

## **COVID-19 Safety Plan – Updated 8/18/2020**

### **SUMMARY**

Vita Education Services has formulated a plan to resume in-person operations as allowable under the orders of the Governor of Pennsylvania for red, yellow, and green phases during the COVID-19 pandemic. The plan incorporates guidance from the PA Governor’s office, PA Department of Education, PA Department of Health, the Centers for Disease Control and Prevention (CDC), and the Bucks County Health Department.

COVID-19 is a virus that causes respiratory illness, and is mostly spread person-to-person through droplets in the air or contact with contaminated surfaces. The virus can manifest in a variety of symptoms with illness ranging from mild to moderate to severe, or with no symptoms at all. Therefore it is critical that protocols are in place for safely conducting work to limit the transmission of the virus. Communication and training will be provided to ensure all safety guidelines and procedures are carried out thoroughly and consistently by all staff, participants, volunteers, and visitors.

Vita Education is implementing a phased approach to office re-opening and resuming in-person classroom instruction. The following plan details the protocols for safely conducting in-person activities.

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## **I. General Considerations**

### Designate a Pandemic Safety Officer

Duties of the Pandemic Safety Officer include:

- Keep abreast of federal, state and local rules and guidance by monitoring state and local public health communications about COVID-19.
- Recommend modifications to Vita Education Services' implementation plan as conditions evolve.
- Ensure communication of the plan both internally and externally.
  - o Print, sign, and post the "COVID-19 Safety Procedures for Businesses" flyer in visible location at the Doylestown and Croydon offices.
  - o Post CDC flyers explaining proper PPE and hygiene practices at office entrances.
  - o Work with the Communications Coordinator to make the approved Health and Safety Plan available to the public including posting to the website.
  - o Assist in preparing professional development materials for staff training.
- Liaison with the Bucks County Health Department on relevant issues.
- In conjunction with the Executive Director, assign responsibilities to appropriate staff based on needs of the organization.
- Monitor staff, visitor, and contractor compliance.
- Serve as first point of contact for questions and reporting.

### Respond to Changing Conditions

- Programs and operations have been structured to allow for quick transition to work-from-home or all-virtual instruction in the event Bucks County is moved back to yellow (or red) phase.
- Staff will retain the computer and communications equipment necessary to work remotely that have been used during the red phase of COVID-19 orders.
- Students have been working remotely via the Zoom platform, phone, and email to receive instruction and communicate with teachers. These methods may be continued in conjunction with in-person services based upon Fall enrollment and access to physical buildings.
- The decision-making process for adapting to changing conditions - including government-mandated orders, COVID-19 exposure and/or sickness of staff, participants and/or visitors, and necessary modifications to Safety Plan as submitted to the Bucks County Health Department - will be the responsibility of the Executive Director with guidance and recommendations from the Pandemic Safety Officer.

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## **II. Facilities Plan and Hazard Assessment**

### Re-Opening Facilities

- Coordinate with property owners regarding environmental maintenance for building space that has been unoccupied during the pandemic.
- Ensure that landlord(s) have checked water system for contaminants and conducted maintenance according to CDC guidelines.
- Ensure that landlord(s) have checked HVAC systems for hazards and completed maintenance according to CDC guidelines.
- Increase ventilation and circulate outdoor air where possible.
- Operate HVAC system during unoccupied hours to maintain proper airflow/dilution.
- Communicate safety plan and procedures to all personnel including maintenance and cleaning contractors.

### Hazard Assessment

- Identify high-risk areas for exposure, such as frequently touched surfaces and locations where social distancing cannot be maintained.
- Adjust hallway flow to minimize person-to-person contact.
- Identify high-touch surfaces that require more frequent sanitizing.
- Place floor markers to indicate 6 ft. of social distancing at places where a line could potentially form such as at copy machine or microwave. If one person is using, the next person will stand at the 6 ft. distance.
- Evaluate furniture placement to enable social distancing; remove or otherwise mark off seating that would be less than 6 ft. apart.
- Replace or eliminate high-touch communal items, such as coffee pots and bulk snacks, with alternatives such as pre-packaged, single-serving items.
- Provide touchless soap dispensers and paper towels in restrooms; disconnect air dryer; place trash receptacles at doors to allow people to use paper towel to touch the door handle then dispose. Limit restroom occupancy to no more than 3 people at a time.

