Comprehensive Learning Center
Bucks County, Pennsylvania
COVID 19 Reopening Infection Control Safety Plan

Hayes and Leichter Infection Prevention and Disinfection

Certified Infection Preventionists
Virtual - Onsite Consultation
Jenny Hayes, MSN, RN, CIC, CAIP, CASSPT
856 261 8388
Diane Leichter, RN MSN BC-NE CNRN CIC
215 796 1947
Email: HLInfectionPrevention@gmail.com
Dear Cindy and Barbara, and Board of Directors of the Comprehensive Learning Center,

It has been wonderful working with you both as the organizational leaders from the Comprehensive Learning Center (CLC), and acting as your Infection Control consultants. You have done great work developing a complete plan to guide your organization’s COVID reopening. We were able to review and provide guidance to the CLC to identify potential risks, set priorities to reduce and mitigate risk, develop strategies to implement processes to reduce risk, and evaluate the effectiveness of your Phased School Reopening Health and Safety Plan (planned submission to the PA Department of Education) and your summary, Comprehensive Learning Center COVID-19 Health and Safety Statement & Brief Guidelines.

Jenny and I support the submission to the Pa Department of Education of the Phased Reopening plan as it stands now, and are certain that the plan provides a workable strategy for the CLC to realistically address the complex challenges that you and your team will face in the next several weeks. The strategies outlined provide an excellent map to keep your students, their families, your teachers and staff and their families safe and mitigate the risk of COVID for all these groups.

Risk reduction priorities were developed during our collaboration and are based upon:

1. Identification of your students as generally at higher risk based on their unique learning, behavioral and environmental requirements.
2. Acknowledgement of the amazing learning and work you now do with these students and families, and of the incredible importance to your community that your doors remain open as much as possible.
3. A discussion and review of
   a) Building readiness
   b) Hazard/exposure management
   c) Social distance review
   d) Cleaning and disinfection of surfaces
   e) PPE and Hand Hygiene
   f) Education and Signage

Additionally, please understand that your plan is iterative and that you may need to change the plan in response to changes in the community prevalence of COVID as well as your experience with implementing your plan. One great example of this is use of PPE by your students.
Please know that we will be happy to answer all questions as they arise, and will of course be happy to help you change this plan as we all learn more in the next few months.

Sincerely,

Diane and Jenny

Jenny Hayes, MSN, RN, CIC, CAIP, CASSPT
856 261 8388
Diane Leichter, RN MSN BC-NE CNRN CIC
215 796 1947
Comprehensive Learning Center

Township/County Location: Warminster, Bucks County, PA

Phased School Reopening
Health and Safety Plan Template

As advised by the PA Department of Education, each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non-instructional school reopening activities. CLC’s Health and Safety Plan was developed and tailored to the unique needs of our students and of local health agencies. Given the dynamic nature of the pandemic, this plan allows for flexibility to adapt to changing conditions. The templates within this plan are used to document CLC’s Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. CLC’s Health and Safety Plan has been approved by its governing body and posted on our website prior to the reopening of school.

CLC will continue to monitor this Health and Safety Plan throughout the year and update as needed. All revisions will be provided to CLC’s governing body prior to posting on the school entity’s public website.

06.23.2020
CLC BOD Approved
This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.
Health and Safety Plan: Comprehensive Learning Center

All CLC 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 virtual learning, whether using digital or non-digital platforms. 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.

CLC is located in Bucks County and will follow this county’s current designation (i.e., red, yellow, green) and the best interests of our local community, CLC has indicated which type of reopening our Executive Director has selected by checking the appropriate box in row three of the table below.

The remainder templates within this plan document CLC’s plan to bring back students and staff, how we will communicate the type of reopening with stakeholders in our community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

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 CLC should account for changing conditions in its Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.
**Type of Reopening**

**Key Questions**

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county’s current designation and local community needs, which type of reopening has your school entity selected?

- ☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ☒ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels virtual learning). **CLC is doing a Scaffolded/Blended Reopen. We are providing in-person instruction for either morning or afternoon sessions, with 50% of students served during each session. The option to continue virtual learning only is available to those families who choose this format.**
- ☒ Blended reopening that balances in-person learning and virtual learning for all students (i.e., alternating days or weeks). **CLC is alternating time of day students are onsite (i.e., 50% in AM and the other 50% in PM) during ESY and supplementation with virtual learning opportunities is available, during the other session when students are at home, at parent request.**
- ☐ Total virtual learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):** July 6, 2020
Pandemic Coordinator/Team

CLC has created a Pandemic Crisis Team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools in Pennsylvania. The pandemic team is responsible for facilitating the planning process, monitoring implementation of the Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year to ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the CLC community.

In the table below, individuals are listed who serve as the pandemic coordinators, plan developers, response team, advisors, and the stakeholder group they represent. Each pandemic team member and stakeholder group they represent (i.e., administrators, instructional staff, office staff, parents, and students), has a specific role in planning and implementation of CLC’s Health and Safety Plan.

- **Health and Safety Plan Development**: Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team**: Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team)**: Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.
- **Advisory Team**: Individual or organization will play a role to consultant the pandemic coordinators in understanding health and safety matters as pertaining to the coronavirus.

<table>
<thead>
<tr>
<th>Individual(s)</th>
<th>Stakeholder Group Represented</th>
<th>Pandemic Team Roles and Responsibilities (Options Above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy Murphy, Executive Director</td>
<td>School Entity &amp; Parents</td>
<td>Pandemic Coordinator, Plan Development &amp; Response Team</td>
</tr>
<tr>
<td>Barbara Leon, Dir. of Ops.</td>
<td>School Entity &amp; Administrative Staff</td>
<td>Pandemic Coordinator, Plan Development &amp; Response Team</td>
</tr>
<tr>
<td>Aileen Tschirlig, Clinical Director</td>
<td>Educational Staff and Students</td>
<td>Plan Development &amp; Response Team</td>
</tr>
<tr>
<td>Matt Ward, Clinical Director</td>
<td>Educational Staff and Students</td>
<td>Plan Development &amp; Response Team</td>
</tr>
<tr>
<td>Amanda Fremont, Clinical Director</td>
<td>Educational Staff and Students</td>
<td>Pandemic Crisis Response Team</td>
</tr>
</tbody>
</table>
**Key Strategies, Policies, and Procedures**

The pandemic team has used the Pennsylvania Department of Education’s (DOE) Preliminary Guidance for Phased Reopening of PreK-12 Schools to create its Health and Safety Plan to best meet the needs for our students and employees.

Detailed summaries describing the key strategies, policies, and procedures CLC will employ have been created. An asterisk (*) denotes a mandatory DOE element of the plan. CLC also incorporated other DOE requirements which were highly encouraged to the extent possible. CLC’s goal is to provide a safe and healthy environment for our students and employees.

For each requirement within each domain, we have documented the following:

- **Action Steps under Yellow Phase**: Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase**: Identify the specific adjustments CLC will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then “same as Yellow” is in this cell.
- **Lead Individual and Position**: List the person(s) responsible for ensuring the action steps are fully planned and CLC is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed**: List of any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required**: In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?
Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will CLC ensure the building is cleaned and ready to safely welcome staff and students?
- How will CLC procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?
- How often will CLC implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will CLC put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:
The safety of our staff and students is of utmost importance in the decision to re-open on July 6, 2020. Comprehensive Learning Center (CLC) is committed to protecting the health and safety of our students and employees during this challenging time.

Prior to Re-opening the Facility

- Entire building will be cleaned and sanitized using commercial-grade disinfecting cleaning products. CLC’s janitorial contractor uses multiple commercial supply vendors to procure cleaning products. The two primary products are Aqua Chem Pacs and Micro Ban 24 Disinfectant Cleaner (see specifications in Attachment #1).

Daily Cleaning/Sanitizing

- Our ratio of staff to students is primarily 1:1 throughout the school day. This level of supervision allows for on-going disinfecting of high-touch points throughout the building on a daily basis, making our cleaning/sanitizing requirements achievable and effective.
- Instructional staff will wipe student desks, chairs, and materials at least once during school hours and again after students are dismissed. Windows in classroom are permitted to be open while HVAC is operating. Student bathrooms are single occupancy and instructional staff will clean high-touch points (e.g., sink/faucet handles, towel and toilet paper dispensers, doorknobs, and commode handles – lights are motion-activated so switches are not touched) after each student use daily and again after students are dismissed.
- Kitchen will have limited access. Instructional staff will clean/sanitize after each use and after students are dismissed.
• Office and Administrative staff participate in cleaning/sanitizing of common areas, such as stairwells, hallways, and staff bathrooms once during student hours and prior to leaving at the end of the workday. Bathroom cleaning process includes high-touch points described above for staff bathrooms. Office and Administrative staff are assigned specific areas daily.
• All staff are required to clean/sanitize their individual work areas once during the school day and again prior to leaving.
• Janitorial services are scheduled twice weekly and will include cleaning/sanitizing using previously mentioned products.
• Hand sanitizer dispensers (i.e., at least 60% alcohol-based) are available throughout the building for on-going use.

Training

• CLC’s Pandemic Team will follow cleaning, sanitizing, and disinfecting guidelines according to product specification. The Pandemic Team will consult with CLC’s HVAC contractor on ventilation capabilities of these units to ensure adequacy of air exchange. Clinical Directors will train instructional staff and Director of Operations will train office and administrative staff.
• Training will be conducted in a small group format (with 6ft physical space between attendees) prior to reopening allowing time to review and practice all cleaning, sanitizing, and disinfecting protocols. Following review of all protocols, Response Team members will ask staff to restate expectations and demonstrate procedures where applicable. Individual training will be provided as required until each staff member is able to restate and/or demonstrate the required knowledge.
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Action Steps under Yellow Phase</th>
<th>Action Steps under Green Phase</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, and or Supports Needed</th>
<th>PD Required (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</td>
<td>1. CLC HVAC units have not been turned off, therefore ventilation has been and will be ongoing; HVAC scheduled Preventive Maintenance has occurred as scheduled and upgraded HEPA filters will be used. Opening of windows will be permitted while HVAC is operating. 2. Before opening, CLC’s janitorial services will conduct a thorough cleaning/sanitizing of all student and staff areas. 3. Throughout the closure, a CLC office staff member has been onsite weekly running faucets and showers, water fountains, dishwashers and washer/dryers, and flushing toilets, etc. to ensure the water did not stagnate. 4. Drinking fountains will be covered to prevent student use (but will be maintained to ensure waterlines do not become stagnant). 5. CLC does not provide transportation of its students</td>
<td>Same as yellow</td>
<td>Aileen Tschirlig and Matt Ward, Clinical Directors. Barbara Leon, DOO</td>
<td>Primary cleaning products: 1. Aqua Chem Pacs Disinfectant Cleaner, Detergent, Deodorizer, Virucide, Fungicide, Mildewstat, Kills Pandemic 2009 H1N1 Influenza A virus. This product will be available for daily cleaning throughout the facility. 2. Micro Ban 24 3. Cleaning cloths will be provided and washed/dried daily</td>
<td>Y - All staff will be trained on daily cleaning/sanitizing tasks and safety measures in using these products</td>
</tr>
<tr>
<td>Requirements</td>
<td>Action Steps under Yellow Phase</td>
<td>Action Steps under Green Phase</td>
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</tr>
<tr>
<td>Other cleaning, sanitizing, disinfecting, and ventilation practices</td>
<td>Office and Administrative Staff will sanitize common areas after student use as well as individual work areas. HVAC will remain on. Windows will be permitted to be open while running HVAC. Janitorial services are scheduled twice weekly for “deeper” cleaning/sanitizing.</td>
<td>Same as yellow</td>
<td>Aileen Tschirlig and Matt Ward, Clinical Directors. Barbara Leon, DOO</td>
<td>Primary cleaning product Aqua Chem Pacs Disinfectant Cleaner, Detergent, Deodorizer, Virucide, Fungicide, Mildewstat, Kills Pandemic 2009 H1N1 Influenza A virus. This product will be available for daily cleaning throughout the facility. Cleaning cloths will be provided and washed/dried daily</td>
<td>Y - All staff will be trained on daily cleaning/sanitizing tasks and safety measures in using products</td>
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**Social Distancing and Other Safety Protocols**

**Key Questions**

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?
Summary of Responses to Key Questions:

Classrooms/Learning Spaces

Our main classrooms (i.e., Modules) hold up to 8 students and 8 instructors (1:1 ratio). However, during the yellow and green phases, these main classrooms will be occupied by up to 4 students and 4 instructors per module. Each student will have his/her own curricular materials, desk, and chair. Each student’s learning environment will be spaced at least 6 ft, or at furthest distance possible, from other students/instructors. CLC will utilize small, individual classrooms for those students who present higher risk to others by spreading of saliva or other bodily fluids (e.g., history of spitting/frequent hand mouthing, etc.). Any student considered at high-risk for severe illness, per the CDC, will receive his/her instruction in a self-contained classroom to reduce exposure to others. If necessary, modifications will be made for any staff at high-risk, per CDC criteria, for severe illness to reduce possible exposure.

Communal Spaces

Due to the size and specialized nature of our school, we have limited times per day when students are gathering outside of the classroom. Creating modified schedules for access to these areas (e.g., lockers, playground) is easily accomplished and physical distancing can be achieved in any communal space.

