

**A.W. Beattie Career Center  
9600 Babcock Blvd.  
Allison Park, PA 15101  
412-847-1900**



[www.beattietech.com](http://www.beattietech.com)  
**Health and Safety Plan  
2020 – 2021**

Plan Introduction:

The re-opening of schools in the Commonwealth of Pennsylvania requires each LEA to develop a health and safety plan that is approved by the school board (the Joint Operating Committee for the Career Center). The A.W. Beattie plan will address our operating approach under the guidance for each of Governor Wolf's three phases (Red, Yellow, Green). This plan is operational for a Yellow or Green phase designation. If a Red phase is designated, instruction from the Career Center will be through Full Remote Distance Learning.

The continuing COVID-19 pandemic continues to strain the delivery of education for our students and families. The continued evaluation of the pandemic requires all education institutions to engage with community partners to develop reasonable methods to provide a positive and safe learning environment. A.W. Beattie has been engaged with our nine consortium member school districts, the Allegheny Intermediate Unit, the Allegheny County Health Department, Centers for Disease Control, and the Pennsylvania Department of Education. While no plan will eliminate all risks, we will utilize recommended steps to reduce the risks to students, teachers, staff members and their families. A.W. Beattie will adjust these recommendations as needed as new information becomes available in order to decrease the risk of exposure for our students, teachers and staff members.

Plan Flexibility: A.W. Beattie's plan is designed to be a flexible and dynamic document that can adjust as the COVID-19 pandemic continues to evolve. The plan enables the Career Center to respond to future guidance/requirements that are released by local and state authorities. The plan focuses on operating in a Hybrid/Remote Distance Learning model as long as the Career Center is able to remain open for Hands-on instruction. If the Career Center would be required to close, all instruction would move to a Full Remote Distance Learning environment during the time period of closure.

First Day of Student Instruction: August 31, 2020

Student Instructional Hours: 7:45 AM – 2:30 PM

Pandemic Safety Coordinator: Eric Heasley, Executive Director  
[eric.heasley@beattietech.com](mailto:eric.heasley@beattietech.com)  
412-847-1901

Daily Self-Health Care Checklist: Parents are asked to review the Daily Self-Health checklist attached to this document each morning before their child leaves for school. Screening of students at home will assist the Career Center in maintaining our Health and Safety Plan for the protection of all. We ask that students that appear ill at home stay home and the family physician is contacted. The Career Center website contains the directions and electronic link for reporting student absences. We are asking members of the staff to follow the same Daily Self-Health check protocols.

Student Building Entry and Exit: All students will enter and exit at their assigned, staggered times through the main front entrance. This entrance provides a natural, one way flow to the classrooms upon arrival and the reverse motion upon exiting, via a staggered schedule.

Student Attendance: Daily student attendance will be maintained. Students will be given directions from their teacher on the protocol utilized in their program to take daily attendance. Attendance will be recorded daily in Skyward for in-person classes or Remote Distance Learning days.

Please submit excuses for absences from in-person classes or Remote Distance Learning days within 24 hours to [studentexcuse@beattietech.com](mailto:studentexcuse@beattietech.com). Please include the parent/guardian name and phone number for verification. You may also submit excuses for absences in the front office to Susan Hughes, Administrative Assistant.

Student Grading: Student grading will follow the normal grading procedures for all assignments during the 2020 – 2021 school year.

Masks and Face Shields: Staff members and students will be required to wear face masks and/or face shields within the Career Center. Children two years or older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. Masks may be removed for eating and drinking and during supervised masks/shield breaks supervised by the program area teacher. The preferred area for these breaks is outside following physical distancing guidelines. These guidelines meet the current guidelines issued by the PA Department of Health and PA Department of Education. Unless a student meets the above guidelines, masks are required for students to attend A.W. Beattie. Students that refuse to wear a mask will not be able to participate in hands-on classroom activities.

