INTRODUCTION

In the best interest of education, the SUN Area Technical Institute recognizes the need to have students participating in face-to-face instruction as often as possible. This plan outlines SUN Tech's strategy in comparing responses to and recovering from the pandemic including specifically COVID-19. This will serve as a guide for the safe reopening of SUN Tech. This is a fluid document based on local, state, and federal guidelines, which will continue to develop over time. This plan is based on the district's ability to follow the local, state, and federal guidelines to the best of its ability; however, this plan is developed to reduce the level of risk but does not completely eliminate risks and exposure.

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by Governor Wolf's Process to Reopen Pennsylvania. The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Pandemic Safety Coordinator: Jennifer Hain, Administrative Director
JHain@sun-tech.org or (570) 966-1031 ext. 110

Last Updated: August 20, 2020

Type of Reopening: We will begin the year with a total reopening for all students and staff to attend with the possibility of a blended and distance learning delivery system depending on the health of the community and recommendations from the Governor, Department of Health, and Department of Education.

Launch Date: August 17th, 2020

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Hours of Instruction:

Green Phase: Monday through Friday 08:00 A.M. -2:45 P.M.
- Each student will be following their sending districts schedule
  - East Juniata 8:15 a.m.-2:30 p.m.
  - Lewisburg   8:05 a.m.-2:19 p.m.
  - Midd-West   8:15 a.m.-2:30 p.m.
  - Mifflinburg 8:05 a.m.-2:25 p.m.
  - Milton   8:05 a.m.-2:25 p.m.
  - Selinsgrove 8:00 a.m.-2:45 p.m.
  - Shikellamy   8:05 a.m.-2:45 p.m.

Yellow Phase:
- Monday through Thursday will follow above schedule
- Friday- Remote learning day
  - 8:00 a.m.-12:00 p.m. & 12:30 p.m.-2:30 p.m.
  - Assignments will be due at 2:30 p.m. for daily attendance

Red Phase:
- Instruction will be online daily Monday through Friday
  - 8:00 a.m.-12:00 p.m. & 12:30 p.m.-2:30 p.m.
  - Assignments will be due at 2:30 p.m. for daily attendance

RECOMMENDATIONS

Recommendations for **ALL PHASES** of students returning to the classroom:

1. Health screenings prior to each school day, follow guidelines to remain home or be sent home when an individual displays positive responses or symptoms.
2. Encourage social distancing and promote healthy hygiene practices such as hand washing, using hand sanitizer, etc.
3. Intensify cleaning, disinfection, and ventilation in all facilities
4. Educate Faculty, Staff, and Students on health and safety protocols
5. Anyone who is sick must stay home
6. If a student or employee gets sick at school, individuals will be quarantined in the designated Nurse's Suite separate from the Nurse's Office.
7. Regular communication and monitoring of developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures

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8. Personal Protective Equipment (PPE), (gloves, masks, eye protection) will be used as needed and situations warrant or determined by local/state governments. Currently students and employees are required to wear masks at all times, except while eating lunch or drinking. Masks may be replaced with shields during theory periods while seated 6 feet apart. Shield may be required in addition to masks if working in close proximity in the lab space. Those with medical needs and disabilities may have alternate protocols.

9. Parents, students, faculty, and staff should follow travel recommendations issued by the CDC and the Governor to determine whether individuals should self-quarantine for 14-days. Staff and faculty should refer to the guidelines set forth in the (FFCRA) Families First Coronavirus Act.

Red Phase – All instruction will be delivered via distance learning model:

Schedule:

- Teaching staff will be logged into Microsoft Teams by 8:00am.
  - Teacher will be available for students from 8:00am-12:00pm and 12:30pm until 2:30
- Students will be provided access to instruction by their teacher in a variety of methods. Paraprofessional staff will be available online for all students to assist with their instructional needs and meet special education accommodations.
- Students should submit assignments virtually, no later than 2:30 pm the day it is assigned. All students will be assigned school issued devices; if internet accessibility problems exist a parent should notify the Assistant Director. If a technical emergency exists, a student will be provided with assignments in a paper format until the problem is remedied.