Outdoor Space and Social Distancing

Due to the specialized nature of our students and their programming, our traditional activities prior to the pandemic involve our students participating in outdoor activities one-to-one with an adult or in small groups (e.g., 3 or 4 students) only. Use of outdoor space will be modified to ensure one-to-one supervision of each student so that any material touched can be disinfected following use to every extent possible. Outdoor space will be limited so that proper distancing can be achieved at all times. Available equipment will include swings (chains coated with vinyl/rubber seat so easily disinfected), personal bikes/scooters (sent from home), and walking path surrounding the playground. Playground use will be limited to ensure proper disinfecting following each use. No more than 3 students and 3 instructors, maintaining appropriate distance, will occupy the playground at one time.

Hygiene Routines

Staff and students will follow hygiene routines such as frequent handwashing using soap and water, hand-sanitizer containing at least 60% alcohol, and covering mouth while coughing/sneezing such as into one’s elbow.
**Transportation and Social Distancing**

CLC does not provide student transportation to or from school. Student transportation is provided via each student’s LEA. Due to CLC’s small student body (i.e., 36-37 students) and the array of school districts/Intermediate Units served, CLC students arrive in small buses, vans, or cars, with 1 to 5 riders per vehicle. Students exit one vehicle at a time with an adult escort per student or pair of students. Our arrival and dismissal procedures are already highly individualized. In response to the pandemic, CLC staff will ensure that 6 ft physical distance is maintained, to every extent possible, during loading and unloading of each vehicle daily, including while entering/exiting the building, accessing lockers, and while transitioning throughout the hallways.

**Visitors and Volunteers**

Visitors are restricted to educational professionals, required to provide student services, and only when absolutely necessary. Such professionals may include speech therapists, psychologists for purpose of student evaluation, etc. Visitors are required to complete a health self-assessment (See Attachment #2) prior to entering the building, wash hands or use hand-sanitizer, and must wear masks/maintain 6 ft physical distance from students and staff to every extent possible. Only acceptable assessments (defined as answering “no” to all questions on assessment form) will permit a visitor to gain entrance into the enclosed foyer area. A staff member will perform/ask visitor to self-perform a temperature check (All temperature checks as referenced throughout this Plan are done using infrared, non-touch thermometers only). Only those with a temperature reading less than 100 degrees Fahrenheit will gain access to the lobby area for sign-in to other occupied areas of the building. Any visitor with an unacceptable temperature reading will be asked to leave and the foyer area will be cleaned/sanitized. IEP team and parent meetings will continue via Zoom or Teams meetings. CLC will not use volunteers and has cancelled all onsite, scheduled visitor days and onsite parent meetings. Advisory and Board meetings will also be held virtually. All visitors will complete self-assessments and access to the building will be restricted according to criteria described.

**Safety Protocols Differ Based on Students Grade or Age**

CLC safety protocols do not differ based on age of students because, due to diagnoses of autism, all have highly individualized strengths and needs. That is, our older students with autism, for example, are not assumed to tolerate protective equipment more easily than our younger students with autism. Safety protocols involving protective equipment will be implemented to the extent possible with all students regardless of age.

**Training**
The Plan Development and Response Team has been trained in CDC guidelines for reducing exposure, handwashing, and social distancing. CLC will post these guidelines throughout the building, including in every classroom, bathroom, kitchen, and hallway. Floor markers in common areas will indicate the distance of 6ft from one mark to another. The Plan Development and Response Team will instruct all staff on all safety measures and provide practice sessions when necessary.
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Action Steps under Yellow Phase</th>
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<th>PD Required (Y/N)</th>
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</thead>
<tbody>
<tr>
<td>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</td>
<td>CLC students require individualized, face-to-face instructional support from staff for most learning opportunities. - In order to reduce exposure across people within the building, students will be assigned to <em>no more than two instructors</em> with whom s/he will rotate when receiving in-person instruction. <em>When possible, students will be assigned only one instructor who delivers his/her instruction.</em> Student-Staff assignments (i.e., the student-staff pairing who will be <em>less than 6 feet from each other for more than 10 minutes</em>) will remain constant across the day and week to every extent possible throughout in-person instruction. Staff working in closer proximity to students will wear additional</td>
<td>Same as yellow</td>
<td>Aileen Tschirig and Matt Ward, Clinical Directors</td>
<td>N/A</td>
<td>Y – All Instructional Staff will receive training on guidance/expectations regarding distance requirements</td>
</tr>
</tbody>
</table>
- Protective equipment (face mask & shield, clothes covering, i.e., lab coat, gloves where applicable).

- Module Trainers/Clinical Directors will provide training and support while maintaining at least 6 feet of physical distance to every extent possible.

- In the event of the need to maintain safety of a student at risk for harming him/herself or others, additional staff may be necessary to be closer than 6 ft, or in physical contact, with the student in order to provide the required support. Protective equipment is worn by staff at all times where contact is increased.

  Student workspaces within each classroom will be spaced at least 6 feet apart, to the extent possible, for all students in the classroom.

* Restricting the use of cafeterias and other congregate settings, and serving

| Kitchen: If utilized, there will be no more than 2 student/instructor pairings at one time. | Same as yellow | Aileen Tschirig and Matt Ward, Clinical Directors | N/A | Y – All Instructional Staff will receive training on requirements for |
meals in alternate settings such as classrooms

With the modified school hours, students will eat lunch at home either after or before his/her session. If snack foods are consumed by students, this will occur in his/her classroom at his/her desk/workspace. Staff will eat at their assigned workspaces while maintaining proper distancing followed by disinfecting procedures.

2. Lockers: Access will be scheduled and supervised to ensure physical distancing requirements at all times. High touch points will be cleaned/sanitized after student departures; the interiors will be cleaned/sanitized weekly by instructional staff. CLC will require parents to clean/disinfect student belongings prior to being transported.

Lobby seating area will be arranged to allow 6ft distance placement of chairs.
<table>
<thead>
<tr>
<th>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CLC students receive on-going instruction to hygiene activities on an on-going basis. Instructional staff will continue to supervise, and instruct where necessary, proper hand-hygiene practices as required (e.g., following bathroom use, before and after eating, when coughing/sneezing, etc. as well as proper disposal of soiled materials in the most hygienic manner). Staff are required to practice hand hygiene for all listed activities above as well. 2. Both employees and students are required to practice hand hygiene upon arrival to school and at each reentry to the classroom during each school day.</td>
</tr>
<tr>
<td>Same as yellow</td>
</tr>
<tr>
<td>Aileen Tschirlig and Matt Ward, Clinical Directors.</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Y-Staff will be trained on all heightened expectations/requirements related to hygiene practices.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</th>
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</thead>
<tbody>
<tr>
<td>CLC will post the CDC posters on these topics in common areas as well as classrooms and bathrooms (see Attachment #3)</td>
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<tr>
<td>Same as yellow</td>
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<tr>
<td>Barbara Leon, Director of Operations</td>
</tr>
<tr>
<td>N/A</td>
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<td>N</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>* Identifying and restricting non-essential visitors and volunteers</th>
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<tbody>
<tr>
<td>CLC requires and will continue to require visitors to schedule onsite visits. CLC will limit those visits to</td>
</tr>
<tr>
<td>Same as yellow</td>
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<tr>
<td>Aileen Tschirlig and Matt Ward, Clinical Directors and Barbara Leon, Director of Operations</td>
</tr>
<tr>
<td>N/A</td>
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<td>N</td>
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<tr>
<td><em>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</em></td>
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</tbody>
</table>
| **1. Playground** - Due to the specialized nature of our students and their programming, our traditional activities prior to the pandemic involve our students participating in outdoor activities one-to-one with an adult or in small groups (e.g., 3 or 4 students with 2 to 4 instructors) only. Use of outdoor space will be modified to ensure one-to-one supervision of each student so that any material touched can be disinfected following use (e.g., slide/swing). No more than 3 students and 3 instructors, maintaining appropriate distance, will occupy the playground at one time.  

2. **P.E.** - There will be no physical education activities in the school gym during CLC’s reopening phase. Any P.E. -related activities completed outdoors will focus on individual skill | Same as yellow | Aileen Tschirlig and Matt Ward, Clinical Directors | Y – Staff will be trained on expectations/requirements for playground use and PE restriction. |
building only and no team activities will occur.

*CLC does not provide team sporting activities. Rather, individualized instruction is provided in a one-on-one format when applicable.

| Limiting the sharing of materials among students | CLC’s program structure primarily utilizes individual learning materials, this practice will continue but, will exclude any shared material to the extent possible*. Electronic devices will be provided by parents for their child’s use during the school day. Any material that travels between home and school will be disinfected upon unpacking at school and requests will be made to disinfect material/s at home before packing to send to school. *Any materials that must be used by more than one student will be disinfected prior to sharing. | Same as yellow | Aileen Tschirlig and Matt Ward, Clinical Directors | N/A | Y-Staff will be trained on all expectations/requirements

<p>| Staggering the use of communal spaces and hallways | With specific schedules for activities already in place, CLC will further limit use by: Designating | Same as yellow | Aileen Tschirlig and Matt Ward, Clinical Directors and Barbara | N/A | Y-Staff will be trained on all expectations/requirements |</p>
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>one stairwell for travel up and one stairwell for travel down when</td>
<td>limiting elevator access and, scheduling use of the kitchen area/s; Staggered dismissal times to reduce the number of students in a hallway.</td>
<td>Leon, Director of Operations</td>
<td></td>
</tr>
<tr>
<td>going between floors, limiting elevator access and, scheduling use</td>
<td>of the kitchen area/s;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>of the kitchen area/s; Staggered dismissal times to reduce the number</td>
<td>of students in a hallway.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>of students in a hallway.</td>
<td></td>
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<tr>
<td>Adjusting transportation schedules and practices to create social</td>
<td>CLC already has a unique individual drop-off and pick-up routine as noted in the summary section but, will enhance this process to maintain 6 ft distance to every extent possible.</td>
<td>Aileen Tschirlig and Matt Ward, Clinical Directors</td>
<td>Y-Staff will be trained on all expectations/requirements</td>
</tr>
<tr>
<td>distance between students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limiting the number of individuals in classrooms and other learning</td>
<td>Classroom occupancy will be reduced by approximately 50% per classroom. Interactions will be conducted respecting 6 ft distance between recipients to every extent possible.</td>
<td>Aileen Tschirlig and Matt Ward, Clinical Directors</td>
<td>Y-Staff will be trained on all expectations/requirements</td>
</tr>
<tr>
<td>spaces, and interactions between groups of students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinating with local childcare regarding onsite care, transportation</td>
<td>CLC does not provide onsite childcare. CLC’s school calendar will not be revised and will continue with 180 school days and 29 ESY days. School days will be shortened during ESY for in-person instruction so that classroom occupancy</td>
<td>Aileen Tschirlig and Matt Ward, both are Clinical Directors</td>
<td>N</td>
</tr>
<tr>
<td>protocol changes and, when possible, revised hours of operation or</td>
<td>modified school-year calendars</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>modified school-year calendars</td>
<td></td>
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</tbody>
</table>
Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
• Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Monitor Health of Students and Staff

Arriving to School/Work

• Daily Self-Assessments – defined as a series of symptom-related health questions, some specifically known as coronavirus symptoms and, daily temperature reading recorded on self-assessment form.
• Parents/Guardians are required to complete a self-assessment of their child each morning, take the child’s temperature and record the results on the self-assessment form.
  o No child should be placed in a vehicle to be transported to CLC with either, one or more positive responses to the self-assessment questions and/or, a temperature reading of 100/+ degrees Fahrenheit. This includes parents/guardians who choose to transport their child to school.
• When students have fully completed self-assessment forms, with all questions answered as negative and, a temperature reading recorded of 99.9 degrees Fahrenheit or less, the child may be transported to CLC. The parent/guardian provides the completed assessment form/s to the student’s driver, or other responsible adult in vehicle at time of pick-up of the child before pulling away from the student’s home.
• Once at CLC, while vehicles are waiting in line, prior to the pulling up to the unloading section of the drop-off/pick-up lines, designated staff members, including the School Nurse, will collect the completed self-assessment forms from each driver, review the self-assessment, conduct a temperature check on the student/s in each vehicle, and record the results on the self-assessment form. Students who meet the above-stated criteria are permitted to exit their vehicle at the designated unloading area and will be escorted into the building following 6ft distance protocol.
• PARENTS, PLEASE NOTE: Should your child arrive at school without the fully completed self-assessment form, with an assessment form where one or more questions were answered affirmatively, and/or have a temperature reading of 100/+ degrees Fahrenheit, the driver will be instructed to pull over to the designated reserved parking area. The School Nurse, or her designee, will call the parent/guardian, provide the reason why their child will not be permitted to enter the school and inform that the child is being immediately transported back home. It is the parent’s responsibility to ensure a responsible adult is at home to receive the child. Likewise, when a parent/guardian transports, the School Nurse will instruct him/her to return the child home. There are NO EXCEPTIONS. This process is in place to protect all students and staff.
• Prior to entrance, staff will complete a self-assessment form and have a temperature check prior to accessing the building daily. Temperature reading is recorded on the self-assessment form. Access will be granted to the building only when all questions on the self-assessment are answered as “no” and temperature reading is below 99.9 degrees Fahrenheit. If you arrive earlier than your start time, place your acceptable completed self-assessment with recorded temperature reading in the designated area. The School Nurse, or designee, will be onsite at 7:45am to collect and conduct staff temperature readings.

• **STAFF PLEASE NOTE:** If a staff member answers affirmatively to any of the self-assessment questions or, registers a temperature of 100 degrees Fahrenheit or higher, the staff member will be denied entry to the facility and is required to notify a Pandemic Team Member.

