

CSIU Adult Education Program
Health and Safety Plan for Returning to Classrooms
 Revised September 4, 2020

The safety of students, volunteers and staff is important. The CSIU Adult Education Program will continue to provide distance learning options (technology or textbook-based) to those who cannot or do not wish to attend in-person classes. For those who wish to receive face-to-face instruction or meet with staff, they may do so by following the guidelines listed below.

This plan is subject to change based on new information and guidance from the CDC, the PA Department of Health, the PA Department of Education, Governor Wolfe or the Central Susquehanna Intermediate Unit.

Coordination with Local Public Health Officials	<ul style="list-style-type: none"> The Central Susquehanna Intermediate Unit (CSIU) senior leadership maintains regular communication with local public and state health officials. Organization guidelines are regularly updated in response to the latest information provided by the CDC, the PA Department of Health, the PA Department of Education, and Governor Wolfe's office. In turn, senior leaders provide weekly updates to program managers and to all staff. The CSIU Adult Education program has created this set of protocols and guidelines based on this information and will continue to update this document based on new information.
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The following plan is in effect during these phases:

MODERATE RISK	LOW RISK
Instruction	<p>Instructional Delivery Options and Protocols:</p> <p>The following instructional delivery options will be available to all students:</p> <p>In-person Classroom Instruction An instructor and volunteer classroom aides will provide face-to-face instruction to individuals and small groups in locations where adequate social distancing and other safety policies can be maintained. Class sizes will be smaller and schedules will be modified to accommodate additional students as they join the program.</p> <p>Real-time Remote Instruction An instructor or tutor uses telephone, teleconferencing, or video conferencing tools to conduct a live class, small group, or pair in real time with one or more students. The instructor or tutor must have a way to verify student identity and participation and precisely document each student's start and end time.</p> <p>Supplemental Distance Learning An instructor or tutor assigns activities from computer-based curricula approved by</p>

the Department of Education, Division of Adult Education. The content of the assigned activities aligns with and enhances the content of real-time instruction, and the instructor or tutor reviews the content with students, either in groups or individually.

Teacher-assigned Non-supplemental Distance Learning

An instructor or tutor assigns activities from computer-based curricula approved by the Department of Education, Division of Adult Education. In this case, the activities are not aligned with the content of real-time instruction. The instructor or tutor must review the activities with the students.

Paper-based Distance Learning

The instructor or tutor assigns work from paper-based distance learning curricula approved by the Department of Education, Division of Adult Education. Students complete the work, return it to the instructor or tutor for review, and the instructor or tutor provides feedback.

Referral to the PA Statewide Distance Learning Project

To support access to distance learning instruction for adults who cannot attend real-time instruction at a local program or for whom needed services are not available at a local program, the CSIU Adult Education Program will inform students about, and refer them to, the Statewide Distance Learning Project.

- Student orientation and intake sessions and assessment may occur individually or in small groups in locations where adequate social distancing can be maintained. Online orientation and intake sessions will also be offered. Assessment is available online but requires students have current technology and adequate technology skills to meet the guidelines for administration.

In cases where students cannot complete an online assessment, they must meet in-person with an instructor to complete the standardized assessments to qualify for the program. Students must also meet in-person with staff to complete follow-up assessments. Students attending completing these assessments must abide by the health screening, social distancing, face covering and hygiene policies set by the program.

- In-person classroom instruction is available at all program locations. These classes have set schedules and require regular attendance. Students may also meet with staff by appointment. Students attending in-person classes or meeting in classrooms with staff must abide by the health screening, social distancing, face covering and hygiene policies set by the program.
- CSIU classroom sizes will be reduced so that the number of students, staff and volunteers meeting at any one time is small enough to allow seating that is at least 6 feet apart with adequate space to allow social distancing as students move about the space.

	<ul style="list-style-type: none"> ● As the number of adults interested in face-to-face instruction increases, schedules will be adjusted so that more class sessions with fewer people can meet. ● To meet the needs of learners, staff will supplement in-person instruction with assignments students can do on their own and bring to the next session or otherwise return to the instructor. ● As described above, distance learning options for instruction will continue to be available during Green and Yellow phases. Video conferencing with staff may be done individually or in small groups according to student needs and staff schedules. Students and instructors may also meet and discuss work by phone. Online coursework and paper-based distance learning will also be options for students during Green and Yellow phases.
Cleaning	Protocols:
	<ul style="list-style-type: none"> ● All CSIU Adult Education program classrooms have been cleaned and disinfected. This includes a detailed disinfecting of light switches, chairs, doors, keyboards etc. ● After a classroom is used, work surfaces and items handled by students and staff will be disinfected. Supplies for cleaning and disinfecting are available in all classrooms.
	Staff, Volunteer, and Student Guidelines:
	<ul style="list-style-type: none"> ● Staff are responsible for ensuring all surfaces used during class each day are disinfected before leaving for the day. Staff are encouraged to ask volunteers and students to assist in this process. ● Students will use disinfectants provided by staff to sanitize personal work areas at the end of class, including table area, notebook/textbook covers when appropriate, pencils and pens, rulers, calculators and any other educational tools or materials you have used. ● Students will keep classroom supplies provided to them by the instructor in individual plastic bags or baskets and store these items in the classroom. ● Students will assist staff to disinfect other surfaces, door handles, computer keyboards and monitors, buttons on printers and copiers, light switches, coffee pot handles, etc. at the end of in-person class sessions.