Building Use

- Faculty and staff will only be permitted to utilize the building with permission from Director.
- Visitors will not be permitted in the building other than for essential purposes and with approval from the Director.

General Guidelines

- Only essential employees will be permitted in the facility during this phase.
- With Director approval, faculty/staff members entering the building during this phase will follow protocols such as:
  - Wearing a face covering always
  - Sanitizing high touch areas as frequently as possible in a day including but not limited to doorknobs, workstation area, countertops etc.

Yellow Phase-Instruction will be delivered both on site and via distance learning module:

Schedule

- Monday through Thursday 08:00AM-2:45PM
- Friday 08:00-2:30- Distance Learning Module
- Students will operate on every other day schedule A/B
  - See attachment for modified schedule

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Pre-building Screening/COVID Isolation:
- The school Health and Safety Officer will oversee student screenings upon entry into the building.
  - Daily temperature of less than 100.4 will be required to remain at school to complete onsite work duties.
  - CDC Guideline screening questions will be conducted.
- Students with compromised health conditions or concern for immediate family members with compromised health conditions should notify the Director.
- Students experiencing symptoms or returning from an exposure event will report to a separate Nurse's Suite clearly identified for this use. This area will be separate from the regular Nurse's Office.
- Students who were in contact (within 6' for 15 minutes or more) of the symptomatic student will be referred to the isolation room. Parents will be notified and required to pick student up unless student is able to drive home from school. A return to school plan will be determined in conjunction with the students' health provider and the Department of Health.

Sanitizing, Cleaning, Disinfecting and Ventilation
- Everyone shall wash hands upon entry into the program/workspace and continue to use handwashing or hand sanitizer throughout the day, including before and after lunch.
- Individual's workstation and desk shall be disinfected as frequently as possible.
- Student will use tools issued and disinfect tools after each use. Students should try to utilize the same workspace and tools where feasible.
- Students should disinfect their school issued device, textbook covers, and tools on a routine schedule.
- All water fountains will be closed for use, students may bring factory sealed water to drink in the program or choose to run water fundraising program as a club. All drinks consumed during lunch should be in factory sealed container. Ice water will be available at lunch at no cost.
- Student locker door and handle will be disinfected at least once weekly.
- Custodial staff will disinfect restrooms, high touch areas (light switches, doorknobs, computer keyboards), water fountains, doorways, and offices as frequently as possible. Staff and faculty will assist with frequent cleaning of high touch areas within the workspace or program.
- Classrooms and lab spaces should be ventilated with outside air when possible, ventilation filters will be changed more frequently.
- Custodial staff will disinfect rooms with an electrostatic disinfectant on a routine basis.

Social Distancing:
- Students will be required to wear masks and sit at 6' intervals. During your scheduled theory class if a 6' distance can be maintained, shields may be worn. Special Education students with medical conditions shall meet with the IEP Team to discuss student needs, all others must meet with the Assistant Director to schedule a 504 Plan with the family prior to the start of school.
- Student workstations in the lab space will be placed at 6' intervals when possible and students will always be required to wear a mask. If the nature of the training situation prevents this, a mask, shield and/or safety glasses will be utilized.
- When possible, manikins will be used to perform tasks in specific programs. From time to time, live model use may be necessary. In those cases, students will wear a mask and shield both to protect both students involved.
- Students will always 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. Instructors will have the option to wear face shields during theory to aid with non-verbal cues or when working with a student who has medical needs.
- Students are required to follow social distancing markings and postings around the campus.
- Intermixing of students from different programs will be avoided when feasible.
- Geisinger Infographic on Power of Social Distancing