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## **III. Cleaning Protocol**

### Common Areas

- Follow CDC Guidance for Cleaning and Disinfecting to reduce exposure.
- Offices and bathroom will be disinfected by professional cleaning services prior to re-opening.

- Bathrooms will be cleaned and disinfected weekly. Disinfecting spray and wipes will be provided to clean toilet handles, seats, and sinks after each use by staff, participants, and visitors.
- Offices will be thoroughly cleaned by professional cleaning service every two weeks, with further cleaning activated should there be a case of suspected or confirmed COVID-19 infection.
- Shared items including copy machine, refrigerator handles, and microwave will be disinfected at least two times per day.

#### Individual Work Areas

- Employees will be provided EPA-registered cleaning products such as disposable wipes, disinfectant spray, disposable towels and other necessary items to follow sanitizing procedures.
- Staff will be responsible for routinely cleaning individual desks/work stations at the beginning and end of each day, especially high-touch surfaces including keyboards, mice, drawer handles, and phones.

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#### **IV. Use of PPE**

- Staff and visitors are required to wear masks when inside the building, except when eating or drinking. Eating/drinking should only occur with proper social distancing precautions.
- Disposable gloves are optional but will be available for use when cleaning and sanitizing surfaces.
- Adequate cleaning supplies will be placed at multiple frequently used and accessible locations.

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#### **V. Staffing Plan**

- Flexible scheduling is in place during the green phase to allow for hybrid work-at-home and on-site hours determined by the business need and function of each individual's job duties in consultation with management.
- Employees will have the ability to stagger work start and end times with approval by their supervisor. Employees must notify supervisor of their plan in advance.
- Work-at-home will continue to be available during periods designated as red, yellow, or green phases, in compliance with any orders of the Governor, until such order(s) are lifted.
- Contingent on the organization's needs, staff cohorts may be on-site for alternate days with the goal of minimizing exposure.

- Accommodations may be made for high-risk individuals concerned about exposure, in compliance with ADA regulations.
- Staff will self-screen themselves for COVID-19 symptoms using an established checklist each day prior to reporting to the office. Staff are expected to stay home if they exhibit any possible symptoms.
- Visitors will be asked screening questions before entering the office work areas.
- To facilitate potential contact tracing, all persons entering the building must sign-in upon arrival and sign-out when leaving, including arrival and departure times.
- Persons will maintain 6 feet of social distancing in the break room, conference rooms, and other common areas. Lunch times will be staggered and seating arranged so that people will not sit facing each other.
- Physical contact such as handshakes, hugs, and “fist-bumps” are prohibited.
- All staff, participants, volunteers, and visitors should report if they have visited an area of high prevalence (domestic or international) and practice home isolation for 14 days in compliance with mandates from the Commonwealth of Pennsylvania, Bucks County, and the individual’s County of residence, whichever is the most restrictive.

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## **VI. Communications and Training**

- The CDC and PA Dept. of Health have made posters available in several languages advising on proper mask-wearing, hand-washing and identifying symptoms of COVID-19. Posters will be displayed at office entrances in both English and Spanish. Alternate language flyers will be placed in key common areas to be distributed upon request.
- The COVID-19 plan and procedures will be presented to staff at the regularly-scheduled bi-monthly meeting along with updates. A special meeting will be scheduled should re-opening occur prior to those meetings. No staff will resume in-person work until receiving a copy of the written procedures and verbal review with the PSO or supervisor.
- Ancillary teachers and volunteer tutors will receive training at the scheduled professional development seminars occurring in August, and prior to resuming any in-person activities.
- The approved plan will be made available to the public on the organization’s website [www.vitaeducation.org](http://www.vitaeducation.org) as well as in printed hard copy in the offices.
- Training will include proper use of masks, social distancing, hand-washing techniques, and cough/sneeze etiquette.
- Meetings and trainings will be conducted virtually. Any in-person meetings will comply with mandated limits applicable to the red, yellow, and green phases of the COVID-19 emergency.