<p>Attending Class</p>	<p>Guidelines for Staff and Volunteers:</p>
	<p>Staff and volunteers will follow guidelines established by the CSIU for returning to work, including the following:</p> <ul style="list-style-type: none"> ● Per CDC and PA Dept. of Health guidelines, staff and volunteers will take their temperature before coming to the classroom. If their temperature is 100.4 degrees F (38 Celsius) or higher -- or if they have a cough, feel ill or show symptoms such as shortness of breath -- they will not report to the classroom. In the case of the instructor's illness, he/she will attempt to arrange for another staff person to be in the classroom but if this is not possible, face-to-face classes and meetings will be canceled for the day. Students and volunteers will be notified and information about future face-to-face classes and meetings will be shared. ● Under certain circumstances and with the approval of the program manager, the instructor may choose to hold ZOOM classes and will notify students. ● If staff begin to show symptoms of illness while in class, he/she will cancel any scheduled, face-to-face meetings for the rest of the day, notify the program manager, and go home. If an instructor becomes ill and no staff are available to continue the class, he/she will close the classroom early and dismiss students, notify the program manager, and go home. ● To make up for a class closure, the instructor will either direct students to an online course or other resources to study or the instructor will assign work from textbooks. ● Any staff member who discovers he/she has been exposed to the COVID-19 virus -- whether showing symptoms of illness or not -- will notify the program manager, remain at home under quarantine, and follow CSIU guidelines that allow for notification of co-workers, volunteers and students who were in close contact in previous days. ● While in the classroom, maintain social distancing guidelines by remaining 6 feet away from other staff and students. Arrange the classroom and seating so that students can remain 6 feet apart while studying and moving about the room. ● Classrooms with bathrooms and kitchen/eating areas should be restricted to one person at a time.

	<p>Guidelines for Students:</p> <ul style="list-style-type: none"> ● Per CDC and PA Dept. of Health guidelines, we ask students to monitor their health -- including taking their temperature -- before coming to the classroom. If you have a temperature of 100.4 degrees or higher, feel ill, have a cough or shortness of breath, please stay home and rest. Notify your instructor that you will not be attending class that day and seek medical attention as needed. ● If you discover that you have been exposed to the COVID-19 virus, please do not come to the classroom. Notify the instructor and self-quarantine for the recommended 14 days. Before returning to class, please notify the instructor. ● If you must miss class for more than one or two days, please continue studying using our program's distance learning options until you can return safely. ● For your safety and the safety of other students and staff, you must wear a face covering when you come to the classroom. You will be required to wear a face covering while in the classroom. If you have a medical condition or disability that makes wearing a mask dangerous or could lead to physical complications, you may wear a face shield. Instructors can provide you with a temporary face shield which you must wear while in the classroom. ● Staff at the main entrance of the building or the classroom will take your temperature using an infrared, touchless digital thermometer. ● If your temperature is 100.4 degrees F (38 Celsius) or higher -- or if you have a cough, feel ill or show symptoms such as shortness of breath-- you will be asked to return home. Your instructor will provide you with work you can do online or in textbooks so you can continue studying until you are well. ● Follow staff guidance and seating arrangements to remain 6 feet apart from others in the classroom. ● Classrooms with bathrooms and kitchen/eating areas should be restricted to one person at a time. ● Social Distancing Guidelines from the PA Department of Health
<p>Health and Hygiene</p>	<p>Guidelines for Staff, Volunteers and Students:</p> <ul style="list-style-type: none"> ● Hand sanitizer and wipes are available in each classroom. Please wash or sanitize hands frequently. The CDC recommends at least 10 times a day and after encountering germs (handling trash, sneezing, after bathroom use, etc.).

	<ul style="list-style-type: none"> • Hand wipes and paper towels inside & outside restrooms and can be used to open-door handles and wipe off sink spigots, toilet handles and any touchable surface. • Bring your own snacks and drinks to class. These items will not be available in the classroom. • Use disposable paper products instead of drinking glasses, ceramic mugs, plates or silverware. • Before leaving the classroom, discard your used paper waste in classroom trash cans and clean the table surface, chair and floor where you were sitting.
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Communication	Protocols:
	<ul style="list-style-type: none"> • Social distancing, mask-wearing and hand-washing signs are posted in each classroom. • Plan or policy updates will be announced on the program web site. These updates, and new health and safety information, will be shared by program staff in class, and distributed to staff/volunteers/students by email or text message. • Links to state and national guidelines and resources are available on the CSIU's Coronavirus Resource and Information web page. • If you have questions about this health and safety plan or the policies and guidelines of the CSIU Adult Education Program contact Mary Mingle at (570) 713-5426 or by email at mmingle@csiu.org.

HIGH RISK
The following plan applies for classrooms located in High Risk counties.

Instruction	Protocols:
	<p>In the event that classes must close in response to Governor’s orders, students will be able to continue using distance learning options to study, including:</p> <p>Real-time Remote Instruction An instructor or tutor uses telephone, teleconferencing, or video conferencing tools to conduct a live class, small group, or pair in real time with one or more students. The instructor or tutor must have a way to verify student identity and participation and precisely document each student’s start and end time.</p> <p>Supplemental Distance Learning An instructor or tutor assigns activities from computer-based curricula approved by</p>

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Communication

Protocols:

- Classroom closing and options for continuing to study at a distance will be announced by email, text message, and phone calls. Students may continue to communicate with instructors who will be working from home during normal program operating hours. Updates on the status of classroom re-openings will also be communicated to staff, students and volunteers using email, text messaging, and phone calls.
- Students will be expected to maintain active participation in instruction using one or more of the distance learning options described above.
- New student orientation and intake will be available through ZOOM or telephone. Alternative assessments will be administered using online resources or paper-based methods.
- If you have questions about this health and safety plan or the policies and guidelines of the CSIU Adult Education Program contact Mary Mingle at (570) 713-5426 or by email at mmingle@csiu.org.