



COVID-19

Health & Safety Plan

May 19, 2020 Version 1

All-State Career School, Inc.
1200 Lebanon Road
West Mifflin, PA 15122

COVID-19

The OSHA guideline defines Coronavirus Disease 2019 (COVID-19) as a respiratory disease caused by the SARS-CoV-2 virus. Infection with can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. Symptoms can appear anywhere from 2 to 14 days after exposure. The virus is thought to spread mainly through people who are in close contact with each other (6 feet), and through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may also spread through touching surfaces or objects with the virus on it, then proceeding to touch your mouth, nose, or even eyes.

School Risk Factors

COVID-19 exposure risk factors include but are not limited to:

- Person to Person contact
- Contaminated surface contact

Overview

It is the goal of All-State Career School to continue instruction using a hybrid teaching method of classroom and distant learning methods.

Consistent with the general interim guidance from State and local authorities, The School will restrict the number of students and faculty per classroom.

All students, faculty and staff entering the school will be required to wear the appropriate PPE and practice social distancing. All students and school personnel should avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed.

Students, faculty, and staff are required to stay at home if sick. For the purpose of the Schools Health and Safety Plan “sick” includes:

- runny nose
- watery eyes
- excessive sneezing
- coughing
- fever (100.4 Fahrenheit)
- intestinal discomfort
- lack of smell or taste

COVID-19 School Procedures

Students

1. All students will be required to enter the first front entrance to the Main Campus.
2. Upon entrance each student will be issued a surgical mask with a paper bag to store it in.
 - The mask is to be worn at all times while in school.
 - The mask may be replaced if damaged. (Instructor, Program Chair, or Director of Student Services)
 - The student may choose to make and wear their own mask. ("Make your own mask" video from CDC: <https://youtu.be/tPx1ygvJqf4>)
 - Face masks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean paper bag or breathable container.
3. Temperature will be taken daily upon entering the building and as needed. Students will be given a colored wrist band to show they have completed the entrance guidelines.
 - If temp **above 100°** the student will be sent home.
 - The Instructor and Registrar will be notified ASAP so arrangements can be **made for temporary** Leave of absence for that student.
 - The student will be required to have Covid-19 testing. Documentation of negative test will be required to return to school.

Positive test will follow quarantine guidelines.

- Students will sign an attestation sheet (*develop form*) to attest that they have not been out of the country or knowingly been exposed to anyone who has tested positive to COVID-19.
 - This will be done weekly on Monday or Tuesdays (program dependent)
 - If the student has been exposed they will be asked to go home and self-quarantine for 14 days. (see PA guidelines below)
 - The instructor will be notified ASAP so arrangements can be made for temporary blended learning.
4. Students will employ social distancing (6 feet) as much as is feasible in all areas of the school. (This includes all classrooms, hallways, restrooms and common areas.)
 5. Hand sanitizer/Hand washing stations will be provided upon entrance to the building and in lab areas to be utilized by students/instructors.
 6. Hand washing for at least 20 sec is encouraged throughout the day. (Signs regarding the expectation have been posted in restrooms and other frequented areas)
 7. Gloves will available in all classrooms/work areas.
 8. Students will wipe down work area before leaving that area unattended with a disinfectant supplied by the school. The student will also wipe down his or her area at the conclusion of class.

Personnel

1. Same as above for students.
2. Additional duties.
 - The Campus President will maintain a schedule for taking temps and signing of attestation at high entrance times.

- The Director of Admissions will be used for temps and attestations for all other visitor and late arrival students.
- We will educate our students and staff about our safety plan. Administration will communicate regularly with employees. Faculty will need to communicate regularly with our student population. Signage regarding COVID-19 will be placed in all classrooms, lounges, work areas, etc.
- School employees will wipe down work area before leaving that area unattended with a disinfectant. The employee will also wipe down his or her area at the conclusion of the workday.

Building Preparations

1. Sneeze shields to be installed in areas with high risk of contamination.
2. Hand sanitizer/Hand washing stations are located throughout the building.
3. Signs in restrooms reminding 20 sec hand wash
4. Post the signs and symptoms of COVID-19: fever, cough, shortness of breath
5. Social distancing reminder signs throughout the building.
6. Custodial staff members should be on staff during normal business hours to continuously disinfect commonly contaminated surfaces in all areas of the building; such as desks, work stations, computers, countertops, light switches, eating areas, & door handles. Should be done at beginning and end of day, as well as between classes (if new students are entering the classroom)
7. All unnecessary items will be removed from classrooms and labs to ensure proper sanitizing activities can take place. Each Program will be assessed and an individualized plan will be developed.
8. Employees who have offices will maintain their office areas in a clean and organized manner to ensure proper sanitizing activities can take place.
9. Common areas, offices, and classrooms/labs will be designed to maintain safe distancing guidelines.
10. Business Office Manager will ensure that adequate cleaning supplies and PPE is maintained on campus to meet on-campus population.