General Guidelines:
- **Travel**
    - Travel for conferences, workshops, field trips and other areas outside of the building must be deemed essential and approved by the Director. Meetings should be conducted virtually when possible.
- **Lunch**
    - Student lunches will be obtained from the cafeteria while maintaining a six-foot spacing.
    - Student lunches will be consumed in the cafeteria area, which will be disinfected as frequently as possible. Students should develop a routine of where they sit and stay within the program group.
    - Students may opt to pack a lunch to eat in the cafeteria as well.
    - Condiments will not be shared; meals will be pre-packed or placed on student trays. No buffet will be available, and salads will be pre-packed.
    - Students and parents are encouraged to use the Skyward portal to put money on lunch accounts to avoid cash or check in the cafeteria.
- **Visitors**
    - Only visitors or deliveries who are deemed essential to the program or daily operations will be permitted in the building and must enter through the Main Office or designated delivery area. Upon arrival visitors will have access to proper PPE, screening, and hand sanitizing. Arrangements

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must be made with the Assistant Director or Building and Grounds Supervisor when appropriate. Deliveries shall be placed in the courtyard.

- **Training**
  - o Sign and Symptoms
    - ▪ The Health and Safety Officer will oversee and provide training on the screening process, identifying and reporting procedure when experiencing symptoms.
  - o Handwashing
    - ▪ Initial training will be provided by the Health and Safety Officer with the faculty and staff providing follow-up reminders to students.
  - o Disinfection Agents & Procedures
    - ▪ Students will be provided training on disinfection agents by the Building and Grounds Supervisor with follow up from their program instructor on any additional industry requirements.

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Green Phase: Full re-opening guidelines with all students and staff in building

Schedule:
- Monday through Friday 08:00AM-2:45PM
  - o Each student will be following their sending district's schedule
    - ▪ East Juniata   8:15 a.m.-2:30 p.m.
    - ▪ Lewisburg   8:05 a.m.-2:19 p.m.
    - ▪ Midd-West   8:15 a.m.-2:30 p.m.
    - ▪ Mifflinburg   8:05 a.m.-2:25 p.m.
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  - o CDC Guideline screening questions will be conducted
- Students with compromised health conditions or concern for immediate family members with compromised health conditions should notify the Director.
- Students experiencing symptoms or returning from exposure events will report to a separate Nurse's Suite clearly identified for this use. This area will be separate from the regular Nurse's Office.
- Students who were in contact (within 6' for 15 minutes or more) of the symptomatic student will be referred to the isolation room. Parents will be notified and required to pick student up unless student is able to drive home from school. A return to school

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plan will be determined by the student's health provider and the Department of Health.

Sanitizing, Cleaning, Disinfecting and Ventilation:
- Everyone shall wash hands upon entry into the program/workspace and continue to use handwashing or hand sanitizer throughout the day, including before and after lunch.
- Individual's workstation and desk shall be disinfected as frequently as possible.
- Student will use tools issued and disinfect tools after each use. Students should try to utilize the same workspace and tools where feasible.
- Students should disinfect their school issued device, textbook covers, and tools on a routine schedule.
- All water fountains will be closed for use, students may bring factory sealed water to drink in the program or choose to run water fundraising program as a club. All drinks consumed during lunch should be in factory sealed container. Ice water will be available at lunch at no cost.
- Student locker door and handle will be disinfected at least once weekly.
- Custodial staff will disinfect restrooms, high touch areas (light switches, doorknobs, computer keyboards), water fountains, doorways, and offices as frequently as possible. Staff and faculty will assist with frequent cleaning of high touch areas within the workspace or program.
- Classrooms and lab spaces should be ventilated with outside air when possible, ventilation filters will be changed more frequently.
- Custodial staff will disinfect rooms with an electrostatic disinfectant on a routine basis.