• Completed self-assessments will be collected each day by the School Nurse and filed by day. Self-assessments with positive responses and/or temperature of 100 degrees Fahrenheit or higher are flagged for follow up by Response Team.

**During School/Workday**

• Temperature checks and overall visual health assessments (i.e., checking for the presence of visible symptoms related to COVID-19) will be conducted at least once during the day on both students and staff by the School Nurse or designee.

• Instructional staff will monitor students and call School Nurse if there are suspected health concerns.

• Staff will monitor themselves and self-report any health concerns; the School Nurse will be notified to check staff for symptoms. Staff will have access to infrared thermometers to check their own temperature throughout the day.

**Isolation and Quarantine**

**Isolation - All PPE is required to be worn by those individuals making health assessments of isolated individuals**

A designated room near the building’s main entrance/exit will be used as a *containment room*. This room will be furnished with non-upholstered furniture (e.g., chair, table, etc.) only.

• Should a staff member, student or visitor become ill s/he is required to isolate him/herself in the designated containment room. An instructional staff member (wearing full protective equipment) accompanies an ill student as necessary for student supervision and safety. A staff member or visitor may isolate alone. The staff member or visitor is to use the phone in this area to contact a Pandemic Team Member and explain symptoms. The School Nurse will be notified and perform a health assessment and take the individual’s temperature. The Pandemic Team Member and School Nurse will determine if the individual is to exit the building or able to remain onsite.
• When a suspected contagious individual exits the room, staff assigned to clean/disinfect the area will wait at least 1 hour before reentering the room, the room will be cleaned/disinfected by a Pandemic Team Member or School Nurse wearing full PPE.

• When Required to Exit the Building following Isolation and Health Assessment

Pandemic Team Member or School Nurse will contact Bucks County Department of Health to advise of the situation and obtain any further instructions which would be shared with the Pandemic Team Coordinators.

  o Exit occurs through the main entrance ONLY

  o Students – a staff member wearing full PPE will remain with the student in the containment room (for the student’s safety and supervision) while the student’s personal belongings are retrieved by the Pandemic Team Member. The School Nurse will call the parent/s and inform him/her of the symptoms and that their child is to be immediately picked up. The School Nurse will remind parents/guardian who retrieves the child that s/he is not to return to school the next day and are required to call the Pandemic Team Member the next day to review the student self-assessment questions to determine when the child may return to school. Parents are instructed to park outside the Main Entrance and call the office. Parent/s are not to enter the building at this time, rather the Pandemic Team Member or School Nurse will bring their child out to them. Pandemic Team Member returns to the containment room to seal off the area until 24 hours have passed and the room can be disinfected (only by staff in full PPE and following specific disinfecting protocol). Any items to be laundered will be taken immediately to the laundry room to be washed/dried in as high temperature water as possible. Any disposal PPE will be sealed in a plastic bag and disposed of outside the building. The staff member will perform hand hygiene and adorn in fresh PPE.

  o Parents Please Note: When a student needs to leave the premises due to suspected contagiousness, the Pandemic Team Member or School Nurse contacts, or makes arrangements to contact, parent/s/guardian to pick up the student as soon as possible. There are NO EXCEPTIONS. This process is in place to protect all our students and staff.

  o Staff members or Visitor – The individual’s necessary belongings will be gathered and brought to isolated individual by the Pandemic Team Member, as well as any PPE needed so s/he may exit the building. The individual is reminded that s/he is not to return to work the next day. Rather, s/he is required to call the
Pandemic Team Member the next day to review the self-assessment questions to determine when the individual may return to work. Visitors are asked to inform the Pandemic Team Member of any ongoing symptoms for the safety and well-being of our staff and students. The Pandemic Team Member will disinfect the area no sooner than 1 hour has passed since the individual exited the building through the Main Entrance Only. Any items needed to be laundered will be taken immediately to the laundry room to be washed/dried. Any disposal PPE will be sealed in a plastic bag and disposed of outside the building. The Pandemic Team Member follows this same process for his/her PPE, use hand sanitizer and adorns with fresh PPE.

Able to Remain in Building –

- Students - Due to the nature and potential self-reporting deficits of individuals with autism, CLC will err on the side of caution and require all students exhibiting symptoms of illness or with fever of 100/+ degrees Fahrenheit to be picked up immediately. Follow the process in the Student Exit section above.

- Staff Members or Visitor – when granted permission to remain onsite, individual is required to wear full PPE and obligated to immediately isolate at any signs of repeated or new symptoms and follow the Staff members Visitor isolation steps above.

Assessing Others -

- For staff within 6 ft of an isolated individual for 10 minutes or longer - The Pandemic Team Member and School Nurse will identify those with whom the exited and isolated individual was closer than 6 ft away for 10 minutes or longer. Those individuals are to remain within their current area (or alternate containment room if warranted) for a health assessment and temperature reading. All individuals are to disinfect hands with sanitizer prior to health assessment.

- If no symptoms nor fever are present, the individuals may return to normal activities, but are to err on the side of caution and wash their hands/use hand sanitizer frequently and isolate themselves immediately at signs of illness or fever and follow process above for isolation.

- Staff or Visitor – Continue to self-monitor for symptoms and fever. You may return to work the next day barring no symptoms nor fever of 100/+ degrees Fahrenheit and an acceptable self-assessment.
- Students - Parents will be notified by the School Nurse of the isolation and close proximity of an ill individual. Parents will be informed of the results of their child’s onsite health assessment and advise the parents/guardians to monitor their child for symptoms. The child may return to school the next day barring no symptoms nor fever of 100/+ degrees Fahrenheit and an acceptable student self-assessment (please note the requirement of 24-hours fever free per CLC’s Health and Wellness Policy under typical circumstances and that being fever-free for 24 hours is part of the self-assessment).

An exception to returning to CLC the next day is if CLC was notified that the ill individual who exited the building developed additional COVID-19 symptoms or tested positive. Proceed to the Quarantine and Exposure section for details.

**Quarantine and Exposure**

Should CLC be exposed to a probable or confirmed case of COVID-19, the following procedures and protocols for quarantining are in effect.

CLC will seek and follow the guidance of the Bucks County Department of Health (DOH) who may conduct their own exposure/contact tracing investigation. Actions may include closing off a particular room or section of CLC for cleaning/disinfecting, quarantining students and staff assigned to a particular room or, possible school-wide closure of 2-5 days or longer. In addition to DOH guidance, or in the event of delay in receiving said guidance, Pandemic Coordinators will consult with CLC’s contracted Infection Prevention and Disinfection Certified Consultants for action steps to ensure the health and safety of students, staff, and our community.

**Guidelines of a 14-day Mandatory Quarantine:**

- 14-day Mandatory quarantine for any staff member or student who resides with a person who has a confirmed/presumptive case of COVID-19.
- 14-day Mandatory quarantine for any staff who traveled to/from CDC designated level 2 and level 3 areas.
- 14-day Mandatory quarantine for any student who traveled to/from CDC designated level 2 and level 3 areas.

**How is the Corona Virus Transmitted?**

- Direct contact transmission occurs when there is physical contact between an infected person and a susceptible person. They are spread through direct physical contact with blood or body fluids.
o **Indirect contact** transmission occurs when there is no direct human-to-human contact. Contact occurs from exposure to contaminated surfaces or objects.

o **Environmental contact** refers to a person having been present in the same facility or environment where a known infected individual had been present while contagious.

**Notification of Exposure**

o CLC requires both staff members and student parents to immediately notify Cindy Murphy, Pandemic Coordinator of you/your child’s exposure to COVID-19 as defined in the How is the Corona Virus Transmitted section above.

**Absences During COVID-19 Phases**

o If an employee, student or someone residing with him/her (e.g., parent, spouse, child, sibling, etc.) is quarantined by the Department of Health, the employee or student must stay home and not report to work or school for 14 days. Notify a Pandemic Team Member. A doctor’s note is required to return onsite to CLC.

o Student absences are excused.

o Employees quarantined may discuss the possibility to work from home with the Executive Director. Note: not all positions are available to work from home. Employees are required to follow the guidelines in the CLC COVID-19 Work-From-Home Program. If not working from home, employees may use Paid Time Off (PTO) during the quarantine. Employee should contact Human Resources for their remaining PTO balance.

o Extended Family Medical Leave Act (EFMLA) will be available for prolonged closure of a dependent child's childcare services or schools through December 31, 2020. Contact Human Resources.

o If an employee has a child that attends a school building that closes due to COVID-19 and needs to take the day off, the employee will follow the same call out procedure currently in place. Employees may use Paid Time Off (PTO) days. Employee should contact Human Resources for their remaining PTO balance.

o Should an employee fall within the Guidelines of a 14-day Mandatory Quarantine as noted above, you may be eligible for paid time off according to the CARES Act.

**CLC Closure due to Confirmed/Presumptive cases of COVID-19**

o Cindy Murphy, Pandemic Coordinator will announce the closure and for employees and parents to monitor for symptoms.

o The Clinical Directors from the Pandemic Response Team will plan for virtual learning.
Options for employees may include working from home. Approval to work from home will depend on the need of the school/business as a whole. The Pandemic Coordinators will make these decisions.

Barb Leon, Pandemic Coordinator will coordinate the deep cleaning/sanitizing of the building prior to re-opening.

Employees and parents are required to report confirmed/presumed cases of COVID-19 to Cindy Murphy, Pandemic Coordinator for the safety and wellbeing of CLC as a whole.

Accommodations to work from home may be available for employees who are unable to return to work or have health-related concerns. Note that not all positions may be available to work remote. Employees are to follow the guidelines of the CLC COVID-19 Work-From-Home Program.

Accommodations for students whose parents have concerns of returning to onsite instruction may request virtual learning. Consult with a Pandemic Team Member.

Re-opening Notification

Notification of planned re-opening will be announced via email and/or blast text message to all employees and parents.

Cindy Murphy, Pandemic Coordinator will likewise inform school districts of the impending re-opening via email.

Employees and parents should monitor their emails and cell phones daily for updated information.

Changes to this Health and Safety Plan

The Pandemic Plan Development Team may revise/modify this plan to meet the needs of our employees and students.

Cindy Murphy, Pandemic Coordinator will continue to monitor the Center for Disease Control (CDC), Pennsylvania Department of Health (DOH), Bucks County Department of Health (BCDH) and Pennsylvania Department of Education (DOE) for new or modified safety practices.

The Pandemic Plan Development Team will be trained on new health and safety practices/measures and if need be will seek the professional services of qualified individuals.

Employees and parents will be notified via email and/or text blasts of these changes.

The Pandemic Plan Development Team will update CLC's website with the revised plan.
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Action Steps under Yellow Phase</th>
<th>Action Steps under Green Phase</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, and or Supports Needed</th>
<th>PD Required (Y/N)</th>
</tr>
</thead>
</table>
| *Monitoring students and staff for symptoms and history of exposure*       | 1. Mandatory daily self-assessments and recorded temperature readings on all students and staff prior to entering the facility.  
2. Mandatory temperature readings upon arrival required on all students and staff.  
3. Random temperature and visual health checks conducted throughout the day on students and staff. | Same as yellow                  | Aileen Tschirlig and Matt Ward, Clinical Directors, Barbara Leon, Director of Operations, and School Nurse | Self-Assessments, Infrared thermometers      | Y - Leads will review assessment questions and operation of thermometers for unity in responding on protocols |
<table>
<thead>
<tr>
<th>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</th>
</tr>
</thead>
</table>
| **Isolation Onsite:**  
1. Symptoms of illness or 100/+ fever  
2. Isolate in designated area  
3. Health assessment conducted  
4. Individual sent home  
5. Clean/Sanitize isolation area  
6. Assess others who have been in contact of 6ft or less for 10 minutes  
7. Clean/Sanitize other areas of possible exposure  
8. May be required to isolate at home for 2-5 days  

**Quarantine 14 Days:**  
Individual with Probable or confirmed case of COVID-19-CLC  
1. Doctor’s note required to return to CLC  
2. CLC consults with Bucks County Health Department and follows directives on safety and notifications to other local/state authorities or its contracted Infection Prevention and Disinfection Certified Consultants  
3. Immediately close off areas visited by person  
4. Clean/disinfect all common areas and equipment  
5. Notify staff and parents who were within 6ft for 10 minutes or more, during the last 48-hours prior to symptom/s and time of isolation or quarantine  
6. Deep clean overnight  
7. May require school closure based on number of exposures, rooms impacted and resources |
available (e.g., instructional staff, product availability)

8. Student absences excused

**Individual has known Direct Contact**
1. Doctor’s note required to return to CLC
2. CLC consults with Bucks County Health Department and follows directives on safety and notifications to other local/state authorities
3. Deep clean overnight
4. May require school closure based on number of exposures, rooms impacted and resources available (e.g., teaching staff, product availability)
5. Student absences excused

**Individual has Known Indirect Contact**
1. Doctor’s note required to return to CLC
2. CLC consults with Bucks County Health Department and follows directives on safety and notifications to other local/state authorities
3. Deep clean overnight
4. May require school closure based on number of exposures, rooms impacted and resources available (e.g., teaching staff, product availability)
5. Student absences excused