Return to Welding Lab – We have 18 separate welding booths in the lab:

1. All of the precautions above must be meant before student is permitted into lab they will have to show their colored band to Program Chair/Instructor to enter the lab.
2. Each student will enter into their personal welding booth and wait for instruction from the instructor of their course.
3. Each welding booth has 6 feet worth of space within it and is completely surrounded with proper ventilation.
4. Student will remove mask and place welding helmet on and the welding helmet will remain on for the duration of the lab.
5. Labs will take place with 12 students attending in their individual welding booths for a shift of five hours.
6. Students will be given breaks intermittently 3 at a time and will partake in their break time outside of the lab.
7. The lab and individual welding booths will be sanitized and 12 more students will arrive for their lab time shift.

Returning to HVAC&R Lab – We have two separate lab areas:

1. All of the precautions above must be meant before student is permitted into lab they will have to show their colored band to Program Chair/Instructor to enter the lab.
2. 6 students will be permitted to enter into each lab area and meet their instructor.
3. Instructor will demonstrate the lab to be completed while standing 6 feet apart from students unless intricate parts need to be shown up close and instructor will have mask on during that portion of the demonstration.
4. Students will work on labs individually or with no more than three students working on one piece of equipment at any given time.
5. Students will utilize their personal tools to complete labs.
6. Equipment or tools that must be utilized by more than one student will be sanitized in between each student use.
7. Students will come in for 5 hour lab times and given breaks intermittently allowing 2 students at a time that will partake in their break outside of the lab.
8. Labs, equipment, and tools will be sanitized at the end of the lab before the next sets of students come in.

Guidance on Home Isolation or Quarantine and Returning to Work/School after COVID-19 Exposure:

[Link to pa.gov guidance document](#)

People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

- If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 7 days have passed since your symptoms first appeared
- If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#).

If **someone in your household** has COVID-19:

- Quarantine at home
 - If you get sick: Follow the “People with COVID-19” guidelines
 - If you do not get sick: You must quarantine for 14 days AFTER the person in your household is released from isolation

If **someone you work or go to school with**, and came into close contact with (within 6 feet for several minutes), has COVID-19:

- Quarantine at home for 14 days
 - If you get sick: Follow the “People with COVID-19” guidelines
 - If you do not get sick: You may return to school or work

Preventative Guidelines

- Limiting number of students in classroom and labs to allow for a minimum distancing of 6 feet between students.
- Schedule classes to be held in “larger” classrooms in the building
- Staggering classes to limit total number of students in building
- Determining which classes could stay online
- Use hybrid format where students only need to report to school limited days
- One person at a time in the elevator
- Wear gloves when unpacking books for book distribution.
- Limit events and meetings that require close contact
- Continue online interviews where feasible

Visitor/Student/Employee Attestation Form:

- Have you had recent travel to CDC highly affected regions/countries? Y/N
- Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Y/N
- Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)? Y/N

Summary of School’s Guideline on COVID-19 Protection

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, eating, smoking or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- Avoid close contact with people who are sick
- Stay home as much as possible.
- Put distance between yourself and other people.
- Remember that some people without symptoms may be able to spread virus.
- Keeping distance from others is especially important for people who are at higher risk

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear [a cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - 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.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common household disinfectants will work.

Reporting Responsibility of Students, Faculty and Staff

In addition to complying with the Health Screening Protocol, which limits entry to the School under certain conditions, including confirmation of a diagnosis of COVID-19, any student, faculty or staff member who has attended the School is required to promptly report to Heather Powell a confirmation of a diagnosis of COVID-19, as well as information relating to the individual's attendance at the School, and interaction with other School members.

How the School will coordinate with the PA. Dept. of Health, and local public health officials

Upon receiving information that a student, member of the faculty or staff, who has been at the School, has been diagnosed with COVID-19, or information relating to a possible transmission of COVID-19 at the School, the School will promptly notify the Pennsylvania Department of Health, and/or or other appropriate local agencies, for further instruction or advice.

Communication with Students, Faculty and Staff

The School will use email, notices, personal communications and its website, as circumstances warrant, to inform students, faculty, staff and/or the public (if needed), of developments relating to the School's Health and Safety Plan for COVID-19. Information required to be shared with students, faculty or staff by the Pennsylvania Department of Health, and/or or other appropriate local agencies, will be communicated as directed.