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- Students will be required to wear masks and sit at 6' intervals. During your scheduled theory class if a 6' distance can be maintained, shields may be worn. Special Education students with medical conditions shall meet with the IEP Team to discuss student needs, all others must meet with the Assistant Director to schedule a 504 Plan with the family prior to the start of school.
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theory to aid with non-verbal cues or when working with a student who has medical needs.
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  - Student lunches will be consumed in the cafeteria area, which will be disinfected as frequently as possible. Students should develop a routine of where they sit and stay within the program group.
  - Students may opt to pack a lunch to eat in the cafeteria as well.
  - Condiments will not be shared; meals will be pre-packed or placed on student trays. No buffet will be available, and salads will be pre-packed.
  - Students and parents are encouraged to use the Skyward portal to put money on lunch accounts to avoid cash or check in the cafeteria.
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  - Visitors and deliveries related to the program or daily operations will have limited access to the building and must enter through the Main Office or designated delivery area. Upon arrival visitors will have access to proper PPE, screening, and hand sanitizing. Arrangements must be made with the Assistant Director or Building and Grounds Supervisor when appropriate. Deliveries shall be place in the courtyard.
- **Training**
  - Sign and Symptoms
    - The Health and Safety Officer will oversee and provide training on the screening process, identifying and reporting procedure when experiencing symptoms.
  - Handwashing:
    - Initial training will be provided by the Health and Safety Officer with the faculty and staff providing follow-up reminders to students.
  - Disinfection Agents & Procedures
    - Students will be provided training on disinfection agents (ie.-wipes/Lysol) by the Building and Grounds Supervisor with follow up from their program instructor on any additional industry requirements.

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What are the signs and symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. The symptoms may range from mild to severe. (See CDC Fact Sheet in Appendix)

Symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

What to do if you are sick?

- If you are sick with COVID-19 or think you are infected with the virus, **STAY AT HOME.** It is essential that you take steps to help prevent the disease from spreading to people in your home or community. If you think you have been exposed to COVID-19 and develop a fever and symptoms, call your healthcare provider for medical advice.
- Parents will notify the school Attendance Officer at (570)966-1031 ext. 128 and ask to be transferred to the school nurse. Staff and faculty will report general illness to the Assistant Director during non-school hours. During school or in COVID related situations faculty and staff should report to the Director.
- It will be determined if others who may have been exposed (students, faculty, staff) need to be notified, isolated, and /or monitored for symptoms
- If a Positive case of COVID-19 is Diagnosed Contact Tracing will be implemented with the assistance of local health professionals and the CDC/PA DOH. See Information in Appendix

What to do if a student or staff become ill with COVID-19 symptoms during the school day?

- Every effort will be made to isolate the ill individual from others, until the student or staff member can leave the school
- If student is ill, parent/guardian will be contacted immediately, and arrangements will be made for the student to be picked up or student may drive home, if a driving student, with parent permission.
- Ill individual will be asked to contact their physician or appropriate healthcare professional for direction and the Department of Health for a return to school plan.

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![SUN AREA TECHNICAL INSTITUTE]

Return of students to SUN Tech following a COVID-19 diagnosis?
- Students should have medical clearance from their physician or appropriate healthcare professional. CDC Return Recommendations
- Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
  - Resolution of symptoms without the use of fever-reducing medications for the previous 72 hours.
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath)
  - Minimum 10 days from the onset of initial symptoms.
   OR
  - Documentation of negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens)

EDUCATION:
Faculty, Staff, Parents and Students will be educated on the following (through posters, flyers, meetings, emails, social media, phone calls, etc.):
- COVID-19 signs and symptoms
- Proper ways to limit exposure to COVID-19 (hand washing, cough in your elbow, disinfecting touched surfaces, social distancing, avoid touching eyes, nose, face and mouth, no spitting, gum chewing, etc.)
- No Handshakes/Celebrations (high fives, fist/elbow bumps, chest bumps, hugging), etc.
- The content of this Return to Sport Guidelines Document
- Any pertinent COVID-19 information released by state/local governments

NOTIFICATIONS:
Under the guidance on contact tracing per the Department of Health parents of students who have been potentially exposed will be individually contacted. For any necessary school wide announcements, individuals will be informed through our school wide Skylert system.

