

RIU6 ADMINISTRATIVE GUIDELINES

Updated May 2020

Return to Work Procedures for Re-opening After COVID-19 Shutdown:

1. Anyone having symptoms of COVID-19 as defined by the CDC is not to report to work and must communicate with their supervisor their health status on a daily basis (symptoms or no symptoms).
 - If a staff member has not been tested for COVID-19 or has been tested and tested negative for COVID-19, staff must be symptom free for 72 hours in order to return to work.
 - If a staff member tested positive for COVID-19, the staff member must be symptom free for 14 days in order to return to work and, if testing is available, they must have 2 consecutive negative tests for COVID-19 to return to work.
2. Every staff member and visitor coming in the building is required to wear a mask. While in building, masks will be required to be worn in the presence of any other person or if you leave your designated work space.
3. Every staff member and visitor coming into the building will have to sign-in, recording their thermal temperature scan. No one will be permitted to work or be in the building if their temperature is over 100 degrees Fahrenheit (CDC considers a person to have a fever at 100.4 degrees).
 - 2nd Floor Staff are to record thermal scans in the lobby immediately upon entering the building using 2 locations in the nexus of the lobby, facilitated by Sue Wolbert & Kelly Hartzell.
 - 1st Floor Staff are to record thermal scans in office 104, facilitated by Vicki Dietz.
4. Alcohol cleaning wipes will be provided for cleaning the temperature equipment and all community equipment (copiers, printers, microwave, coffee maker, refrigerator, drinking fountain, and sink areas). Each person is to use a wipe to wipe equipment both before usage and after usage.
5. Work spaces will be 6 feet from any other person, violating the personal space of another person while in the building is strictly prohibited.
6. Lunch times are staggered to avoid people in the same community area at the same time, the main lunch room has a maximum capacity of 10. The upstairs lunchroom is not to be used for eating lunch and has a maximum capacity of 2. The maintenance staff will wipe down the lunchrooms between lunch shifts and employees are encouraged to eat in individual work spaces.

Lunch A 11:00-11:30	Lunch B 11:45-12:15	Lunch C 12:30-1:00
Greg Machokas	Special Ed Supervisors (7)	Gary Collett
Business Office Personnel (6)	TaC Staff (5)	Ed Programs Department (4)
Peg Silvis	Itinerants/Specialists in Building	Tech Department (2)
Teresa Baker	Kelly Hartzell	EI Staff (2)
Donna Siegel	Tammy Starcher	Nancy Diener
Laura Sherman	Mary Anne Jordan	Sue Wolbert
Nicole Anderson	Mike Stahlman	Mary Jean Slaughenhoup
Cindy Smathers	Chris Merryman	Matt LaVerde

7. All meeting spaces have been adjusted to follow guidelines of social distancing, adding chairs to any meeting space without permission of administration/facilities department is strictly prohibited. Below is the maximum capacity in each space for seating (not including presenters).

Hemlock	20	Fir	10	Walnut	15	Board Room	16
Hickory	20	Hickory (divided)	8	Willow	15	Professional Library	6

8. Any staff member testing positive for COVID-19 will trigger a set of mitigation steps that are dependent on staff exposure as determined by the administration. The mitigation efforts may include (but are not limited to) social tracking, building shut down with disinfection, 14-day quarantine, physician clearance for return to work, and any other recommendation that may come through health and legal advice.

