place upon completion of the audit, as presented. On a voice vote, the motion passed unanimously.

Mr. Hamilton asked for a motion to approve an agreement for Steel Center for CTE Financial Services Support (See Attachment 10)

On a motion by Mrs. Murphy, and seconded by Mr. Choura, it was moved to approve an agreement for Steel Center for CTE Financial Services as presented. On a voice vote, the motion passed unanimously.

Mr. Hamilton asked for permission to enter into a three-year agreement with Strategic Solutions for document management and electric forms with an approximate cost of \$6,290 in year one and \$4,790 in subsequent years. (See Attachment 11)

On a motion by Mrs. Murphy, and seconded by Mr. Riemer, it was moved to grant permission to enter into a three-year agreement with Strategic Solutions for document management and electric forms with an approximate cost of \$6,290 in year one and \$4,790 in subsequent years, as presented. On a voice vote, the motion passed unanimously.

Building Committee

A building committee meeting was held at 5:00 p.m. prior to the executive session.

Educational Planning Committee

Mr. Hauser will be scheduling a meeting in September.

Finance Committee

Mr. Appel had no report.

Personnel Committee

Mr. Hauser asked for permission to post, advertise and hire with approval of the Personnel Committee a Cyber Security & Network Technology Instructor for the 2020-2021 school year with ratification to take place at a future meeting.

On a motion by Mrs. Murphy, and seconded by Mr. Choura, it was moved to grant permission to post, advertise and hire with approval of the Personnel Committee a Cyber Security & Network Technology Instructor for the 2020-2021 school year with

MINUTES OF THE REGULAR MEETING OF JULY 7, 2020

ratification to take place at a future meeting, as presented. On a voice vote, the motion passed unanimously.

Mr. Hauser asked for a motion to approve substitute teachers for the 2020-2021 school year at the approved rates. (See Attachment 12)

On a motion by Mr. Riemer, and seconded by Mrs. Murphy, it was moved to approve substitute teachers for the 2020-2021 school year at the approved rates as presented. On a voice vote, the motion passed unanimously.

Mr. Hauser asked for permission to hire Kimberly Magulick, 200 Day School Secretary, for the 2020-2021 school year at an annual salary of \$25,000 with full benefits. (See Attachment 13)

On a motion by Mrs. Murphy, and seconded by Mr. Dudash, it was moved to grant permission to hire Kimberly Magulick, 200 Day School Secretary, for the 2020-2021 school year at an annual salary of \$25,000 with full benefits, as presented. On a voice vote, the motion passed unanimously.

Policy Committee

Mrs. Murphy had no report.

Solicitor's Report

Ms. Harr said that she will be at Parkway on August 17th for the first In-Service day.

President's Report

Mrs. Petersen asked for a motion to advertise cancellation of the August meeting and authorize payment of all bills with ratification to take place at the September meeting.

On a motion by Mr. Riemer, and seconded by Mrs. Murphy, it was moved to advertise cancellation of the August meeting and authorize payment of all bills with ratification to take place at the September meeting as presented. On a voice vote, the motion passed unanimously.

Mrs. Petersen asked for a motion to approve board and administration to travel to state and national conferences for the 2020-2021 school year.

On a motion by Mr. Hauser, and seconded by Mrs. Choura, it was moved to approve board and administration to travel to state and national conferences for the 2020-2021 school year as presented. On a voice vote, the motion passed unanimously.

MINUTES OF THE REGULAR MEETING OF JULY 7, 2020

Adjournment

With no further business to discuss, Mrs. Petersen asked for a motion to adjourn.

On a motion by Mr. Hauser, and seconded by Mrs. Murphy, it was moved to adjourn the meeting and so it adjourned at 7:22 p.m. On a voice vote, the motion passed unanimously.

Respectfully submitted,

Christine Thornton, Recording Secretary

Michael Hauser, Board Secretary

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Parkway West Career and Technology Center** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 7, 2020**.

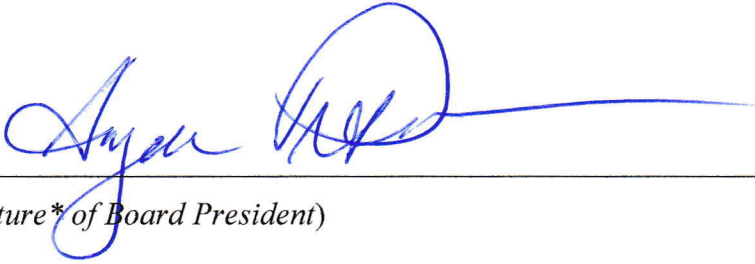
The plan was approved by a vote of:

11 Yes

0 No

Affirmed on: **July 7, 2020**

By:



(Signature of Board President)*

Angela Petersen

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.