Procedures for Suspected Case
- Notify all parents, staff, and students in building. There will be a special notification to families of student with direct contact. Remind families that if any symptoms manifest to keep their kids at home and report any positive test results.
- Thorough cleaning of areas where the individual with the suspected case had been. If the suspected case involves an individual that has had contact with an individual with a confirmed case, the suspected case should be treated initially as a confirmed case until the negative test results are confirmed.
- Monitor, track, and follow up with all reports of confirmed or suspected cases. Clearly document all contacts and reports made on individual cases.

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Procedures for Confirmed Case

- Notify all parents, staff, and students in the building. There will be a special notification for those students and adults with direct contact. Remind families that if any symptoms appear to keep their kids at home and report any positive test results.
- Students with direct contact to that individual with the confirmed case should remain at home for virtual participation in classroom activities for a period of time not to exceed fourteen days. Screening for symptoms during that time off should be done at home. Students that present a negative test result can return to school immediately.
- If there are no symptoms within that time span, the student may return to school for in-person instruction as scheduled where they will be screened by the school nurse for another three days prior to the start of instructional activities.
- If there are symptoms present, the parents are highly encouraged to take the child for testing and report the results of that testing to the school district. Students should remain on a virtual learning platform for 14 days from the date of the positive test assuming there are no longer any of the associated symptoms present. If symptoms remain past the 14-day date, please consult a physician for a note about returning to school. Returning students will be screened for a three consecutive day period by the school nurse for signs of a fever.
- Consider not using that classroom area or space for three days and then providing a thorough cleaning where feasible. If not feasible, classroom must be thoroughly cleaned before reuse when there has been a confirmed case.
- If there are multiple confirmed cases in a building, guidance will be obtained from the Department of Health as whether to resume classes within the building or move to the virtual learning platform.

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APPENDIX

Proposal for Hybrid Learning Model 2020/2021 School Year
COVID-19 Impact and Social Distancing Plan

Instructional Schedule- 50% In-school and 50% Remote learning

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Who reports to SUN Tech	District Group A — District Group B will utilize independent remote learning	District Group B — District Group A will utilize independent remote learning	District Group A — District Group B will utilize independent remote learning	District Group B — District Group A will utilize independent remote learning	Remote learning for all, theory, office hours, and planning time
When will the student participate in CTE?	Each student will be designated as "A or B Group" participate in CTE according to their designated sending district arrival and departure time (i.e. 8:05 AM - 2:45PM). Students will participate in person on days scheduled at SUN Tech and remotely from home on their non-scheduled days Monday through Friday. All Cosmetology students will be attending live training Monday through Thursday.				
When will the student participate in their Math courses?	Each student who is enrolled in a Math course will participate remotely in their academic course during their designated online training days. While participating on live instruction days, students will be visited by the Math instructor in the training program to check for understand and assignment progress.				
What is the purpose of the flexible instruction day?	Instructors will conduct group theory lessons, hold office hours for questions and remediation, provide student accommodations, post grades in Skyward, communicate with families, and update Microsoft Teams with course content.				

Transportation

Days	Monday	Tuesday	Wednesday	Thursday	Friday
When will the busses arrive and dismiss?	Busses will arrive at SUN Tech in the morning according to each district's AM schedule and dismiss from SUN in the afternoon according to each district's PM schedule.				
Who will use the busses to attend SUN Tech?	District Group A	District Group B	District Group A	District Group B	Remote learning for all, theory, office hours, and planning time
Are students permitted to drive to SUN Tech?	Students may wish to drive directly to SUN Tech but must follow the sending district and SUN Tech driving policies. Students may only attend on their scheduled day.				

How does this schedule follow CDC Guidelines for Social Distancing and Cleaning?

Class sizes are reduced to permit social distancing within each classroom/program area.

This schedule permits time for the custodial team to clean between each district group (e.g. deep cleaning would occur on Tuesday evening and on Fridays).

How will we manage lunch?

What type of lunch will be served at SUN Tech?	A grab and go lunch is proposed. Students would eat their lunch in their designated program areas or cafeteria.

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10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.

2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.

3. **Get rest and stay hydrated.**

4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.

5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.

6. **Cover your cough and sneezes.**

7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a cloth face covering.