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## **VII. Procedures Regarding Confirmed or Suspected COVID-19 Case**

### Response

- Close off all areas visited by probable or confirmed person, open windows/increase air circulation, disinfect surfaces and shared electronic equipment (if possible wait at least 24 hours to disinfect the specific area).
- Send home any employee who becomes sick during the work day and commence cleaning procedures.
- Sick employees must stay home, notify their manager, and follow self-isolation guidance from their County of residence or Bucks County, whichever is most restrictive.
- Institute daily temperature checks during possible infection window following a confirmed case of COVID-19. Employees are expected to check their temperature at home prior to reporting to the office and stay home if 100.4° or above.
- Vita Education Services may request an employee to present a negative COVID-19 test result prior to performing in-person duties in compliance with ADA requirements. This will apply following an employee having tested positive, and may be requested if an employee has been in close contact with another individual who is known to have tested positive for COVID-19.

### Reporting

- Identify employees who had close contact with a known or suspected case within 48 hours prior to symptom onset. Consult with the Bucks County Health Department to perform notifications in compliance with applicable confidentiality laws.
- An employee, participant, volunteer, or visitor should notify Vita of a positive result if they were at the office or a classroom location within 48 hours of a positive test collection or symptom onset.
- Anyone who knows they have been exposed to a person who has tested positive for COVID-19 shall report it to their direct supervisor as well as the PSO.
- Supervisors will be responsible for confirming that the PSO has been notified.
- The PSO will notify and consult with to the Bucks County Health Department who will advise on further required actions based on the nature of the exposure. Vita's Executive Director will make a determination regarding any suspension of business activities.

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## **VIII. Office Visitors**

- Non-essential visitors and volunteers are restricted.
- Any distribution of materials needed for instructional activities will be by appointment only. Outside pick-up will be available and encouraged.

- If participants must come to the office for in-person intake or testing, the participant must follow the office procedures for mask wearing and social distancing.
- Participants and visitors are expected to stay home if feeling ill or have recently traveled domestically or internationally. Upon arrival, the visitor must sign-in at the front desk and complete the Health Screening Tool with questions covering symptoms of COVID, awaiting testing results, exposure to a known case of COVID, international travel, and domestic travel to one of the states on the Governor's travel quarantine list.

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## **IX. Instructional Activities**

- In-person instruction and assessment may be conducted at Vita offices, school district buildings, libraries, community centers, the PA CareerLink Bucks County, the Bucks County Department of Corrections and the Bucks County Youth Center, subject to permission by the entities based on their own re-opening plans and conditions of community transmission. Vita will observe the following procedures:
  - Meet or exceed district and facility plans consistent with our agency's protocols regarding tracking of attendance, classroom capacity, social distancing, and sanitizing surfaces.
  - Record and retain attendance records with arrival/departure times, including for all staff.
  - Require non-participants in Vita programs to remain outside the buildings. Family members and others will not be permitted to enter buildings at any time, with the exception of children participating in the Family Literacy program.
  - Limit classroom capacity, so participants are seated at least 6 feet apart or the occupancy set by the school districts or partner entities.
  - Instruct participants and staff to maintain 6 feet of social distancing in building entrances, hallways, classrooms, and other common areas; at dismissal, ask students to exit the door one at a time.
  - Break times will not be scheduled for groups; participants may ask to be excused individually as necessary.
  - Ensure via staff monitoring, floor markings (where feasible), and paper wall signs that social distancing is maintained in places where a line may form.
  - Where feasible, designate separate entrance and exit doors and direct hallway traffic in one direction.
  - Sanitize tables, desks, chairs, and frequently touched surfaces with disinfectant spray and disposable paper towels upon classroom arrival and before leaving the building.
  - Provide each teacher and facilitator with disinfectant spray and paper towels to bring with them for use at each class.

