



Chester County Intermediate Unit

Coronavirus 2019 (COVID-19)

Action Plan Summary

March 2020



Coronavirus (COVID-19) Plan Summary

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I. Executive Summary

Key CCIU staff members met on March 6, 2020, to review the organizational response plan in the event of an escalation of the spread of the Coronavirus (COVID-19). In attendance were the following CCIU staff members:

1. Dr. George F. Fiore, Executive Director
2. Mr. Joe Lubitsky, Director of Administrative Services
3. Ms. Mary Curley, Director of Communications & Learning Solutions
4. Dr. Jacalyn Auris, Director of Student Services
5. Mr. Iain Strachan, Director of Human Resources
6. Ms. Maureen Linahan, Assistant Director of Human Resources
7. Dr. Noreen O'Neill, Director of Innovative Educational Services
8. Mr. John DeMillion, Director of Information Technology
9. Dr. Kirk Williard, Director of Career & Customized Education
10. Mr. Paul Thompson, Director of Operations

The objectives of the meeting included:

1. Organize the CCIU team and assign responsibilities for coordinating the organization's action plan to mitigate the impact of the potential spread of the coronavirus to our students, staff, schools, services and operations.
2. Develop a multi-tiered action plan for the CCIU that is coordinated with similar plans being developed by the school districts, clients and business partners.
3. Participate in a conference call with the Chester County Health Department and other stakeholders. Incorporate the guidance provided by the Chester County Health Department into our action plan.
4. Debrief with the school district superintendents in order to develop a coordinated response plan.
5. Establish a CCIU COVID-19 Response Team.

Dr. Fiore assigned the following staff members to the CCIU COVID-19 Response Team:

1. Joe Lubitsky, Director of Administrative Services (Team Leader)
2. Mary Jeanne Curley, Director of Communications & Learning Solutions
3. Jacalyn Auris, Director of Student Services
4. Paul Thompson, Director of Operations
5. Additional CCIU staff as needed.



II. CCIU Coronavirus Phase Level Action Plan

The CCIU Coronavirus Phase Level Action Plan includes protocols based on possible phases of an outbreak of the coronavirus. During all phases, the CCIU will seek the guidance of the Center for Disease Control, Pennsylvania Department of Health, Chester County Department of Health and Pennsylvania Department of Education. In the absence of guidance from these agencies, the CCIU administration will make recommendations and seek approval from the CCIU Board of Directors to implement a plan of action to ensure the health and safety of students, staff and the community at large.

Below please find Phases 0 – 3 of a pandemic response. Please note: As information becomes available and the situation evolves, the Phases and the actions that need to be taken may overlap, and not all actions in every phase may need to be taken, but all will be considered. This plan is to serve as a guide. The actual situation and outbreak may call for different actions to be taken during any point in any phase.

Phase 0: No confirmed|presumptive cases in the tri-state area

Action Plan

1. Monitor the situation, giving consideration to confirmed/presumptive cases in the country.
2. Provide preventive education campaign.
3. Initiate and implement a Pandemic Preparedness Plan.
4. Consider postponing student and staff non-essential travel to areas that are a focus of infection.
5. Consult with the Chester County Department of Health for guidance and recommendations.
6. Consult the Centers for Disease Control (CDC) guidelines and recommendations.
7. Coordinate information sessions for Chester County school leadership.
8. Consider tele-meetings and webinars as alternatives to in-person gatherings.
9. Contact transportation and staffing providers to coordinate prevention efforts.
10. Implement deep-cleaning procedures and increased sanitation and cleaning procedures.
11. Issue notices to staff and parents of critical information and precautionary measures.
12. Establish webpage with health information and updates.
13. Provide Board of Directors with critical information and precautionary measures.

Phase 1: Confirmed| Presumptive cases in Pennsylvania, but none in Chester County

Action Plan

1. Monitor quarantine protocols of known cases.
2. Monitor district plans; and implement district pandemic plans as appropriate.
3. Coordinate|review school closings and operations procedure with member school districts.
4. Consider postponing outside group events in CCIU buildings.
5. Implement tele-meetings and webinars as alternatives to in-person gatherings.
6. Consider suspending student and staff non-essential travel.
7. Consider suspending student volunteer|employment activities.
8. Limit audience attendance at CCIU activities.
9. Consult the Chester County Department of Health and Centers for Disease Control (CDC) guidance, guidelines and recommendations.
10. Continue deep-cleaning procedures and increased sanitation and cleaning procedures.
11. Provide the Board of Directors, staff, parents, and districts with updates of critical information and precautionary measures.



