



## **Goodwill Education Department COVID-19 Plan**

Goodwill is prepared for reopening by implementation of all applicable health and safety measures ordered for Adult Basic Education and Post-Secondary Providers on June 5, 2020, by the PA Department of Education.

### **Notification of local Health Department**

1. Goodwill SWPA's Assistant Director of Education or Director of Risk Management will notify the Allegheny County Department of Health if any ABE/ ESL staff or students report a positive COVID-19 test.
2. Communicable disease-related diagnostic information reported to Goodwill Management, Human Resources, Risk Management, and/or the Goodwill Health Center Nurse is to be treated as confidential, privileged information.
3. Goodwill will protect confidentiality of employees and contractors regarding their identity, medical condition, or symptoms related to the disease, to the best of our ability. In order to protect the privacy of anyone who has been diagnosed with a communicable disease, only those who have worked in prolonged close proximity for 10 minutes or more within a distance of 6 feet or have a high risk for potential exposure will be notified.
4. Goodwill will adhere to all local public health, CDC, and contract-based reporting and notification requirements. Depending on the circumstances, notifications will be made by Goodwill SWPA's Nurse, Director of Human Resources, or Director of Risk Management in addition to the Allegheny County Department of Health.

### **Strategy for Safely Reopening**

Goodwill's Adult Education Classrooms will reopen for in-person, one on one or small group orientation and assessment while PA is in the yellow phase. We will open for in-person classes at locations where there is a significant number of students who cannot attend remote real time instruction during the green phase. To make the classrooms safe, we will implement the following:

#### **Social Distancing:**

Goodwill will implement social distancing protocols, including but not limited to the following.

1. Class sizes will be capped at 8 students or fewer depending on the size of the classroom. Class sized will be posted on the doors.
2. Students will be seated 6 feet apart from each other.
3. Seating shall be arranged so that students are facing forward and not across from each other.
4. Regular access to handwashing facilities with soap, hand sanitizer, disinfectant wipes will be provided. Common areas will be cleaned regularly, including between shifts.

#### **PPE- Face Masks:**

1. Goodwill will require all students and staff to wear face masks during class.

2. Goodwill will provide face masks if a student is unable to provide one.

### **Cleaning Protocols:**

1. Goodwill will maintain pre-existing cleaning protocols which include the cleaning and disinfecting of high touch areas routinely, following CDC guidelines, in all spaces that are accessible to customers, employees, participants, vendors/contractors, volunteers, and visitors.

### **In case of exposure to a person with a probable or confirmed case of COVID-19:**

1. The area visited by the affected person will be closed off. Where possible, doors and windows will be opened, and ventilation fans used to increase air circulation in the area.
2. After 24 hours, or as long as practical, the area will be cleaned and disinfected.
3. All areas including offices, employee break rooms, restrooms, common areas, training rooms, dining rooms or kitchens will be cleaned and disinfected, including frequently touched surfaces including equipment, shared electronic equipment, telephones, door handles, etc.
4. A list will be compiled of any employees who were in close contact (within 6 feet for about 10 minutes) from the period 48 hours before symptom onset to the time at which the affected person was isolated. Notifications will be made, maintaining confidentiality of the affected person(s).

### **Attendance Policies**

1. If a student suspects that they have COVID-19 exposure, they will not attend in person classes until they have negative test or have completed a 14 day self quarantine.
2. If a student has a positive COVID-19 test, they will need to leave in person classes until they are fever free for 3 days without taking medicine, or are symptom free for 3 days or have documentation from a medical provider giving permission for return to class.
3. In both of the above cases, students are welcome to continue classes virtually.
4. There will be no attendance penalty if a student is unable to participate in class due to COVID-19

### **Class Scheduling:**

Goodwill recognizes that COVID-19 levels may rise and fall seasonally. Therefore, virtual (remote, real time) classes will be available throughout the entire program year. Students who cannot access virtual education service will receive priority when in-person instruction resumes.