- Work with the Bucks County Department of Corrections and Bucks County Youth Center to ensure disinfectant spray and disposable towels are made available for Vita staff within the facilities.
- In-person instruction will be cancelled, suspended, or adjusted to virtual should Vita or any partner make the decision to deny access to buildings. A positive COVID-19 test result for a staff member or participant will trigger the following actions by Vita:
  - Immediately suspend face-to-face instruction for two weeks for the class attended by the affected person.
  - Consult with the Bucks County DOH to determine if more classes or all classes at the site need to be temporarily suspended or cancelled, and advise whether to convert to virtual instruction.
  - Immediately notify the school district or partner entity of the positive test result and actions taken by Vita.
- Participants and staff will conduct health assessments prior to each class. A Health Screening Tool will be provided with questions covering symptoms of COVID, awaited testing results, exposure to a known case of COVID, international travel, and domestic travel to one of the states on the Governor’s travel quarantine list.
  - Participants will be asked questions on the Health Screening Tool at the building entrance prior to proceeding to the classroom and will be denied entry based on **YES** answers.
  - Participants will receive education on using the Health Screening Tool, asked to use it at home each day prior to class, and not attend if they have any **YES** answers. Participants will notify their teacher or facilitator of the reason for their absence.
  - Teachers and facilitators will notify the PSO if a participant reports contact with a known case of COVID-19. Teachers and facilitators will also ask the PSO for clarification if they are not sure how long the participant must stay home.
- Participants, staff, and volunteers are required to wear face coverings at all times. The definition of “face covering” will be consistent with the Governor’s Universal Masking Order.
  - Anyone refusing or unable to wear a mask will be denied entry to the building.
  - Continued refusal to wear a face covering will result in exit from the program unless participant accepts an all-virtual learning option.
  - Participants with valid medical exemptions will be offered and served in virtual learning classrooms.
- Classroom Materials
  - Participants will be provided with their own consumable textbooks and workbooks that they bring to and from class.
  - Participants must bring their own writing utensils.



- Vita teachers and facilitators will be supplied with white board markers, erasers, and writing utensils to be carried in and out of the classroom.
- Registration and placement testing
  - Registration for new and returning participants will be conducted via online forms, virtual meetings, email, and phone calls, whenever possible.
  - In-person assessments required by the PA Department of Education will be scheduled by appointment only, not to exceed classroom capacity that allows for social distancing.
  - Only participants will be allowed to enter the testing site (no family or friends).
  - Individual sets of testing materials (booklets and pencils) will be prepared in advance and not shared.
  - Participants will receive their seating assignment one at a time.
  - After each testing session is ended, staff will dismiss participants one at a time, maintaining appropriate social distancing.
  - After participants have left the testing site, staff will collect all materials and store them for future use. Testing booklets and pencils will be stored, untouched, for at least 3 days, before they may be used with a new group of participants.

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## **X. Family Literacy Program – Working with Children**

- Vita staff will follow limits set by each school district for classroom capacity and procedures within their buildings.
- Staff will practice additional precautions when coming into contact with infants, toddlers, and pre-school children in the Family Literacy programs. Staff will minimize the need for direct physical contact with infants and toddlers by requesting that parents attend to crying children.
- Teachers will educate parents about the importance of monitoring children for signs of illness, practicing social distancing in the community, and promoting mask-wearing for children ages two and older.
- Children ages 2 and above must wear a face covering following the guidelines in the Governor’s Universal Masking Order. “Mask breaks” may be permitted as age-appropriate or if 6 feet of social distancing can be maintained among children from different households.
- Before families proceed to the classroom, staff will ask parents the health screening questions for themselves and their children. Staff will also look for signs of illness in the children, such as flushed cheeks, rapid or difficult breathing, fatigue, or extreme fussiness.
- Staff will conduct temperature screening of participants and children prior to their entering the classroom using a touchless thermometer, while wearing mask, gloves, and protective eyewear.

- Staff responsible for caring for children will wear a long-sleeve, button-down smock to be changed if soiled with secretions (mucus, saliva, spit-up, etc.).
- Parents are to bring an extra set of clothing for their child and will be asked to change children's clothing if soiled. Changing of diapers, clothing, etc. are the sole responsibility of the parents who are in the same or adjacent rooms for the duration of class.
- Staff and parents are to make frequent use of hand sanitizer. They are to use soap and water or disinfecting hand/facial wipes to clean exposed skin after coming into contact with children (including arms, face, and neck).
- If during class a child exhibits signs of illness, the child will be seated in an area of the classroom away from others until the parent can retrieve and remove the child from the classroom.
- Cloth and soft toys are not permitted. All toys will be placed in a bin after use by one child to be sanitized before the next use, using soap and water or an appropriate cleaning solution for disinfection.
- Snacks must be in pre-packaged, individual servings, not to be shared among children.
- Vita will follow regular classroom procedures for sanitizing surfaces including tables, chairs, computer keyboards, door handles, and other frequently touched items.

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