**Individual has Known Environmental Contact**
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Action Steps under Yellow Phase</th>
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<th>PD Required (Y/N)</th>
</tr>
</thead>
</table>
|              | 1. CLC consults with Bucks County Health Department regarding possible quarantine  
2. Clean as directed by Bucks County Department of Health  
3. School likely remains open  
4. Student absences excused |                                |                             |                                             |                  |
| Individual residing in a household with a member with Indirect or Environmental contact | 1. CLC consults with Bucks County Health Department regarding possible quarantine  
2. Clean as directed by Bucks County Department of Health  
3. School likely remains open  
4. Student absences excused |                                |                             |                                             |                  |
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<tbody>
<tr>
<td>* Returning isolated or quarantined staff, students, or visitors to school</td>
<td>Onsite Isolation – individuals may return to CLC provided they are symptom free for 24 hours and able to answer ‘no’ to all self-assessment questions and have no fever (defined as 100/+ degrees Fahrenheit) upon time of arrival. If individual was advised by CLC or other health care provider not to return for a certain number of days, this will be enforced. Quarantined – will require a doctor’s note. CLC will follow the directive of the Bucks County Department of Health and advise the individual.</td>
<td>Same as yellow</td>
<td>Cindy Murphy, Executive Director, Aileen Tschirlig and Matt Ward, Clinical Directors, Barbara Leon, Director of Operations</td>
<td>Bucks County Department of Health</td>
<td>N</td>
</tr>
<tr>
<td>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</td>
<td>School Closures are announced through CLC’s internal electronic notification systems to both staff and student parents. Closure Postings are posted at CLC’s main entrance. Changes to safety protocols will be electronical disseminated to staff and parents. CLC’s website will likewise be updated</td>
<td>Same as yellow</td>
<td>Cindy Murphy, Executive Director, Aileen Tschirlig and Matt Ward, Clinical Directors, Barbara Leon, Director of Operations</td>
<td>Electronic notification systems of Constant Contact and Send Hub. Website developer.</td>
<td>N</td>
</tr>
<tr>
<td>Other monitoring and screening practices</td>
<td>Continuous monitoring the CDC, DOH, BCDH, and DOE websites for updates on screening and best business practices</td>
<td>Same as yellow</td>
<td>Cindy Murphy, Executive Director, Aileen Tschirlig and Matt Ward, Clinical Directors, Barbara Leon, Director of Operations</td>
<td>Website of noted organizations</td>
<td>As required</td>
</tr>
</tbody>
</table>

**Other Considerations for Students and Staff**
Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the CLC strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

**Face Coverings**

- Employees are required to wear face coverings while onsite and in the presence of other individuals.
- Employees in designated offices or workstations may remove their face covering ONLY WHEN there are no other individuals within 6ft of each other.
- Students who are able to tolerate wearing a face covering will be required to do so. It is understood the due to the nature of our student's disability that some students are unable to either wear a face covering or be limited in the length of time wearing a face covering. Instructors may practice with the student to teach longer wear time as appropriate.

**High Risk Individuals**

Parents of students with health needs that place him/her in the High-Risk for Severe Illness category as defined by the CDC, should consult a Lead Team member. To every extent possible, accommodations will be made to mitigate the student’s exposure to the general population. Some examples include a designated classroom and instructional material specifically for a student, alternate drop off/pick up times, dedicated restroom, etc. Due to CLC’s limited number of classrooms, an alternate option would be for CLC to provide virtual learning until risk of COVID-19 subsides. Other possible accommodations should be discussed with a Pandemic Team Member.

- Employees with higher risk health concerns may have the option to work from a designated location within CLC. This could be a small office, a space with limited access to others, etc. Working remotely temporarily may be another option. Note that not all positions have remote duties that would allow for this option. Employees are to follow the guidelines of the CLC COVID-19 Work-From-Home Program.
Teaching Staff Student Teacher Ratio

- Due to the specialized training and skills needed to support our students’ learning, CLC does not use substitute staff from outside agencies. In the event there are not amble instructional staff to accommodate our onsite student population, CLC may be required to develop an alternate, onsite learning schedule, involving a reduced number of students onsite and an increase in virtual learning for students at home.

Quality Learning Opportunities

CLC staff members, including our administrative and office members, support a positive learning environment for all learners whether students are onsite or learning virtually. Because many of our students receive supports in a one-to-one student/staff ratio, CLC is able to ensure each learner is actively reaching or maintaining goals and objectives regardless of location of services. Additional support from our Trainers and Directors provides an extra level of staff training to support student learning. Parents are encouraged to attend scheduled virtual meetings for ongoing home consultation and support.

<table>
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<th>PD Required (Y/N)</th>
</tr>
</thead>
</table>
| * Protecting students and staff at higher risk for severe illness | 1. Assess student health concerns with parents.  
2. Make accommodations for onsite learning  
3. Virtual learning is an option.  
4. Employees may be able to locate in a remote area onsite or occupy an office.  
5. Employees may be able to work remotely | Same as yellow                                                                                     | Cindy Murphy, Executive Director, Aileen Tschirlig and Matt Ward, Clinical Directors, Barbara Leon, Director of Operations | Students – individual learning materials                          | N                 |
<p>| * Use of face coverings (masks or face shields) by all staff | Employees are required to wear a face coverings at all times when onsite, except when working alone in a private office or otherwise alone in a private room. | Same as yellow                                                                                     | Cindy Murphy, Executive Director, Aileen Tschirlig and Matt Ward, Clinical Directors, Barbara Leon, Director of Operations | CLC supplied face coverings or approved personal face coverings | N                 |</p>
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</thead>
<tbody>
<tr>
<td>* Use of face coverings (masks or face shields) by older students (as appropriate)</td>
<td>1. Students who are able to tolerate a face covering are required to do so for as long as possible. 2. Instructors may teach to tolerating a face covering when appropriate.</td>
<td>Same as yellow</td>
<td>Cindy Murphy, Executive Director, Aileen Tschirlig and Matt Ward, Clinical Directors</td>
<td>Parent supplied face coverings</td>
<td>Y- a Pandemic Response Team member will provide teacher training</td>
</tr>
<tr>
<td>Unique safety protocols for students with complex needs or other vulnerable individuals</td>
<td>Individualized safety protocols will be developed for students unable to participate in the program-wide requirements. Because CLC’s students generally have complex needs, instructional staff are required to wear additional CLC provided Personal Protective Equipment (PPE) for additional protection.</td>
<td>Same as yellow</td>
<td>Cindy Murphy, Executive Director, Aileen Tschirlig and Matt Ward, Clinical Directors</td>
<td>CLC provided Personal Protective Equipment (PPE) which includes face masks, face shields, lab coats, and disposal gloves</td>
<td>Y- a Pandemic Response Team member will provide teacher training</td>
</tr>
<tr>
<td>Strategic deployment of staff</td>
<td>Should a student/instructor require additional support to mitigate a situation, Trainers and Pandemic Team Member/s are called upon to assist in the situation and are required to adorn themselves with PPE</td>
<td>Same as yellow</td>
<td>Cindy Murphy, Executive Director, Aileen Tschirlig and Matt Ward, Clinical Directors</td>
<td>Y-all CLC teaching staff members and Directors are trained annually in proper hold procedures</td>
<td></td>
</tr>
</tbody>
</table>

Health and Safety Plan Professional Development
The success of CLC’s plan for a healthy and safe reopening requires the Pandemic Team and all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic**: List the content on which the professional development will focus.
- **Audience**: List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position**: List the person or organization that will provide the professional learning.
- **Session Format**: List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed**: List any materials, resources, or support required to implement the requirement.
- **Start Date**: Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date**: Enter the date on which the last professional learning activity for the topic will be offered.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Audience</th>
<th>Lead Person and Position</th>
<th>Session Format</th>
<th>Materials, Resources, and or Supports Needed</th>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proper Cleaning/Sanitizing techniques and product review</td>
<td>All CLC employees</td>
<td>Barbara Leon, Director of Operations</td>
<td>In-person or remote review</td>
<td>Instructions on how to use cleaning/disinfecting products, safety information on products. If needed, CLC’s janitorial service will provide instruction</td>
<td>Prior to reopening</td>
<td>Prior to reopening</td>
</tr>
<tr>
<td>How to wear personal protective equipment (PPE)</td>
<td>All CLC employees</td>
<td>Cindy Murphy, Executive Director, Aileen Tschirli and Matt Ward, Clinical Directors, Barbara Leon, Director of Operations, School Nurse</td>
<td>In-person or remote review of provided slide presentation</td>
<td>CLC provided PPE</td>
<td>Prior to reopening</td>
<td>Prior to reopening</td>
</tr>
<tr>
<td>Topic</td>
<td>Audience</td>
<td>Lead Person and Position</td>
<td>Session Format</td>
<td>Materials, Resources, and or Supports Needed</td>
<td>Start Date</td>
<td>Completion Date</td>
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</tr>
<tr>
<td>COVID-19 Symptoms</td>
<td>All CLC employees</td>
<td>Cindy Murphy, Executive Director, Aileen Tschirlig and Matt Ward, Clinical Directors, Barbara Leon, Director of Operations, School Nurse</td>
<td>In-person or remote review with provided CDC postings</td>
<td>CDC postings on subject matters in common areas as well as classrooms, offices, and bathrooms</td>
<td>Prior to reopening</td>
<td>Prior to reopening</td>
</tr>
<tr>
<td>Practicing Safe Distance and Personal Hygiene</td>
<td>All CLC employees</td>
<td>Cindy Murphy, Executive Director, Aileen Tschirlig and Matt Ward, Clinical Directors, Barbara Leon, Director of Operations, School Nurse</td>
<td>In-person or remote review of provided slide presentation</td>
<td>CDC postings on subject matters in common areas as well as classrooms, offices, and bathrooms</td>
<td>Prior to reopening</td>
<td>Prior to reopening</td>
</tr>
</tbody>
</table>
Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Audience</th>
<th>Lead Person and Position</th>
<th>Mode of Communications</th>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing CLC’s Health and Safety Plan with protocols and schedules</td>
<td>Parents/Guardians</td>
<td>Cindy Murphy, Executive Director</td>
<td>Email and Posting on CLC website</td>
<td>06/17/20</td>
<td>06/19/20</td>
</tr>
<tr>
<td>Establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.</td>
<td>All employees and parents</td>
<td>Cindy Murphy, Executive Director</td>
<td>In person, phone calls and email</td>
<td>Continual</td>
<td>Continual</td>
</tr>
</tbody>
</table>
Health and Safety Plan Summary: Comprehensive Learning Center

Anticipated Launch Date: 06/19/2020

These summary tables provide the local education community with a detailed overview of CLC’s Health and Safety Plan. CLC is required to post this summary on our website.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

<table>
<thead>
<tr>
<th>Requirement(s)</th>
<th>Strategies, Policies and Procedures</th>
</tr>
</thead>
</table>
| * Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) | 1. CLC HVAC units have not been turned off, therefore ventilation has been and will be ongoing; HVAC scheduled Preventive Maintenance has occurred as scheduled and upgraded HEPA filters will be used. Opening of windows will be permitted while HVAC is operating.  
2. Before opening, CLC’s janitorial services will conduct a thorough cleaning/ sanitizing of all student and staff areas.  
3. Throughout the closure, a CLC office staff member has been onsite weekly running faucets and showers, water fountains, dishwashers and washer/dryers, and flushing toilets, etc. to ensure the water did not stagnate.  
4. Drinking fountains will be covered to prevent student use (but will be maintained to ensure waterlines do not become stagnant).  
5. CLC does not provide transportation of its students |

Social Distancing and Other Safety Protocols

<table>
<thead>
<tr>
<th>Requirement(s)</th>
<th>Strategies, Policies and Procedures</th>
</tr>
</thead>
</table>
| * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible | CLC students require individualized, face-to-face instructional support from staff for most learning opportunities.  
-In order to reduce exposure across people within the building, students will be assigned to no more than two instructors* with whom s/he will rotate when receiving in-person instruction. *When possible, students will be assigned only one instructor who delivers his/her instruction.  
Student-Staff assignments (i.e., the student-staff pairing who will be less than 6 feet from each other for more than 10 minutes) will remain constant across the day and week to every extent possible throughout in-person instruction. Staff working in closer proximity to students will wear additional protective equipment |
### Requirement(s)

* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

<table>
<thead>
<tr>
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<th>Strategies, Policies and Procedures</th>
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</thead>
<tbody>
<tr>
<td>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</td>
<td>(face mask &amp; shield, clothes covering, i.e., lab coat, gloves where applicable).</td>
</tr>
<tr>
<td></td>
<td>-Module Trainers/Clinical Directors will provide training and support while maintaining at least 6 feet of physical distance to every extent possible.</td>
</tr>
<tr>
<td></td>
<td>-In the event of the need to maintain safety of a student at risk for harming him/herself or others, additional staff may be necessary to be closer than 6 ft, or in physical contact, with the student in order to provide the required support. Protective equipment is worn by staff at all times where contact is increased.</td>
</tr>
<tr>
<td></td>
<td>-Student workspaces within each classroom will be spaced at least 6 feet apart, to the extent possible, for all students in the classroom.</td>
</tr>
<tr>
<td></td>
<td>With the modified school hours, students will eat lunch at home either after or before his/her session. If snack foods are consumed by students, this will occur in his/her classroom at his/her desk/workspace. Staff will eat at their assigned workspaces while maintaining proper distancing followed by disinfecting procedures.</td>
</tr>
<tr>
<td></td>
<td>2. Lockers: Access will be scheduled and supervised to ensure physical distancing requirements at all times. High touch points will be cleaned/sanitized after student departures; the interiors will be cleaned/sanitized weekly by instructional staff. CLC will require parents to clean/disinfect student belongings prior to being transported.</td>
</tr>
<tr>
<td></td>
<td>Lobby seating area will be arranged to allow 6ft distance placement of chairs.</td>
</tr>
<tr>
<td>Requirement(s)</td>
<td>Strategies, Policies and Procedures</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>* Hygiene practices for students and staff including the manner and frequency</td>
<td>1. CLC students receive on-going instruction to hygiene activities on an on-going basis. Instructional staff will continue to supervise, and instruct where necessary, proper hand-hygiene practices as required (e.g., following bathroom use, before and after eating, when coughing/sneezing, etc. as well as proper disposal of soiled materials in the most hygienic manner). Staff are required to practice hand hygiene for all listed activities above as well.</td>
</tr>
<tr>
<td>of hand-washing and other best practices</td>
<td>2. Both employees and students are required to practice hand hygiene upon arrival to school and at each reentry to the classroom during each school day.</td>
</tr>
<tr>
<td>* Posting signs, in highly visible locations, that promote everyday protective</td>
<td>CLC will post the CDC posters on these topics in common areas as well as classrooms and bathrooms (see Attachment #3)</td>
</tr>
<tr>
<td>measures, and how to stop the spread of germs</td>
<td></td>
</tr>
<tr>
<td>* Handling sporting activities consistent with the [CDC Considerations for Youth</td>
<td>1. Playground - Due to the specialized nature of our students and their programming, our traditional activities prior to the pandemic involve our students participating in outdoor activities one-to-one with an adult or in small groups (e.g., 3 or 4 students with 2 to 4 Instructors) only. Use of outdoor space will be modified to ensure one-to-one supervision of each student so that any material touched can be disinfected following use (e.g., slide/swing). No more than 3 students and 3 instructors, maintaining appropriate distance, will occupy the playground at one time. 2. P.E. - There will be no physical education activities in the school gym during CLC’s reopening phase. Any P.E.-related activities completed outdoors will focus on individual skill building only and no team activities will occur.</td>
</tr>
<tr>
<td>Sports](<a href="https://www.cdc.gov">https://www.cdc.gov</a>) for recess and physical education classes</td>
<td>*CLC does not provide team sporting activities. Rather, individualized instruction is provided in a one-on-one format when applicable.</td>
</tr>
<tr>
<td>Limiting the sharing of materials among students</td>
<td>CLC’s program structure primarily utilizes individual learning materials, this practice will continue but, will exclude any shared material to the extent possible*. Electronic devices will be provided by parents for their child’s use during the school day. Any material that travels between home and school will be disinfected upon</td>
</tr>
<tr>
<td>Requirement(s)</td>
<td>Strategies, Policies and Procedures</td>
</tr>
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<td>-------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Staggering the use of communal spaces and hallways</td>
<td>unpacking at school and requests will be made to disinfect material/s at home before packing to send to school. *Any materials that must be used by more than one student will be disinfected prior to sharing. With specific schedules for activities already in place, CLC will further limit use by: Designating one stairwell for travel up and one stairwell for travel down when going between floors, limiting elevator access and, scheduling use of the kitchen area/s; Staggered dismissal times to reduce the number of students in a hallway.</td>
</tr>
<tr>
<td>Adjusting transportation schedules and practices to create social distance between students</td>
<td>CLC already has a unique individual drop-off and pick-up routine as noted in the summary section but, will enhance this process to maintain 6 ft distance to every extent possible. Classroom occupancy will be reduced by approximately 50% per classroom. Interactions will be conducted respecting 6ft distance between recipients to every extent possible.</td>
</tr>
<tr>
<td>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</td>
<td>CLC does not provide onsite childcare. CLC’s school calendar will not be revised and will continue with 180 school days and 29 ESY days. School days will be shortened during ESY for in-person instruction so that classroom occupancy can be reduced and proper distancing achieved. *However, optional, additional virtual instruction is available for each student. Onsite instructional and office staff meetings will be virtual when possible or, only while adhering to 6 ft distancing requirements with a limit of no more than 25 staff members.</td>
</tr>
<tr>
<td>Coordinating with local childcare regarding onsite care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</td>
<td></td>
</tr>
<tr>
<td>Other social distancing and safety practices</td>
<td></td>
</tr>
</tbody>
</table>

### Monitoring Student and Staff Health

<table>
<thead>
<tr>
<th>Requirement(s)</th>
<th>Strategies, Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Monitoring students and staff for symptoms and history of exposure</td>
<td>1. Mandatory daily self-assessments and recorded temperature readings on all students and staff prior to entering the facility. 2. Mandatory temperature readings upon arrival required on all students and staff. 3. Random temperature and visual health checks conducted throughout the day on students and staff.</td>
</tr>
<tr>
<td>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</td>
<td><strong>Isolation Onsite:</strong> 1. Symptoms of illness or 100/° fever</td>
</tr>
<tr>
<td>Requirement(s)</td>
<td>Strategies, Policies and Procedures</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td></td>
<td>2. Isolate in designated area</td>
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<tr>
<td></td>
<td>3. Health assessment conducted</td>
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<tr>
<td></td>
<td>4. Individual sent home</td>
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<tr>
<td></td>
<td>5. Clean/Sanitize isolation area</td>
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<td></td>
<td>6. Assess others who have been in</td>
</tr>
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<td></td>
<td>contact of 6ft or less for 10</td>
</tr>
<tr>
<td></td>
<td>minutes</td>
</tr>
<tr>
<td></td>
<td>7. Clean/Sanitize other areas of</td>
</tr>
<tr>
<td></td>
<td>possible exposure</td>
</tr>
<tr>
<td></td>
<td>8. May be required to isolate at</td>
</tr>
<tr>
<td></td>
<td>home for 2-5 days</td>
</tr>
</tbody>
</table>

**Quarantine 14 Days: Individual with Probable or confirmed case of COVID-19-CLC**

1. Doctor’s note required to return to CLC
2. CLC consults with Bucks County Health Department and follows directives on safety and notifications to other local/state authorities or its contracted Infection Prevention and Disinfection Certified Consultants
3. Immediately close off areas visited by person
4. Clean/disinfect all common areas and equipment
5. Notify staff and parents who were within 6ft for 10 minutes or more, during the last 48-hours prior to symptom/s and time of isolation or quarantine
6. Deep clean overnight
7. May require school closure based on number of exposures, rooms impacted and resources available (e.g., instructional staff, product availability)
8. Student absences excused

**Individual has known Direct Contact**

1. Doctor’s note required to return to CLC
2. CLC consults with Bucks County Health Department and follows directives on safety and notifications to other local/state authorities
3. Deep clean overnight
4. May require school closure based on number of exposures, rooms impacted and resources available (e.g., teaching staff, product availability)
5. Student absences excused

**Individual has known Indirect Contact**

1. Doctor’s note required to return to CLC
2. CLC consults with Bucks County Health Department and follows directives on safety and notifications to other local/state authorities
3. Deep clean overnight
<table>
<thead>
<tr>
<th>Requirement(s)</th>
<th>Strategies, Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Returning isolated or quarantined staff, students, or visitors to school</td>
<td>4. May require school closure based on number of exposures, rooms impacted and resources available (e.g., teaching staff, product availability)</td>
</tr>
<tr>
<td></td>
<td>5. Student absences excused</td>
</tr>
<tr>
<td>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</td>
<td><strong>Onsite Isolation</strong> – individuals may return to CLC provided they are symptom free for 24 hours and able to answer ‘no’ to all self-assessment questions and have no fever (defined as 100/+ degrees Fahrenheit) upon time of arrival. If individual was advised by CLC or other health care provider not to return for a certain number of days, this will be enforced. <strong>Quarantined</strong> – will require a doctor’s note. CLC will follow the directive of the Bucks County Department of Health and advise the individual.</td>
</tr>
</tbody>
</table>

### Other Considerations for Students and Staff

<table>
<thead>
<tr>
<th>Requirement(s)</th>
<th>Strategies, Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Protecting students and staff at higher risk for severe illness</td>
<td>1. Assess student health concerns with parents 2. Make accommodations for onsite learning 3. Virtual learning is an option. 4. Employees may be able to locate in a remote area onsite or occupy an office. 5. Employees may be able to work remotely</td>
</tr>
<tr>
<td>* Use of face coverings (masks or face shields) by all staff</td>
<td>Employees are required to wear a face coverings at all times when onsite, except when working alone in a private office or otherwise alone in a private room.</td>
</tr>
<tr>
<td>* Use of face coverings (masks or face shields) by older students (as appropriate)</td>
<td></td>
</tr>
<tr>
<td>Unique safety protocols for students with complex needs or other vulnerable individuals</td>
<td>1. Students who are able to tolerate a face covering are required to do so for as long as possible. 2. Instructors may teach to tolerating a face covering when appropriate.</td>
</tr>
<tr>
<td>Requirement(s)</td>
<td>Strategies, Policies and Procedures</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Strategic deployment of staff</td>
<td>Individualized safety protocols will be developed for students unable to participate in the program-wide requirements. Because CLC’s students generally have complex needs, instructional staff are required to wear additional CLC provided Personal Protective Equipment (PPE) for additional protection. Should a student/instructor require additional support to mitigate a situation, Trainers and Pandemic Team Member/s are called upon to assist in the situation and are required to adorn themselves with PPE</td>
</tr>
</tbody>
</table>
Comprehensive Learning Center
Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Comprehensive Learning Center, located at 444 Jacksonville Road, Warminster, PA 18974, reviewed and approved the Phased School Reopening Health and Safety Plan on June 22, 2020.

The plan was approved by a vote of:

6 Yes
0 No

Affirmed on: June 23, 2020

By:

[Signature* of Board President]

F. A. Canuso
(Print Name of Board President)
Kills 99.9% of germs

Disinfectant Cleaner

Cleaner, Disinfectant, Detergent, Deodorizer, *Virucide • Fungicide • Mildewstat
Kills Pandemic 2009 H1N1 Influenza A virus (formerly called swine flu)

ACTIVE INGREDIENTS
Octyl decyl dimethyl ammonium chloride ........................................ 15.24% 
Didecyl dimethyl ammonium chloride .................................................. 7.62% 
Dialkyl dimethyl ammonium chloride .................................................. 7.62% 
Alkyl (60% C14, 40% C12, 10% C16) dimethyl benzyl ammonium chloride ................................................................. 20.32% 
INERT INGREDIENTS .............................................................................. 49.22% 
TOTAL ...................................................................................................... 100.00%

KEEP OUT OF REACH OF CHILDREN

DANGER
FIRST AID

Have the product container or label with you when calling a poison control center or doctor, or going for treatment. If in eyes: Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses if present, after the first five minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice. If on skin or clothing: Take off contaminated clothing. Rinse skin immediately with plenty of water for 15-20 minutes. Call a poison control center or doctor for treatment advice. If swallowed: Call a poison control center or doctor immediately for treatment advice. Have person sip a glass of water if able to swallow. Do not induce vomiting unless told to do by the poison control center or doctor. Do not give anything by mouth to an unconscious person. If inhaled: Move person to fresh air. If person is not breathing, call 911 or an ambulance then give artificial respiration, preferably by mouth-to-mouth, if possible. Call a poison control center or doctor for further treatment advice.

NOTE TO PHYSICIAN
Probable mucosal damage may concomitantly indicate the use of gastric lavage.

See product label for additional information.

EPA Reg. No. 1389-175-88326  EPA Est. No. 88326-FA-001

Product Specifications
Color: Red
Fragrance: Pleasant
Use Dilution for Quarts: 1 0.1023oz (3 grams) ChemPac = 1 Quart
Use Dilution for Mop Buckets: 1 0.8178oz (23 grams) ChemPac = 2 Gallons
pH: NA
Phosphates: None
Biodegradability: Complete
Solubility in Water: Complete

DIRECTIONS FOR USE
It is a violation of Federal Law to use this product in a cleaner inconsistent with its labeling. This product is a phosphate-free formulation for effective cleaning, decontamination, and disinfection for hospital, nursing home, hotels, schools, and restaurants where housekeeping is of prime importance in controlling cross-contamination on non-porous surfaces.

This product, when used as directed, is formulated to disinfect hard non-porous inanimate environmental surfaces such as floors, walls, metal surfaces, stainless steel surfaces, glazed porcelain, glazed ceramic tile, plastic surfaces, bathtubs, shower stalls, latrines, and cabinets. For larger areas such as operating rooms and patient care facilities, this product is designed to provide both general cleaning and surface disinfection. This product disinfecates those areas which generally are hard to keep fresh smelling, such as garbage storage areas, empty garbage bins and carts, toilet bowls, and other areas which are prone to odors caused by microorganisms.

This product is not for use on critical or semi-critical medical device surfaces.

This product is formulated to a neutral pH and will not dull high-gloss floors. Use only at the final rinse. No additional rinse water is required with repeated use.

This product is a 4-water-soluble packet. Follow label dilution instructions by dropping packet directly into water. Do not remove packets before use. Store in cool dry place. Do not handle packets with wet hands.

GENERAL CLEANING & DECONIOTION – Apply product to soiled area with a mop, cloth, sponge, or hand pump trigger sprayer. Product must be diluted as indicated in the DISINFECTION section. Thoroughly wet soiled surfaces and let sit for five minutes, then clean and wipe for further cleaning.

DISINFECTION – To disinfect stainless steel, hard, non-porous surfaces use the appropriate size premiersack package.