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Phase 2: Confirmed|presumptive cases in Chester County

Action Plan

1. Follow health department quarantine protocols.
2. Coordinate possible CCIU school closings with member school districts.
3. Implement work-from-home and other alternatives to reduce the spread of the coronavirus, in the event of a facility closure.
4. Postpone outside group events in CCIU buildings.
5. Implement tele-meetings and webinars as alternatives to in-person gatherings.
6. Consider suspending student and staff non-essential travel.
7. Consider suspending student volunteer|employment activities.
8. Limit audience attendance at CCIU activities.
9. Consult the Chester County Department of Health and Centers for Disease Control (CDC) guidance, guidelines and recommendations.
10. Continue deep-cleaning procedures and increased sanitation and cleaning procedures.
11. Provide the Board of Directors, staff and parents with updates of critical information and precautionary measures.
12. Advise half-day students and families in CCIU schools and programs to follow the protocols of their sending school district in the event of a closure. Full-day students in CCIU schools and programs will follow the protocols outlined in the CCIU flu and pandemic action plan.

Phase 3: Confirmed|presumptive cases in Chester County among CCIU students or staff members

Action Plan

1. Follow or exceed health department quarantine protocols.
2. Coordinate CCIU school closings with sending school districts.
3. Implement work-from-home and other alternatives to reduce the spread of the coronavirus.
4. Postpone|cancel outside group events in CCIU buildings.
5. Implement tele-meetings and webinars as alternatives to in-person gatherings.
6. Suspend student and staff travel.
7. Suspend student volunteer|employment activities.
8. Postpone all other CCIU activities.
9. Follow or exceed Chester County Department of Health and Centers for Disease Control (CDC) guidance, guidelines and recommendations.
10. Continue deep-cleaning procedures and increased sanitation and cleaning procedures.
11. Provide the Board of Directors, staff and parents with updates of critical information.



CCIU Implementation Chart

Phase 0 No confirmed/presumptive cases in the tri-state area (Pennsylvania, New Jersey, Delaware)	Phase 1 Confirmed/presumptive cases in Pennsylvania (no Chester County cases)	Phase 2 Confirmed/presumptive cases in Chester County	Phase 3 Confirmed/presumptive cases among CCIU students and/or staff members
Consult PDE, CDC, PA Department of Health and Chester County Health Department for Guidance			
<ol style="list-style-type: none"> 1. Monitor the situation, giving consideration to confirmed/presumptive cases in the country. 2. Provide preventive education campaign. 3. Initiate and implement a Pandemic Preparedness Plan. 4. Consider postponing student and staff non-essential travel to areas that are a focus of infection. 5. Consult with the Chester County Department of Health for guidance and recommendations. 6. Consult the Centers for Disease Control (CDC) guidelines and recommendations. 7. Coordinate information sessions for Chester County school leadership. 8. Consider tele-meetings and webinars as alternatives to in-person gatherings. 9. Contact transportation and staffing providers to coordinate prevention efforts. 10. Implement deep-cleaning procedures and increased sanitation and cleaning procedures. 11. Issue notices to staff and parents of critical information and precautionary measures. 12. Establish webpage with health information and updates. 13. Provide Board of Directors with critical information. 	<ol style="list-style-type: none"> 1. Monitor quarantine protocols of known cases. 2. Monitor district plans; and implement district pandemic plans as appropriate. 3. Coordinate review school closings and operations procedure with member school districts. 4. Consider postponing outside group events in CCIU buildings. 5. Implement tele-meetings and webinars as alternatives to in-person gatherings. 6. Consider suspending student and staff non-essential travel. 7. Consider suspending student volunteer employment activities. 8. Limit audience attendance at CCIU activities. 9. Consult the Chester County Department of Health and Centers for Disease Control (CDC) guidance, guidelines and recommendations. 10. Continue deep-cleaning procedures and increased sanitation and cleaning procedures. 11. Provide the Board of Directors, staff, parents, and districts with updates of critical information. 	<ol style="list-style-type: none"> 1. Follow health department quarantine protocols. 2. Coordinate possible CCIU school closings with member school districts. 3. Implement work-from-home and other alternatives to reduce the spread of the coronavirus, in the event of a facility closure. 4. Postpone outside group events in CCIU buildings. 5. Implement tele-meetings and webinars as alternatives to in-person gatherings. 6. Consider suspending student and staff non-essential travel. 7. Consider suspending student volunteer employment activities. 8. Limit audience attendance at CCIU activities. 9. Consult the Chester County Department of Health and Centers for Disease Control (CDC) guidance, guidelines and recommendations. 10. Continue deep-cleaning procedures and increased sanitation and cleaning procedures. 11. Provide the Board of Directors, staff and parents with updates of critical information and precautionary measures. 12. Advise half-day students and families in CCIU schools and programs to follow the protocols of their sending school district in the event of a closure. Full-day students in CCIU schools and programs will follow the protocols outlined in the CCIU flu and pandemic action plan. 	<ol style="list-style-type: none"> 1. Follow or exceed health department quarantine protocols. 2. Coordinate CCIU school closings with sending school districts. 3. Implement work-from-home and other alternatives to reduce the spread of the coronavirus. 4. Postpone cancel outside group events in CCIU buildings. 5. Implement tele-meetings and webinars as alternatives to in-person gatherings. 6. Suspend student and staff travel. 7. Suspend student volunteer employment activities. 8. Postpone all other CCIU activities. 9. Follow or exceed Chester County Department of Health and Centers for Disease Control (CDC) guidance, guidelines and recommendations. 10. Continue deep-cleaning procedures and increased sanitation and cleaning procedures. 11. Provide the Board of Directors, staff and parents with updates of critical information.