9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.

10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.
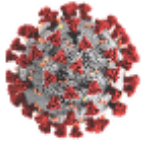
cdc.gov/coronavirus

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

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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.

CS314867A 04/15/2020

cdc.gov/coronavirus

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BACKGROUND

Contact tracing is the process of reaching out to anyone who came into close contact with an individual who is positive for COVID-19. Contact tracing helps monitor close contacts for symptoms and to determine if they need to be tested. Contact tracing is a key strategy for preventing the further spread of infectious diseases such as COVID-19.

WHAT IS CONTACT TRACING? 16

WHAT DOES THIS PROCESS LOOK LIKE?

- In contact tracing, public health staff work with a case to help them recall everyone they have had close contact with during the time they were infectious.
- Public health staff then inform individuals who have had close contact (e.g. "close contacts") that they have potentially been exposed to COVID-19. Close contacts are only told that they may have been exposed to someone who has COVID-19; they are not told who may have exposed them.
- Close contacts are given education, information and support so they understand their risk. They receive information on what they should do to separate themselves from others who have not been exposed, how to monitor themselves for illness, and are made aware that they could possibly spread the infection to others, even if they do not feel sick.
- Close contacts will be asked to quarantine themselves and are encouraged to stay home and maintain social distancing through the end of their infectious period, which is about 14 days, in case they become sick. They should monitor themselves by checking their temperature twice a day and watch for any other symptoms of COVID-19. Public health staff will check in with these contacts to make sure they are self-monitoring and have not developed symptoms.
- If a close contact develops symptoms, they should isolate themselves and let public health staff know. The close contact will be evaluated to see if they need medical care. A test may be necessary unless the individual is already in a household or long-term care facility with a confirmed case, then the close contact would be considered a probable case without a test.

WHAT TERMS SHOULD I KNOW WHEN IT COMES TO CONTACT TRACING?

- A **case** is a patient who has been diagnosed with COVID-19. A case should isolate themselves, meaning they should stay away from other people who are not sick to avoid spreading the illness.

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- A **close contact** is an individual who had close contact with a case while the case was infectious. A close contact should quarantine themselves, meaning they should stay at home to limit community exposure and self-monitor for symptoms.
- A **contact of a close contact** is an individual who had or continues to have contact with a close contact. A contact of a close contact should take all regular preventative actions, like washing hands, covering coughs and sneezes, and cleaning surfaces frequently. A contact of a close contact should be alert for symptoms.

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RESOURCES:

PA Department of Health
Website: www.health.pa.gov
"Coronavirus Symptoms"
"What is Contact Tracing"
"Phased Re-opening Plan by Governor Wolf"
"Guidance for All Sports Permitted to Operate During the Covid-19 Disaster Emergency to Ensure the Safety and Health of Employees, Athletes and the Public."
https://www.governor.pa.gov/covid-19/sports-guidance/

Centers for Disease Control and Prevention
Website: cdc.gov/coronavirus/2019-ncov/index.html
"What You Should Know About COVID-19 to Protect Yourself and Others",
"Schools Decision Tree"

NFHS: Guidance for Opening Up High School Athletics and Activities (per update on May 2020)

A Guide to Re-Entry to Athletics in Texas Secondary Schools
By Jamie Woodall, MPH, LAT, ATC, CPH and Josh Woodall Med, LAT, ATC

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HEALTH AND SAFETY PLAN- STUDENTS

Tracked Changes

July 29, 2020   Corrected Selinsgrove arrival to 8:00AM and removed highlighted areas for confirmation. Corrected COVID temperature to 100.4 degrees. Notify Attendance Officer for students who are ill and Director for staff with COVID related situations, general staff illness will be reported to Assistant Director.

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August 20, 2020   Currently students and employees are required to wear masks at all times, except while eating lunch or drinking. Masks may be replaced with shields during theory periods while seated 6 feet apart. Shield may be required in addition to masks if working in close proximity in the lab space. Those with medical needs and disabilities may have alternate protocols.

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