Packet Size
Net Weight
Number of Packages
Dilution
Packs
Small
0.1023 oz (3 grams) ........................................ 1
1
Large
0.8178 oz (23 grams) ........................................ 1
1
1500

Serve gently to form a uniform solution. Apply solution with a mop, cloth, sponge, or hand pump trigger sprayer, so as to wet all surfaces thoroughly. Allow to remain wet for 10 minutes, then remove excess liquid.

For heavily soiled areas, a pre-cleaning step is required. Prepare a fresh solution for each use.

To DISINFECT TOILET BOWLS: Remove gross filth or scale from surfaces with bowl brush prior to disinfection. Remove or cap over the inner trap the residual bowl water. Make a dilute solution by dissolving one small packet (0.1023 oz) in one quart of water. Apply solution to the bowl, scrub, or hand pump trigger sprayer as to wet all surfaces thoroughly. Allow to remain wet for 10 minutes, then remove excess liquid. Rinse or scrub the bowl completely, using a brush scrub or toilet brush, then wipe the rim and seat.

TO DISINFECT RESTAURANT FOOD CONTACT SURFACES: countertop, appliances, tables, and the appropriate type premiersack package as indicated in the DISINFICATION section. Apply solution with a cloth, sponge, or hand pump trigger sprayer as to wet all surfaces thoroughly. Allow the surface to remain wet for 10 minutes, then remove excess liquid and rinse the surface with potable water. This procedure cannot be used to clean the following food contact surfaces: stainless steel, silver, glassware, and dishes.

BACTERIAL ACTIVITY – When diluted as indicated in the DISINFICATION section, this product demonstrates effective disinficiency against most bacteria, Salmonella choleraesuis, Staphylococcus aureus, Methicillin resistant Staphylococcus aureus (MRSA), Vancomycin resistant Enterococcus faecalis (VRE), and Vancomycin resistant Enterococcus faecium (VREF).

* VIRUCIDAL ACTIVITY – This product when used under environmental, inanimate hard non-porous surfaces add one large (0.8178 oz) packet per 2 gallons of water or one small packet (0.1023 oz) per quart of water. Effective virucidal activity against HIV-1, hepatitis B virus (HBV), Hepatitis A virus (HAA), and Hepatitis C virus (HCV). (HBV, HAA, HCV) associated with Coronaviruses, Herpes Simplex Type 1 (causative agent of fever blisters), Herpes Simplex Type 2 (genital and influenza A2/Hong Kong and Pandemic 2009H1N1 Influenza A virus (formerly called swine flu).)

FUNGICIDAL ACTIVITY – When diluted at 0.1023 oz or greater as to wet at 0.8178 oz or greater 2 gallons of water. This product is fungicidal against the pathogenic fungi. Monocystis unguiculata (ATCC 9358) (Athlete’s Foot Fungal) (a cause of ringworm) in 24 hours of treatment. Apply solution with a cloth, sponge, or hand pump trigger sprayer to hard, non-porous surfaces. Allow surface to remain wet for 10 minutes, then remove excess liquid. Dried product should be applied daily or more frequently when high facility usage.

MILDEWSTAT – When diluted as indicated in the DISINFICATION section, this product demonstrates effective disinficiency against Aspergillus fumigatus (ATCC 29383). Control mold and mildew (Aspergillus fumigatus (ATCC 29383) on pre-cleaned, hard non-porous surfaces, apply solution with a cloth, mop, sponge, hand pump trigger sprayer or low pressure sprayer, making sure to wet all surfaces completely. Let air dry. Prepare a fresh solution for each use. Repeat application weekly, if necessary or when mildew growth appears.

KILLS HIV-1, HBV and HCV ON PRE-CLEANED ENVIRONMENTAL SURFACES/OBJECTS PHYSICALLY SOILED BY BLOOD/BODY FLUIDS in health care settings (hospitals, nursing homes, or other settings in which there is an expected likelihood of soiling of inanimate surfaces/others with blood or body fluids, and in which the surfaces/others likely to be soiled with blood or body fluids can be assumed to harbor the potential for transmission of HIV-1 and Hepatitis C virus (HCV). (HIV-1 and Hepatitis C virus (HCV)).

SPECIAL INSTRUCTIONS FOR CLEANING AND DECONTAMINATION AGAINST HIV-1, HBV and HCV of SURFACES/OBJECTS SOILED WITH BLOOD/BODY FLUIDS

PERSONAL PROTECTION: When handling discharges, spills, or body fluids, use disposable gloves, gowns, masks, or eye coverings.

CLEARING PROCEDURES: Blood and other body fluids must be thoroughly cleaned from surfaces and objects before application of this product.

CONTACT TIME: Allow surface to remain wet for 10 minutes.

DISPOSAL OF INFECTIOUS MATERIALS: Blood and other body fluids should be autoclaved and disposed of according to local regulations for infectious waste disposal.

Efficacy tests have demonstrated that this effective bactericide and virucide in water up to 400 ppm hardness (as CaCO3) in the presence of organic soil. 5% Blood Serum.

See product label for precautionary and usage statements.
Re: Statement regarding Aquachempacs Cleaning Chemicals and COVID-19

The guidance in the industry is to follow proper cleaning procedures and to follow the specific instructions when Disinfecting. The CDC has given guidance on recommended steps to take to minimize the spread of the virus. Here is a key statement from the CDC:

"Based on what is currently known about SARS-CoV-2 and similar coronaviruses that cause SARS and MERS, spread from person-to-person with these viruses happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. On the other hand, transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings."

Here is a link from the CDC that offers cleaning and Disinfection recommendations. https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html [cdc.gov]

Because the virus is so new, there has not been any definitive testing to determine the efficacy with respect to the new Covid19. Our Active ingredient manufacture believes that our product “should” be effective but cannot make the claim until actual testing is completed.

There are several Disinfectant products that have what is called an "EPA-approved emerging viral pathogens claims" in their formulations. Our product formulation does not have this claim but even those that do, the CDC states they are “expected” to be effective.

Our official statement is as follows: "ACP Disinfectant (EPA Reg No. 1839-176) is a hospital disinfectant. This product has been tested and found to be efficacious against the micro-organisms as listed on the product label on hard, non-porous surfaces when used in accordance with the directions for use, including SARS associated Coronavirus."

ACP Disinfectant EPA Reg. 1839-176 has proven efficacy against the following viruses and has demonstrated virucidal activity against Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), Herpes Simplex Type 1, Herpes Simplex Type 2, Human Immunodeficiency Virus (HIV-1), Influenza A2, Pandemic 2009 H1N1 Influenza A Virus and SARS Associated Coronavirus. NOTE: Per the EPA guidance document dated October 21, 2009, disinfectant products that bear label claims against human, avian, or swine influenza A virus, and have submitted and received approval of efficacy data to support these label claims, may include a label claim against the Pandemic 2009 H1N1 Influenza A Virus.

AQUACHEMPACS
1-888-964-2080
info@chempacs.com
Usage Instructions

It is a violation of Federal law to use this product in a manner inconsistent with its labeling. Read and follow all directions and precautions on this product label. Not recommended for use on unfinished, oiled, or waxed wood surfaces. For other surfaces, test in an inconspicuous area.


SANITIZING: Hold container 6”-8” from surface and spray until thoroughly wet. To Sanitize Hard Non-porous non-food contact surfaces: Let stand 10 seconds. Wipe clean with a damp cloth. Pre-clean heavily soiled surfaces.


TO DEODORIZE: Spray on surfaces as needed.

TO CLEAN: Spray on surfaces, allow to penetrate. Wipe clean with a cloth. TO PREVENT MOLD AND MILDEW growth: On Fabrics: Apply to fabric surface until wet. Allow to air dry. Repeat every 28 days to inhibit mold and mildew growth. Pre-clean heavily soiled surfaces. On hard surfaces: Thoroughly wet surface. Allow to air dry. Repeat every 7 days to inhibit mold and mildew growth. Pre-clean heavily soiled surfaces. STORAGE AND DISPOSAL: Store in original container in areas inaccessible to small children. Do not puncture or incinerate. Place in trash or offer for recycling.

Suggested Use

KILLS IN 5 MINUTES: Pseudomonas aeruginosa, Salmonella enterica, Staphylococcus aureus, Escherichia coli O157:H7, Enterobacter aerogenes, Listeria monocytogenes, Methicillin Resistant Staphylococcus aureus - MRSA, Streptococcus pyogenes, †Human Coronavirus, †Herpes Simplex virus type 1, †Herpes Simplex virus type 2, †Influenza A H1N1, †Respiratory Syncytial Virus [RSV], †Rotavirus, †Rhinovirus, †Norovirus (Feline Calicivirus as surrogate), Trichophyton mentagrophytes, Aspergillus niger

Human Health

Keep out of reach of children. Avoid contact with skin or clothing. Wash thoroughly with soap and water after handling and before eating, drinking, chewing gum, using tobacco or using the toilet. Remove and wash contaminated clothing before reuse.

First Aid: If on skin: Take off contaminated clothing. Rinse skin immediately with plenty of water for 15-20 minutes. Call a poison control center or doctor for treatment advice. Have the product container or label with you when calling the poison control center or doctor or going for treatment. For general information on product use, call the National Pesticides Information Center at 1-800-858-7378. For emergencies, call the poison control center 1-800-222-1222.
1. IDENTIFICATION

Product Name  PROTECTION THAT LIVES ON MICROBAN 24 HOUR KEEPS KILLING 99.9% OF BACTERIA FOR UP TO 24 HOURS SANITIZING SPRAY (Citrus Scent)

Product Identifier  90865709_RET_NG

Product Type:  Finished Product - Consumer (Retail) Use Only

Recommended Use  Sanitizer.

Details of the supplier of the safety data sheet  PROCTER & GAMBLE - Fabric and Home Care Division
Ivorydale Technical Centre
5289 Spring Grove Avenue
Cincinnati, Ohio 45217-1087  USA

Procter & Gamble Inc.
P.O. Box 355, Station A
Toronto, ON M5W 1C5
1-800-331-3774

E-mail Address  pgsds.im@pg.com

Emergency Telephone  Transportation (24 HR)
CHEMTREC - 1-800-424-9300
(U.S./ Canada) or 1-703-527-3887
Mexico toll free in country: 800-681-9531

2. HAZARD IDENTIFICATION

"Consumer Products", as defined by the US Consumer Product Safety Act and which are used as intended (typical consumer duration and frequency), are exempt from the OSHA Hazard Communication Standard (29 CFR 1910.1200). This SDS is being provided as a courtesy to help assist in the safe handling and proper use of the product.

This product is classified under 29CFR 1910.1200(d) and the Canadian Hazardous Products Regulation as follows:

Gases Under Pressure  Compressed Gas
Signal Word  WARNING

Contains gas under pressure; may explode if heated

Contains gas under pressure; may explode if heated

Precautionary Statements  Pressurized container: Do not pierce or burn, even after use
Keep away from heat/sparks/open flames/hot surfaces. — No smoking
Do not spray on an open flame or other ignition source
P410 + P403 - Protect from sunlight. Store in a well-ventilated place
P102 - Keep out of reach of children

Precautionary Statements - Response
None

Precautionary Statements - Storage
Protect from sunlight. Do not expose to temperatures exceeding 50 °C/122 °F

Precautionary Statements - Disposal
None

3. COMPOSITION/INFORMATION ON INGREDIENTS

Ingredients are listed according to 29CFR 1910.1200 Appendix D and the Canadian Hazardous Products Regulation

Additional information
Actual substance concentrations fall within the ranges stated. Maximum values do not necessarily represent the values present in the formula.

4. FIRST AID MEASURES

First aid measures for different exposure routes

Eye contact
Rinse with plenty of water. Get medical attention immediately if irritation persists.

Skin contact
Rinse with plenty of water. Get medical attention if irritation develops and persists.

Ingestion
Drink 1 or 2 glasses of water. Do NOT induce vomiting. Get medical attention immediately if symptoms occur.

Inhalation
Move to fresh air. If symptoms persist, call a physician.

Most important symptoms/effects, acute and delayed
None under normal use conditions.

F. Indication of immediate medical attention and special treatment needed, if necessary

Notes to Physician
Treat symptomatically.

5. FIRE-FIGHTING MEASURES

Suitable extinguishing media
Dry chemical, CO₂, alcohol-resistant foam or water spray. Dry chemical. Alcohol resistant foam.

Unsuitable Extinguishing Media
None.

Special hazard
Containers may explode when heated.

Special protective equipment for fire-fighters
As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

Specific hazards arising from the chemical
Containers may explode when heated.
6. ACCIDENTAL RELEASE MEASURES

Personal precautions, protective equipment and emergency procedures

Personal precautions
Use personal protection equipment. Do not get in eyes, on skin, or on clothing. Avoid breathing vapors or mists.

Advice for emergency responders
Use personal protective equipment as required.

Environmental precautions
Keep out of waterways
Do not discharge product into natural waters without pre-treatment or adequate dilution

Methods and materials for containment and cleaning up

Methods for containment
Absorb with earth, sand or other non-combustible material and transfer to containers for later disposal. Prevent product from entering drains. Prevent further leakage or spillage if safe to do so. Ventilate the area.

Methods for cleaning up
Contain spillage, and then collect with non-combustible absorbent material, (e.g. sand, earth, diatomaceous earth, vermiculite) and place in container for disposal according to local / national regulations (see section 13). Do not puncture or incinerate cans.
ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).

7. HANDLING AND STORAGE

Precautions for safe handling

Advice on safe handling
Use personal protective equipment as required. Keep container closed when not in use.
Never return spills in original containers for re-use. Keep out of the reach of children.