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III. General CCIU Guidelines & Procedures

The following section outlines specific guidelines, procedures and protocols. In all cases, the CCIU will follow the guidance of the Centers for Disease Control, Pennsylvania Department of Health, Chester County Department of Health and Pennsylvania Department of Education. In the absence of guidance from these agencies, the CCIU administration will make recommendations and seek approval from the CCIU Board of Directors to implement a plan of action to ensure the health and safety of students, staff and the community at large.

1. Quarantine Guidelines

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

2. Definitions

- a. **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.
- b. **Indirect contact** transmission occurs when there is no direct human-to-human contact. Contact occurs from exposure to contaminated surfaces or objects.
- c. **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.

Circumstance	Quarantine Response	CCIU Response
Staff/student has known direct contact	<ul style="list-style-type: none"> • Consult with Chester County Health Department • Recommend 14-day quarantine • Will require a doctor’s note or confirmation from Chester County Health Department to return • Students absences are excused 	<ul style="list-style-type: none"> • Deep clean overnight • May require closure based on number of schools impacted at once and resource availability
Staff/student has known indirect contact	<ul style="list-style-type: none"> • Consult with Chester County Health Department • May require a doctor’s note or confirmation from Chester County Health Department to return • Students absences are excused 	<ul style="list-style-type: none"> • Deep clean overnight • May require closure based on number of schools impacted at once and resource availability
Staff/student has known environmental contact	<ul style="list-style-type: none"> • Consult with Chester County Health Department regarding possible quarantine • Students absences are excused 	<ul style="list-style-type: none"> • Clean as per Chester County Health Department recommendation • School likely open
Household member residing with person with indirect or environmental contact	<ul style="list-style-type: none"> • Consult with Chester County Health Department regarding possible quarantine • Students absences are excused 	<ul style="list-style-type: none"> • Clean as per Chester County Health Department recommendation • School likely open