ATTACHMENT: PA Covid-19 Phases Defined, Building Access Guidelines, & Decision Matrix

RIVERVIEW INTERMEDIATE UNIT 6

PA COVID-19 PHASES DEFINED		BUILDING ACCESS GUIDELINES DURING PANDEMIC				
<h1 style="margin: 0;">COVID-19 REOPENING PHASES</h1>		<p>In accordance with the Governor’s phased re-opening guidelines, RIU6 will adhere to the following ‘Before, During, After’ procedures when accessing all IU facilities:</p> <p>BEFORE - Before accessing IU facilities, all staff must receive authorization from the Executive Director or designee. Authorization process includes the following:</p> <ul style="list-style-type: none"> ● Staff may request access to facilities by emailing Mr. LaVerde indicating the date, time-frame, and purpose for building access. ● Staff members are to notify the Executive Director in writing if any of the following has occurred. <ul style="list-style-type: none"> ○ You traveled outside the state in the last 14 days. ○ You traveled to or through a “Hot Spot” in the last 14 days. ○ You have been exposed to COVID 19. ○ You have been asked to self-quarantine. ○ You are experiencing a fever, cough or other flu like symptoms. ○ You have self-quarantined for the last 14 days. ● If any of the above have occurred, follow-up information will be requested to determine if building access will be approved. <p>DURING – In accordance with the Governor’s guidelines on aggressive social distancing and safety practices, staff must adhere to the following when in RIU6 facilities:</p> <ul style="list-style-type: none"> ● Public access to RIU6 facilities is not permitted without expressed authorization of the Executive Director or designee. ● All staff accessing RIU6 facilities must have prior approval from their Supervisor and Executive Director. ● A face covering (covers nose and mouth) must be worn while entering, exiting, and working or moving through common workplace areas. ● Temperature screenings will be implemented upon entry to the facility. ● Aggressive social distancing is required at all times on RIU6 property. This includes refraining from unnecessary socializing, sharing office spaces, and unnecessary congregating ● Maintain at least six feet between each other at all times. ● Wash hands with soap and water throughout the day. <p>AFTER – Upon leaving the facility, staff are required to:</p> <ul style="list-style-type: none"> ● Disinfect any areas accessed. This includes wiping down anything that may have been touched (door handles, light switches, copy machines, restrooms, etc). Wipes and disinfecting spray are available throughout the building and at the main entrance. ● Employees who are accessing a building intermittently (not following a weekly schedule) should maintain a log of time in and out of the building and who they came in contact with while in the building. This provides important documentation that is essential to support contact tracing. 				
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RIU6 DECISION MATRIX: The graph below represents the relevant schools-based information from Governor Wolf’s plan to utilize a three-phase approach to re-open Pennsylvania. This chart will be used in making decisions regarding all related events.

	Red	Yellow	Green
<i>Facility Access and Travel</i>	IU facilities closed to the public. Executive Director designates essential staff and essential travel. Staff access to the building must be pre-approved and scheduled through the Executive Director or designee consistent with building access and safety guidelines.	IU facilities remain closed to the public. Executive Director expands designation of essential staff. Telework continues with Essential staff accessing the building as needed and phasing in to on site work. Travel requests will be considered on a case-by-case basis by the Executive Director. Staff access to the building must be pre-approved and scheduled through the Executive Director or designee consistent with building access and safety guidelines.	IU facilities open to the public. Staff access is as per normal operating procedures. All staff and public must adhere to CDC and Department of Health guidelines as applicable.
<i>Staffing</i>	All non-essential staff work remotely. All staff maintain documentation of time and effort (ie: tasks, projects, deliverables).	Telework continues with Essential staff accessing the building as needed and phasing in to on site work. All staff maintain documentation of time and effort (ie: tasks, projects, deliverables). In building work is limited to essential staff on staggered work schedules.	All staff return to standard operating work schedules and conditions while adhering to applicable DOH and IU guidelines.
<i>Service and Operations</i>	No face-to-face instruction with students; remote services provided to students. No face-to-face delivery of service. Board meetings held virtually.	No face-to-face instruction to students; remote services provided to students. Hybrid model of face-to-face and remote service delivery. Travel to be pre-approved by Executive Director. All services to follow DOH and IU guidance and procedures. Board meetings held virtually.	Resume full operations and service delivery while adhering to applicable DOH and IU guidelines including: face-to-face instruction and service delivery, and in-person board meetings.