Conditions for safe storage, including any incompatibilities

Storage Conditions
Keep containers tightly closed in a dry, cool and well-ventilated place.

Incompatible products
None known.

8. EXPOSURE CONTROLS/PERSONAL PROTECTION

Control parameters

Exposure Guidelines
No exposure limits noted for ingredient(s).

Exposure controls

Engineering Measures
Distribution, Workplace and Household Settings:
Ensure adequate ventilation

Product Manufacturing Plant (needed at Product-Producing Plant ONLY):
Where reasonably practicable this should be achieved by the use of local exhaust ventilation and good general extraction

Personal Protective Equipment

Eye Protection
Distribution, Workplace and Household Settings:
No special protective equipment required

Product Manufacturing Plant (needed at Product-Producing Plant ONLY):

Hand Protection

Distribution, Workplace and Household Settings:
No special protective equipment required

Product Manufacturing Plant (needed at Product-Producing Plant ONLY):
Protective gloves

Skin and Body Protection

Distribution, Workplace and Household Settings:
No special protective equipment required

Product Manufacturing Plant (needed at Product-Producing Plant ONLY):
Wear suitable protective clothing

Respiratory Protection

Distribution, Workplace and Household Settings:
No special protective equipment required

Product Manufacturing Plant (needed at Product-Producing Plant ONLY):
In case of inadequate ventilation wear respiratory protection

9. PHYSICAL AND CHEMICAL PROPERTIES

<table>
<thead>
<tr>
<th>Property</th>
<th>Values</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical state</td>
<td>Aerosol</td>
<td></td>
</tr>
<tr>
<td>Appearance</td>
<td>Clear colorless Liquid white to Off-white</td>
<td></td>
</tr>
<tr>
<td>Odor</td>
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</tr>
<tr>
<td>Odor threshold</td>
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<tr>
<td>pH</td>
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</tr>
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<td>Melting point / freezing point</td>
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<td>Boiling point / boiling range</td>
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<tr>
<td>Flash point</td>
<td>93.3 °C / 200 °F</td>
<td>Closed cup.</td>
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<tr>
<td>Evaporation rate</td>
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<tr>
<td>Flammability (solid, gas)</td>
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<td></td>
</tr>
<tr>
<td>Flammability Limits in Air</td>
<td>No information available</td>
<td></td>
</tr>
<tr>
<td>Upper flammability or explosive limits</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Vapor pressure</td>
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<td></td>
</tr>
<tr>
<td>Vapor density</td>
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<td></td>
</tr>
<tr>
<td>Relative density</td>
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<td></td>
</tr>
<tr>
<td>Water solubility</td>
<td>No information available</td>
<td></td>
</tr>
<tr>
<td>Partition coefficient</td>
<td>No information available</td>
<td></td>
</tr>
<tr>
<td>Autoignition temperature</td>
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<td></td>
</tr>
<tr>
<td>Decomposition temperature</td>
<td>No information available</td>
<td></td>
</tr>
<tr>
<td>Viscosity</td>
<td>No information available</td>
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</tr>
<tr>
<td>VOC Content (%)</td>
<td>Products comply with US state and federal regulations for VOC content in consumer products.</td>
<td></td>
</tr>
</tbody>
</table>

10. STABILITY AND REACTIVITY

Reactivity
None under normal use conditions.

Stability
Stable under normal conditions.

Hazardous polymerization
Hazardous polymerization does not occur.
11. TOXICOLOGICAL INFORMATION

Product Information
Information on likely routes of exposure

Inhalation
Intentional misuse by deliberately concentrating and inhaling contents may be harmful or fatal.

Skin contact
No known effect.

Ingestion
No known effect.

Eye contact
No known effect.

Delayed and immediate effects as well as chronic effects from short and long-term exposure

Acute toxicity
No known effect.

Skin corrosion/irritation
No known effect.

Serious eye damage/eye irritation
No known effect.

Skin sensitization
No known effect.

Respiratory sensitization
No known effect.

Germ cell mutagenicity
No known effect.

Neurological Effects
No known effect.

Reproductive toxicity
No known effect.

Developmental toxicity
No known effect.

Teratogenicity
No known effect.

STOT - single exposure
No known effect.

STOT - repeated exposure
No known effect.

Target Organ Effects
No known effect.

Aspiration hazard
No known effect.

Carcinogenicity
No known effect.

12. ECOLOGICAL INFORMATION

Ecotoxicity
The product is not expected to be hazardous to the environment.

Persistence and degradability
No information available.

Bioaccumulative potential
No information available.

Mobility
No information available.

Other adverse effects
No information available.

13. DISPOSAL CONSIDERATIONS

Waste treatment methods
Aerosol cans, when disposed as waste, are regulated as D003 reactive hazardous waste in some States because of their potential to explode when heated. Check with your State environmental agency for guidance.
14. TRANSPORT INFORMATION

DOT

<table>
<thead>
<tr>
<th>UN no</th>
<th>UN1950</th>
</tr>
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<tbody>
<tr>
<td>UN Proper shipping name</td>
<td>AEROSOLS</td>
</tr>
<tr>
<td>Description</td>
<td>UN1950, AEROSOLS, 2.2</td>
</tr>
<tr>
<td>Hazard Class</td>
<td>2.2</td>
</tr>
<tr>
<td>Packaging Exceptions</td>
<td>306</td>
</tr>
<tr>
<td>Bulk packaging</td>
<td>None</td>
</tr>
<tr>
<td>Non-bulk Packaging</td>
<td>None</td>
</tr>
<tr>
<td>Emergency Response Guide</td>
<td>126</td>
</tr>
<tr>
<td>Number</td>
<td></td>
</tr>
</tbody>
</table>

Product may be shipped as Limited Quantity in retail packaging. The shipper is responsible for identifying any exemptions, including Limited Quantity, that may apply based on package size.

IMDG

<table>
<thead>
<tr>
<th>UN Number</th>
<th>UN1950</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN proper shipping name</td>
<td>AEROSOLS</td>
</tr>
<tr>
<td>Description</td>
<td>UN1950, AEROSOLS, 2.2</td>
</tr>
<tr>
<td>Transport hazard class(es)</td>
<td>2.2</td>
</tr>
<tr>
<td>EmS-No.</td>
<td>F-D, S-U</td>
</tr>
</tbody>
</table>

The shipper is responsible for identifying any exemptions, including Limited Quantity, that may apply based on package size.

IATA

<table>
<thead>
<tr>
<th>UN Number</th>
<th>UN1950</th>
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</thead>
<tbody>
<tr>
<td>UN proper shipping name</td>
<td>AEROSOLS, NON-FLAMMABLE</td>
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<tr>
<td>Description</td>
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<tr>
<td>Transport hazard class(es)</td>
<td>2.2</td>
</tr>
</tbody>
</table>

15. REGULATORY INFORMATION

U.S. Federal Regulations

SARA 313
Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product does not contain any chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372.

CERCLA
This material, as supplied, does not contain any substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355). There may be specific reporting requirements at the local, regional, or state level pertaining to releases of this material.

Clean Air Act, Section 112 Hazardous Air Pollutants (HAPs) (see 40 CFR 61)
This product does not contain any substances regulated as hazardous air pollutants (HAPS) under Section 112 of the Clean Air Act Amendments of 1990.

Clean Water Act
This product does not contain any substances regulated as pollutants pursuant to the Clean Water Act (40 CFR 122.21 and 40 CFR 122.42).
California Proposition 65
This product is not subject to warning labeling under California Proposition 65.

U.S. State Regulations (RTK)

<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>CAS No</th>
<th>Pennsylvania</th>
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</thead>
<tbody>
<tr>
<td>Triethanol amine</td>
<td>102-71-6</td>
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</tr>
<tr>
<td>Nitrogen</td>
<td>7727-37-9</td>
<td>X</td>
</tr>
</tbody>
</table>

International Inventories

United States
All intentionally-added components of this product(s) are listed on the US TSCA Inventory

Canada
This product is in compliance with CEPA for import by P&G

Legend
United States Toxic Substances Control Act Section 8(b) Inventory (TSCA)
CEPA-Canadian Environmental Protection Act

FIFRA
This chemical is a pesticide product registered by the United States Environmental Protection Agency and is subject to certain labeling requirements under federal pesticide law. These requirements differ from the classification criteria and hazard information required for safety data sheets (SDS), and for workplace labels of non-pesticide chemicals. The hazard information required on the pesticide label is reproduced below. The pesticide label also includes other important information, including directions for use.

- EPA Registration number: 4091-20
- CAUTION
- Avoid contact with skin and eyes

16. OTHER INFORMATION

Issuing Date: 15-Oct-2019
Revision date: 15-Oct-2019

Disclaimer.
The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text

End of SDS
Comprehensive Learning Center is committed to the health and safety of our staff, students, as well as our visitors/vendors. The following protocol is in place to promote a healthy environment to the extent possible.

How CLC is prepared to protect our staff and students:

- Staff and students (via parent/guardian) are taking their own temperatures every morning for signs of a virus. A temperature of 100/+ degrees Fahrenheit or more will not be allowed to report to work or school.
- Staff and students (via parent/guardian) are taking daily health self-assessments (see chart below) for specific COVID-19 symptoms. If one or more symptom is present, they are not allowed to report to work or school.
- Arrival temperature checks conducted on all staff and students.
- Random temperature checks are conducted throughout the day on all staff and students. Those with a temperature of 100 degrees Fahrenheit or more will be sent home.
- Staff will be wearing masks when in the presence of others where social distancing of 6ft cannot be maintained.
- CLC has available hand sanitizers at its entrances and throughout the facility.
- CLC has available PPE for its staff members. You may see employees wearing face mask, face shields, lab coats, and or gloves.
- Staffing and students’ schedules may be adjusted to minimal numbers as feasibly possible to promote social distancing.
- Building cleanings have increased throughout the day as staff members are required to sanitize their classrooms and work areas at minimal, twice daily.

What we need from you to protect our staff and students and yourself:

- All visits must be pre-scheduled to limit the number of visitors in the building at one time.
- All visitors are required to take the health self-assessment upon arrival and before entering the building. Complete the CLC Health Self-Assessment in the chart below. These can be obtained via email or at the main entrance.
- All visitors who pass the health self-assessment are required to have a CLC staff member take a temperature check prior to moving from the foyer to the lobby area. A reading of 100 degrees Fahrenheit, you will be denied entrance and must reschedule your visit.
- If you did not pass the health self-assessment – please call the office to have your visit rescheduled.
- All visitors are required to wear a mask upon entry and must continually wear the mask while in the presence of our staff and students or when social distancing of 6ft is not possible.

CLC Health Self-Assessment

If you answer “yes” to one or more symptom, please call the office to reschedule your visit. Within the last 24-48 hours have you had:

- A positive COVID-19 diagnosis
- Cough
- Shortness of breath or difficulty breathing
- Fever - a temperature of 100 F or higher
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Gastrointestinal symptoms (nausea, vomiting, or diarrhea)
- I have been in close contact with an individual with a positive diagnosis of COVID-19. Close contact means within 6 feet for more than 10 minutes.
- A healthcare provider or public official has recommended or required me to quarantine for any

Visitor: ___________________________ Date: _____________ Onsite Temperature Read: _____ by: ___________
At CLC, we are committed to promoting a safe and healthy environment. In response to COVID-19, CLC has implemented a Health and Safety Program. This is a Quick Reference Guide, refer to the Health and Safety Plan for details.

1. Student Daily Self-Assessment
   a. Parent to complete each day
   b. Take child's temperature and record on self-assessment
      i. NO SCHOOL - A check mark in ANY box – Call a Clinical Director
      ii. NO SCHOOL - A temperature of 100/+ degrees Fahrenheit – Call a Clinical Director
   c. YES SCHOOL – NO checks in ANY box
   d. YES SCHOOL – Temperature less than 100/+ degrees Fahrenheit
   e. Give transportation the COMPLETED daily self-assessment or if transporting your child bring with you
   f. Wait in transportation drop-off line
   g. CLC Recorder and School Nurse will collect the student self-assessment and take student’s temperature
      i. NO SCHOOL – no completed self-assessment
      ii. NO SCHOOL – if child temperature onsite reading is 100/+ degrees Fahrenheit
      iii. Parent/Guardian will be notified that the child is being transported back home
      iv. There is no negating this process

2. Face Masks
   a. If your child has learned to tolerate wearing a face mask, please have your child wear the mask while being transported and when exiting the vehicle. CLC staff will follow your instructions in this regard, as well as throughout the school day and when departing school
   b. Be sure to inspect the face mask to ensure it is not damaged
   c. If possible, have an extra face mask in your child’s school bag. Place mask in a sealed baggie

3. Social Distancing
   a. CLC will follow Social Distancing guidelines as much as possible, maintaining six feet of space between others

4. Cleaning/Disinfecting
   a. CLC will be disinfecting areas multiple times throughout the school day
Comprehensive Learning Center

Student Daily Self-Assessment

Today’s Date: _________________

Student Name: ___________________________ Parent Recorded Student Temperature: __________
(Print Name) (Degrees Fahrenheit)

Recorder/School Nurse Drop off Temperature: ________ Taken by: __________
(Degrees Fahrenheit)

Truthfully respond to the Student Daily Self-Assessment statements below and take your child’s temperature, record reading where indicated.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A positive COVID-19 diagnosis</td>
<td></td>
</tr>
<tr>
<td>Cough</td>
<td></td>
</tr>
<tr>
<td>Shortness of breath or difficulty breathing</td>
<td>Fever - a temperature of 100.4 F or higher</td>
</tr>
<tr>
<td>Muscle pain</td>
<td>Chills</td>
</tr>
<tr>
<td>Sore throat</td>
<td></td>
</tr>
<tr>
<td>New loss of taste or smell</td>
<td></td>
</tr>
<tr>
<td>Gastrointestinal symptoms (nausea, vomiting, or diarrhea)</td>
<td></td>
</tr>
<tr>
<td>Have been in close contact with an individual with a positive diagnosis of COVID-19. Close contact means within 6 feet for more than 10 minutes.</td>
<td></td>
</tr>
<tr>
<td>A healthcare provider or public official has recommended or required my child to quarantine for any reason related to COVID-19.</td>
<td></td>
</tr>
</tbody>
</table>

As the parent, I did not check any boxes above. | As the parent, I checked one or more boxes above.