- All face coverings must be appropriate for the educational environment. No inappropriate sayings or pictures

Health and Safety Planning Committee:

Erin Brennan, Learning Facilitator	John Brown, Carpentry Instructor	Peter Camarda, Interim Business Manager	Cynthia Cazin, Cosmetology Instructor
Krista Charlton, Kiddie Tech Day Care Center Director	Jennifer Evanitsky, Veterinary Sciences Instructor	Sara Goodyear, CTE School and Resource Counselor	Eric Heasley, Executive Director
Thea Holzworth, Assistant Principal	Susan Hughes, Administrative Assistant	Joe Miller, Technology Director	Doug Moran, RN
Diane Murray, Instructional Assistant	Dan O'Keefe, JOC President	Larry Parks, Automotive Instructor	Robert Scott, School Police Officer
William Steiner Jr., Supervisor of Building and Grounds	Tina Swanson, Parent	JT Thomas, Emergency Response Technology Instructor	James Tunstall, JOC Member
Joanne Vano, Cooperative Education Coordinator	Dr. Jason Watkins, Assistant Director	Aaron Yurek, Culinary Instructor	Kim Zylinski, CTE Career and School Counselor

Cleaning, Disinfection and Sanitizing of Facilities/Ventilation:

The Career Center will utilize acceptable industry standards and cleaning methods throughout the Career Center campus to control any potential COVID-19 risks. The health and safety of all students, staff, and visitors is a top concern of the Career Center. Staff members will adhere to the COVID-19 Touchpoint Cleaning guidelines as covered during our back to school professional development.

Under a Yellow or Green Phase Order:  
(or other corresponding guidance)

- Instructors and students will assist with the cleaning/sanitizing of all high touch surfaces within their classroom during each session.
- Instructors will instruct students on the proper disinfection methods for their work station at the end of each session based on industry standards. Students will then complete the cleaning/sanitizing daily for their assigned work station, equipment and tools.
- Students will be instructed to launder their lab uniforms following each A/B cycle of attendance.
- Instructors/Instructional Assistants will utilize an electrostatic sanitizer or the appropriate sanitizer cleaner on tool rooms, changing rooms, and large equipment after each session.
- The custodial/maintenance staff will sanitize restrooms and all high touch points at least twice daily.

#### Physical Distancing and Other Safety Protocol:

The Career Center will strive as is practical and feasible to create 3 to 6 feet separation spaces among students and staff throughout the day. The nature of instruction at the Career Center causes students and staff to be in small groups for learning activities. Staff members will coordinate same group activities each day to the best of their ability.

- Classroom windows and doors will be open as feasible to provide additional air circulation.
- Instructional activities will take place outdoors as feasible.
- Sharing of tools will be limited and sanitizing of tools will take place throughout the day.

#### Under a Yellow or Green Phase Order:

(or other corresponding guidance)

- Changing room access will be limited to programs that require a uniform for safety as part of the days hands-on instruction.
- The use of restrooms as changing rooms is inappropriate and unhealthy.
- Physical distancing guidelines will be adhered to as is practical and feasible.
- The use of mannequins will be the preferred method over live models. However, at times students/outside individuals may serve as a model with appropriate precautions.

#### Congregated Settings:

- The Career Center does not provide student cafeteria service or student break rooms.

In a Yellow or Green Phase instructional assistants and staff members will be assigned to monitor and assist in hallways to limit the congregation of students at arrival and dismissal times.

#### Hygiene Practices for Students and Staff:

In a Yellow or Green Phase students and staff will practice good hygiene protocols to include:

- Hand washing/sanitizing upon entry and before leaving the building.
- Sanitizing supplies will be supplied in each classroom and lab area.
- Students and staff members will sanitize work stations throughout the day.
- Tools and equipment will be sanitized throughout the day.
- Hand washing will be required per profession standards.
- Limited contact with outside visitors.
- Students may not bring outside food for consumption into the building at this time. Students may bring bottled water and the Career Center will supply bottled water.

#### Posting of Advisory and Best Practice Literature:

In a Yellow or Green Phase signage related to hand washing procedures, reminders, COVID-19 facts and symptoms, face mask reminders, physical distancing and disinfection reminders will be posted at entry points and throughout the building.

#### Identifying and Restricting Non-essential Visitors and Volunteers:

In the Yellow or Green Phase, all visitors will be screened at the secure vestibule before being admitted to the Career Center. Approved visitor will scan their driver's license through the Raptor reader and the office staff will verify acceptance or rejection.

- Guest speakers will be eliminated in a yellow phase and limited in a green phase. Guest speakers will have to respond to a COVID-19 check sheet before they will be permitted into the classroom area. The use of Zoom or Microsoft Teams is the preferred method for guest speakers.
- CDC/Allegheny County Health Department guidelines will be followed in classrooms and labs.

- Staff meetings will be held in a virtual environment by TEAMS or Zoom.
- Student announcements will be made by the office staff.
- Student assemblies will be held in a virtual environment by TEAMS or Zoom.
- When in person classes are conducted at the Career Center, the number of students in attendance will be limited through a pre-determined rotating schedule of consortium member school districts. The school districts will be assigned a Monday/Tuesday or Thursday/Friday schedule outlined in the Career Center's Re-Opening Plan.

