

## **COVID-19 Safety Plan**

### **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, students, volunteers, and visitors.

Vita Education will implement a phased approach to re-opening the office for staff and later resuming in-person classroom instruction. The following plan details the process for opening the Doylestown and Croydon office locations for staff and potentially a limited number of visitors by appointment only. Meetings and other work functions may continue to occur virtually contingent on business necessity and carrying out the mission of the organization.

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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 will be continued until a Phase II instructional plan has been written, approved, and made available to the public.
- The decision-making process for adapting to changing conditions - including government-mandated orders, COVID-19 exposure and/or sickness of staff, students 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, students, 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. A checklist will be maintained to document completion of each task.

#### 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 and yellow.

- 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, students, 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, student, volunteer, or visitor should notify Vita of a positive result if they were at the office 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. 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.
- Student registration and classes are being conducted virtually until a formal instructional plan is in place for the Fall semester. Planning must occur in consultation with school districts and other site providers.
- If it is determined that a student must come to the office for in-person intake or testing, the student must follow the office procedures for mask wearing and social distancing.
- The student is expected to stay home if feeling ill or has recently traveled domestically or internationally. Upon arrival, the visitor must sign-in at the front desk and answer screening questions.

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