Your child is ready to enter the school. | Your child is unable to attend school or enter the facility until clear of symptoms

As parent/guardian of the child named above, my signature below affirms that I truthfully completed the Student Self-Assessment on this date.

__________________________________________  __________________________________________
Print Name of Parent/Guardian  Signature of Parent/Guardian

_______________
Date
At CLC, we are committed to promoting a safe and healthy environment. In response to COVID-19, CLC has implement a Health and Safety Program. This is a Quick Reference Guide, refer to the Health and Safety Plan for details.

1. Staff Daily Self-Assessments
   a. Complete self-assessment each day
   b. Take your temperature and record on self-assessment
      i. NO ONSITE WORK- a check mark in ANY box – Call a Clinical Director
      ii. NO ONSITE WORK- a temperature of 100/+ degrees Fahrenheit – Call a Clinical Director
      iii. YES ONSITE WORK – NO check marks in ANY box and
      iv. YES ONSITE WORK – Temperature less than 100/+ degrees Fahrenheit
   c. Prior to entering the building your temperature will be taken by the School Nurse or designee who will review and collect your COMPLETED daily self-assessment

2. Face Masks
   a. Yes – wear one as you enter the building

3. Social Distancing
   a. Follow social distancing guidelines of 6ft from others

4. Personal Protective Equipment (PPE)
   a. Yes – CLC will provide face masks, face shields, gloves, and lab coats to protect clothing

5. Cleaning/Disinfecting
   a. Staff will be disinfecting areas multiple times throughout the day
Comprehensive Learning Center

Staff Self-Assessment

Today’s Date: ___________________

Name: ___________________________ Employee Recorded Temperature: _________

(Print Name) (Degrees Fahrenheit)

School Nurse/Desigenee Arrival Temperature: _______ Taken by: _________

(Degrees Fahrenheit)

Truthfully respond to the Self-Assessment statements below and take your temperature, record reading where indicated.

☐ A positive COVID-19 diagnosis
☐ Cough
☐ Shortness of breath or difficulty breathing
☐ Fever - a temperature of 100.4 F or higher
☐ Chills
☐ Muscle pain
☐ Sore throat
☐ New loss of taste or smell
☐ Gastrointestinal symptoms (nausea, vomiting, or diarrhea)
☐ Have been in close contact with an individual with a positive diagnosis of COVID-19. Close contact means within 6 feet for more than 10 minutes.
☐ A healthcare provider or public official has recommended or required my child to quarantine for any reason related to COVID-19.

I did not check any boxes above. As the parent, I checked one or more boxes above.

✔️ You’re ready to enter the building

✔️ You’re unable to enter the building until you are clear of symptoms

My signature below affirms that I truthfully completed the Self-Assessment on this date.

__________________________________ ____________________________
Print Name Signature Date
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.

cdc.gov/coronavirus
Please wear a cloth face covering.

Maintain a distance of 6 feet whenever possible.

cdc.gov/coronavirus
Help Protect Yourself and Others from COVID-19

Practice Social Distancing

Stay 6 feet (2 arm’s lengths) from other people.

And Wear a Cloth Face Covering

Be sure it covers your nose and mouth to help protect others. You could be infected and not have symptoms.

cdc.gov/coronavirus
As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:

- Stay at home as much as possible
- Practice social distancing (remaining at least 6 feet away from others)
- Clean your hands often

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

For more information, go to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html
How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus
Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.
Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow-up with your supervisor.

DO NOT ENTER if you have:

- FEVER
- COUGH
- SHORTNESS OF BREATH

[Source: cdc.gov/CORONAVIRUS]
What You Can do if You are at Higher Risk of Severe Illness from COVID-19
(Print Resources Web Page: https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html)

Are You at Higher Risk for Severe Illness?

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Here’s What You Can do to Help Protect Yourself

- **Stay home** if possible.
- **Wash your hands** often.
- **Avoid close contact** (6 feet, which is about two arm lengths) with people who are sick.
- **Clean and disinfect** frequently touched surfaces.
- **Avoid all cruise travel** and non-essential air travel.

Call your healthcare professional if you are sick.

For more information on steps you can take to protect yourself, see CDC’s [How to Protect Yourself](https://www.cdc.gov/coronavirus).

cdc.gov/coronavirus
Thank you for helping us keep our patients and staff safe. The clinic staff may ask you to wear a mask or use tissues to cover your cough. Thank you for helping us keep our patients and staff safe.
Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.
When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Bluish lips or face
- Inability to wake or stay awake

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility:
Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor.

- Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor’s office, and tell them you have or may have COVID-19.

If you are sick, wear a cloth covering over your nose and mouth.

- You should wear a cloth face covering over your nose and mouth if you must be around other people or animals, including pets (even at home).
- You don’t need to wear the cloth face covering if you are alone. If you can’t put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

Monitor your symptoms.

- Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities will give instructions on checking your symptoms and reporting information.

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation,** ride-sharing, or taxis.

Separate yourself from other people and pets in your home.

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

CDC.gov/coronavirus
Cover your coughs and sneezes.
- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often.
- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.
- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.

Clean all “high-touch” surfaces everyday.
- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a cloth face covering and wait as long as possible after the sick person has used the bathroom.

Clean and disinfect areas that may have blood, stool, or body fluids on them.

Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
- Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Most EPA-registered household disinfectants should be effective.

When you can be around others after you had or likely had COVID-19

When you can be around others (end home isolation) depends on different factors for different situations.

- **I think or know I had COVID-19, and I had symptoms**
  - You can be with others after:
    - 3 days with no fever
    - symptoms improved
    - 10 days since symptoms first appeared
  - Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

- **I tested positive for COVID-19 but had no symptoms**
  - If you continue to have no symptoms, you can be with others after:
    - 10 days have passed since test
  - Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.
  - If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
10 things you can do to manage your COVID-19 symptoms at home


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 facemask.

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.
Comprehensive Learning Center COVID-19 Health and Safety Statement & Brief Guidelines

Comprehensive Learning Center (CLC) is committed to protecting the health and safety of our students and employees during this challenging time. Here are some of the ways in which we are preparing:

**Prior to reopening the facility**

- Complete building sanitizing will be conducted using commercial grade disinfecting cleaning products

**Education Program Students – Upon Reopening**

As CLC prepares for reopening, this will not look like our typical days prior to COVID-19. For the health and safety of all our students and staff, CLC has placed some strong restrictions on when a child is NOT to be sent to school and what will be required for your child to attend. It is your responsibility as your child’s parent/guardian to read through this Health and Safety Statement and the Phased School Reopening Health and Safety Plan and become familiar with the new normal until the CDC and the Governor of PA lift certain restrictions and guidelines. It is strongly recommended that employees and parents/guardians read the CLC’s Re-opening Health and Safety Plan for more detailed instructions.

Please be aware, that any noncompliance to our reopening guidelines places an even bigger burden on our staff who have been trained to follow these guidelines as well as enforce them.

Working together as a community will allow CLC to remain open during this time. Should there be an outbreak of COVID-19 and CLC is forced to temporally close, know that we will begin to operate under the previous guidelines of providing virtual learning services to our students.

**Re-opening Pre-Arrival and Post-Arrival**

**Pre-Arrival**

- Each student is required to have a **daily** Self-Assessment completed by a parent/guardian
- Parent/Guardian is required to take their child’s temperature **daily** and record the reading on the Self-Assessment
  - If you child is deemed “unable to attend school” after completing the assessment DO NOT SEND YOUR CHILD TO SCHOOL. Contact a Clinical Director.
  - If you child is deemed “ready to enter school” after completing the assessment, Parents/Guardians are required to hand deliver the assessment to the
transportation provider who will provide the assessment to the CLC staff member upon arrival

Post-Arrival

- NO ASSESSMENT or TEMPERATURE READING – NO SERVICES WILL BE PROVIDED AND YOUR CHILD WILL BE DENIED ACCESS AND TRANSPORTER INSTRUCTED TO RETURN THE CHILD HOME. Parents/Guardians will be notified
- Each student will have their temperature read prior to exiting the vehicle and entering school. A temperature of 100/+ is unacceptable and the child will not be permitted to exit the vehicle. TRANSPORTER INSTRUCTED TO RETURN THE CHILD HOME. Parents/Guardians will be notified
- NO EXCEPTIONS
- Parents/guardians it is strongly recommended that you have a backup pick up plan in place. Please do not jeopardize our students and staff

School Day

- If you child has learned to tolerate wearing a mask, communicate this information with your home programmer. We will do our best to ensure your child wears his/her mask. Parents are required to provide a backup mask which will remain in his/her backpack
- Community activities are postponed until further notice. CLC may slowly intergrade these types of instructions into your child’s schedule when deemed safety able to do so
- CLC will pair instructor/learner to 1:1 when feasible
- Limited social interaction with other students using the 6ft distance as a guide
- Practice 6ft social distancing to the extent possible
- Practice student frequent handwashing at minimum -2 times per day
- CLC staff will conduct daily frequent cleaning of materials, desks, chairs, etc.
- During the school day, should your child exhibit symptoms related to COVID-19 – you will be notified, your child separated from others and all student materials sanitized. YOU ARE REQUIRED TO IMMEDIATELY PICK UP YOUR CHILD. It is important to have a back-up plan in place for situations like this
- Provide only essential home programming. All parties within the household must take and pass the CLC’s Self-Assessment prior to services. All in home materials to be used during a home visit must be cleaned/disinfected prior to the arrival of the instructor. The instructor will collect the assessments to confirm the household is deemed safe and continue with the visit. The instructor may end a session at anytime for any health concerns or non-compliance to disinfecting home learning materials
- CLC instructor will disinfect all materials brought with them prior to entering your home
- CLC instructor will disinfect all materials brought back to CLC prior to entering the building
- In lieu of home programming, Zoom home programming meetings will be available at mutually agreed dates and times
- CLC has the option to stagger start and dismissal times as needed
**CLC Staff Members**

- Each staff member is required to complete a **daily** Self-Assessment.
- Each staff member is required to take temperature **daily** and record the reading on the Self-Assessment.
  - If a staff member is deemed “unable to enter the facility” after completing the assessment he/she is to report this information to their supervisor and HR.
  - If a staff member is deemed “ready to enter the facility” after completing the assessment, this form will be collected by a CLC employee.
- Each staff member will have their temperature read prior to entering the facility and recorded on your daily self-assessment. A temperature of 100/+ is unacceptable and the staff member will be asked to leave the campus, monitor your symptoms and if necessary, seek medical care. Contact a Clinical Director should you continue to have symptoms. You may be required to provide a doctor’s confirmation of not having COVID-19 for re-entry.
- Masks are required to be worn by all staff members at all times within 6ft of any individual.
- Frequent hand washing is required with a mandatory washing of at least 2 times per day.
- Wearing of Personal Protective Equipment (PPE) other than masks are not mandatory but strongly encouraged and available for your use. These items are:
  - Disposal gloves. Remember to wash your hands after removing gloves and dispose of gloves in a receptacle.
  - Disposable face masks – good for 5 days
  - Face Shields – daily cleaning required
  - Lab Coats – daily laundering required (onsite)
- As much is possible, maintain a distance of 6ft.
- Limit one person in a restroom at a time
- Instructional Staff are required to frequently clean student materials throughout the day
- Assists with daily overall facility cleanliness/disinfecting
- If at any time you experience COVID-19 symptoms notify your supervisor immediately

**Visitors to CLC - This includes outside assessors, LEA’s, and parents**

- Prior to entering the building, each visitor will complete a Self-Assessment.
  - If a visitor is deemed “unable to enter the facility” after completing the assessment he/she will not be permitted to enter.
  - If a visitor is deemed “ready to enter the facility” after completing the assessment, this form will be collected by a CLC employee.
- Only two visitors will be allowed in the lobby area at one time.
- Stand on the designed floor marking for temperature check. A temperature of 100/+ is unacceptable and the visitors will be asked to leave the campus, monitor health and seek medical care if necessary.
- Masks are required to be worn by all visitors at all times.
- Frequent hand washing is required.
- As much is possible, maintain a distance of 6ft.
- One person in a restroom at a time.
• If at any time a visitor experiences a COVID-19 symptom you are to notify the CLC staff member with whom you have been assigned. Staff member is to notify a Clinical Director who will follow the Health and Safety Plan protocol
• Sanitizing the areas is then required

**Daily Cleaning Supplies Provided by CLC**

• Spray bottles with disinfecting/sanitizing solution
• Paper products
• Micro Cleaning Cloths – which will be washed daily.

To reiterate, in order for CLC to remain open and COVID-19 free, collectively we must all adhere to these guidelines and follow CLC’s Phased School Reopening Health and Safety Plan.

Thank you for your cooperation.

CLC’s Management Team