Coordination of the Day Care Center, Transportation, Modified School Year Calendar, Culinary Restaurant, and Cosmetology Salon in the Yellow or Green Phase:

- The Kiddie Tech Day Care Center will continue to operate under the guidelines for day care centers, unless an order is issued to close A.W. Beattie Career Center.
- AWBCC will collaborate with the consortium school districts for student transportation on any modified in-person instructional schedule.
- The Career Center JOC will authorize any changes to the adopted 2020 – 2021 school calendar.
- The A.W. Beattie Career Center Restaurant will not be open to the general public until further notice.
- The Cosmetology Training Salon will be open by appointment only under the guidelines of the State Board of Cosmetology.
- Parents and students will be notified through the Career Center website, social media, and the Skylert automated call system.

Cooperative Education and Student Internships/Adult Evening Classes:

A.W. Beattie Career Center will operate these valuable learning experiences under this Health and Safety Plan. Families that are requesting their student's participation in our extensive Cooperative Education and Student Internship experiences will need to complete all required forms in addition to the COVID-19 awareness sheet.

Monitoring Student and Staff Health:

During the Yellow or Green Phase, the Career Center will institute a student, staff and visitor monitoring system. The Career Center will consist of:

- Monitoring students and staff for symptoms and history of exposure during their times on campus.
- Instructors will notify the administration of students that appear to be ill, following the COVID-19 Decision Tree.
- AWBCC has designated an area to isolate sick students, staff and visitors while they are on campus. Room 110 will serve as the Isolation Room.
- AWBCC will follow the Allegheny County Health Department guidance/directives on students and staff returning to the building from quarantine or isolation.
- AWBCC will use its electronic communication resources to notify the community, students, staff and parents of a school closure or changes with the safety protocols that may occur throughout the school year.
- The Career Center will maintain contact with families and consortium school districts to ensure that students that are medically compromised are provided with instructional materials through the Career Center.
- Attached is the Signs and Symptoms of COVID-19 Flyer from the CDC.

Professional Development:

Staff members will participate in the following professional development activities related to COVID-19 through the month of September.

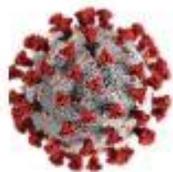
- COVID-19 Touchpoint Cleaning
  - Mr. William Steiner
- Handwashing and Proper Face Mask/Shield Utilization
  - Mr. Doug Moran, RN and Mrs. Sarah Dietz, RN
- Universal Precautions
  - Mr. JT Thomas, EMT/P
- COVID-19 Decision Tree for student health concerns
  - Mr. Eric Heasley, Executive Director

The Joint Operating Committee authorizes the Executive Director to close the on-site operations of the A.W. Beattie Career Center for the following reasons during the ongoing COVID-19 issue.

- Lack of adequate staff to ensure the safety and welfare of students because of illness.

- Lack of custodial staff because of illness.
- Community spread of the illness in AWBCC classrooms and/or across the school districts.
- Recommendation made by the Allegheny County Board of Health or other appropriate agency.

# 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.



CS 314937A 06/01/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

**A.W. Beattie Career Center  
Daily Self-Health Check List  
Students**

***Please take your Students temperature before completing the Daily Self-Health Check List. If they have a temperature of 100.4 degrees or if they appear ill based on the questions/symptoms below have them stay home from school and contact your family physician.***

Question/Symptoms	Check if Positive
Dry Cough	<input type="checkbox"/>
Trouble Breathing, Shortness of Breath	<input type="checkbox"/>
Muscle/Joint Aches	<input type="checkbox"/>
Sore Throat	<input type="checkbox"/>
Headache	<input type="checkbox"/>
Recent loss or change in Taste or Smell	<input type="checkbox"/>
Skin Changes (Rash, Peeling, Swelling of Hands/Feet, Discoloration of Toes)	<input type="checkbox"/>
Abdominal Pain (Diarrhea/Nausea)	<input type="checkbox"/>
Conjunctivitis w/out Discharge (Eye Irritation)	<input type="checkbox"/>
Swollen Lymph Nodes (Neck)	<input type="checkbox"/>
Fatigue	<input type="checkbox"/>
Have you or have you been around anyone that is Positive for COVID-19 or that is awaiting test results or suspected to be Positive for COVID-19?	<input type="checkbox"/>