3. Employee Absences:

- a. **If an employee, or someone residing with the employee (e.g. spouse, child, etc.), is quarantined by the Department of Health, the employee is to stay at home and not report to work for 14 days.**
- b. If the employee is asymptomatic, the employee may discuss the ability to work at home* with their Division Director in consult with Human Resources. *Please note: Not all positions are appropriate to work from home.
- c. If the employee is symptomatic or their position is not able to work from home, then the employee would utilize available sick days during the quarantine.
- d. If the employee exhausts all available sick days during the quarantine, the employee should contact Human Resources.
- e. **If an employee has a child that attends a school building that closes due to Coronavirus and needs to take the day off, the employee will follow the same reporting procedure for any other emergency closing of their child's school.**
- f. **Closures:**
 1. **If an employee is assigned to one location full-time (5 days per week, Monday-Friday) and that school building is closed, the employee should follow the schedule of that school building.**
 2. If assigned to a daycare center, private residence, or other non-school building, the employee should contact their Division Director for direction.
 3. **If an employee is assigned to multiple locations on the day in question, and some are open and others are closed, in cooperation with their supervisor, the employee will consult with their Division Director.**
 4. While these are general guidelines, administration retains the right to reassign staff for the day(s) based on the needs of the open classrooms and programs. Such decisions will be made by the Division Director.

4. Non-Essential Staff Travel and Conferences

- a. All planned or pending staff travel will be reviewed by the appropriate division director.
- b. Tele-conference options will be utilized whenever possible.

5. Closure of CCIU Buildings and Programs

- a. **CCIU Coatesville Campus: CCIU Child and Career Development Center, CCIU Learning Center and Stanley K. Landis (SKL) Building, Early Childhood Learning Center**
 1. Ongoing monitoring of confirmed/presumptive cases of COVID-19 in school districts sending students to Child and Career Development Center, CCIU Learning Center and SKL Building.
 2. Issue notices to staff and parents of confirmed/presumptive cases and other critical information.
 3. Close the Child and Career Development Center, CCIU Learning Center and SKL Building after one confirmed/presumptive case from a sending school district is verified.
 4. Develop alternative work assignments/locations for staff as appropriate.
- b. **CCIU Preschool, Headstart, Early Intervention and Early Childhood Program and Sites**
 1. Ongoing monitoring of confirmed/presumptive cases of COVID-19 in school districts, education centers and community sites operated by the CCIU.
 2. Issue notices to staff, parents, community site leaders and school districts when the CCIU is informed of confirmed/presumptive cases of preschool students, family members or staff.
 3. Close preschool programs and sites after one confirmed/presumptive case of a student or staff member is verified.
 4. Develop alternative work assignments/locations for staff as appropriate.
- c. **Closure of CCIU Technical College High Schools (TCHS)**
 1. Ongoing monitoring of confirmed/presumptive cases of COVID-19 in school districts sending students to all TCHS campuses.



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2. Issue notices to staff and parents of confirmed/presumptive cases and other critical information.
 3. Consider closing the affected TCHS campus after one confirmed/presumptive case is verified.
 4. Develop and implement alternative work assignments/locations for staff as appropriate.
- d. **Closure of CCIU Educational Service Center (ESC)**
1. Ongoing monitoring of confirmed/presumptive cases of COVID-19 in school districts.
 2. Issue notices to staff and parents of confirmed/presumptive cases and other critical information.
 3. Consider closing or modifying attendance at ESC after a confirmed/presumptive case (staff/student) is verified at ESC/TCHS Brandywine Campus.
 4. Develop and implement alternative work assignments/locations for staff as appropriate.
- e. **CCIU Out-of-County, Satellite Locations and Family-Based Services**
1. Ongoing monitoring of confirmed/presumptive cases of COVID-19 in school districts sending students to these locations.
 2. Issue notices to staff and parents of confirmed/presumptive cases and other critical information.
 3. Coordinate closure with sending school districts as necessary.
 4. Coordinate temporary stoppage of home services with families as necessary.
 5. If available, develop alternative work assignments for staff.
- f. **Alternative Work Sites**
1. If the work location of CCIU staff is impacted by confirmed/presumptive cases of COVID-19, administration will implement an off-site work plan to address continuing operations specific to impacted employees. Options may include work from home and setting up satellite work locations at unaffected sites.
- g. **Cleaning and Sanitizing**
1. Implement deep-cleaning and sanitizing practices recommended by Health Department prior to re-opening.
 2. Contractors will implement increased school bus cleaning and sanitizing measures.
- h. **CCIU Contractors, Vendors and Key Partners**
1. Ongoing monitoring of confirmed/presumptive cases of COVID-19 in all locations.
 2. Coordinate closures with contractors, vendors and key partners as necessary.