

DCLC's COVID-19 Response Plan

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Process for planning:

To plan for reopening after the COVID-19 shutdown, DCLC formed an ad hoc committee comprised of teachers, board members, supervisors, and HR staff. The group represented critical expertise including facilities planning, legal, human resources, instruction as well as experience working at Chester office, Upper Darby office, and off-site class locations.

The committee met via Zoom to develop initial plans and will reconvene as conditions change. The committee met three times in May and June.

The committee was charged with developing recommendations that:

- Will communicate to everyone what we are doing
- Will touch all parts of organization
- Will process input from experts and stakeholders
- Will be a guide to decision making, but will leave room for operational decisions

The committee followed this process:

- Step 1 Identify challenges/worries
- Step 2 Identify experts we will turn to
- Step 3 gather input from staff/tutors/students
- Step 4 build committee consensus around reopening recommendations
- Step 5 Take recommendations to Board's Executive Committee for adoption
- Ongoing- Kate reports to staff and board on reopening implementation. If unexpected issues arise, committee may need to be reactivated.

This committee and its recommendations are designed to reactivate and change as conditions change. These recommendations are founded on the current information.

Facilities recommendations: Every effort must be made to ensure that DCLC facilities are configured to minimize access by sick people and to decrease the possibility a sick person can spread viruses while in DCLC facilities. Recommendations are adapted from CDC guidelines.

| FACILITIES | |
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| Recommendations | Task |
| During the yellow phase of reopening: | |
| Both the Chester and Upper Darby offices should remain closed with the exception of a very small number of staff. | |
| No more than two staff should be in the Chester office and one person in the Upper Darby office at the same time. | All staff should wipe down any shared items. All will follow CDC guidelines (stay home, etc) Do not share equipment like phones or computers. |
| Any staff person who would like to enter either office should receive prior approval from Kate. | Staff will be given a reminder list of items they may have touch that would need to be clean as they end their visit to the office. |
| In preparation for green phase of reopening: | |
| Masks, hand sanitizer, thermometers, and cleaning supplies should be purchased for both offices. | 100 cloth masks (with DCLC logo) purchased for staff. Each staff person will be given 2-3 masks. |
| | 48 clear plastic face shields have been ordered for teaching staff who prefer them. |
| | 2000 paper masks have been received to be given to any visitor who does not have a mask. |
| | 5 touchless hand-sanitizer dispensers have been purchased for expected delivery 7/6. 2 dispensers will be located at the Upper Darby office, 3 dispensers will be located the Chester office. 2 gallons of hand sanitizer has been purchased. |
| | 5 Non-Contact Infrared Thermometer have been ordered |
| All classrooms should be reconfigured to follow CDC guidelines including at least 6 feet separation, forward facing single seating. | |
| Posters created by the CDC to instruct people on best practices should be printed and posted throughout both offices. | A tent/cover for entry should be purchased. |
| Cleaning protocols should be developed both for professional cleaners and for staff. | Deb will talk with cleaning service about his ability to do deeper cleaning. |

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| During green phase of reopening: | |
| Staff should be encouraged to work from home when possible. | |
| There should be no walk-ins. All intake/registration services should be by appointment only and be completed remotely as much as possible. | The Student Support team is working on developing a limited-contact registration system. |
| All people entering either office should have their temperature checked | If a person's temperature is 100.4 or above they will not be allowed to enter the building. |
| All people entering either office should complete a form that asks them to comply with CDC guidance including staying home when sick, staying home if recently exposed to someone with COVID-19, wearing a mask while in the building, using hand sanitizer, etc. | |
| All people should be required to wear a mask in the building. The only exception could be for a person working alone in their office. They may remove their mask while the office door is closed | Offices that can be walked through should be scheduled |
| No classroom should accommodate more than 10 people. Most classrooms should be limited to 6 or fewer people. | |
| At the Chester office, three external doors should be used to limit interaction among people. | |
| Cleaning protocols should be followed. | |
| DCLC should limit high touch communal areas: | |
| | There will be no paper sign-in at the door |
| | No paper fliers will be available for students |
| | The water cooler will be unavailable |
| | No food will be left in the kitchen to share |
| | Staff will be discouraged to use the kitchen for lunch storage and prep. |
| | The photocopier will be wiped after each use and a schedule of use will be created. |
| | Staff should help identify items that are shared, but can be limited to single user. Example: dry erase markers will not be shared. |
| If conditions lead to a return to yellow or red: | |
| Offices should return to very limited staff during yellow and complete shut down during red. | |

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Staffing recommendations: The physical and emotional welfare of DCLC's staff, tutors, and students is of primary importance. DCLC will make every effort to accommodate staff through flexibility in scheduling and use of sick /vacation time.

| STAFFING | |
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| Recommendations | Task |
| During the yellow phase of reopening: | |
| All staff should be encouraged to work from home. | |
| The very limited staff who enter the building should do so following all CDC guidelines and on a staggered schedule. Staff who share an office with a coworker should only have one person in the office per day. | |
| All meetings should be conducted via Teams or Zoom | |
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| In preparation for green phase of reopening: | |
| A staggered work schedule should be developed | |
| Individual barrier plans should be developed by staff and their supervisor to assist staff who have home-based responsibilities or health concerns that might impact availability to be in the office. | All efforts will be made to accommodate staff. |
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| During green phase of reopening: | |
| All staff should be encouraged to work from home. | |
| All meetings should be conducted via Teams or Zoom | |
| DCLC should provide masks, face shields (if requested), hand sanitizer, cleaning products to all staff | |
| Any person who has COVID 19 symptoms should stay at home. Sick time may be used to stay home for up to two weeks. After two weeks a doctor's note will be needed. | |
| If conditions lead to a return to yellow or red: | |
| Offices should return to very limited staff during yellow and complete shut down during red. | DCLC will monitor information about any resurgence of COVID-19 and will communicate with staff via email. |
| | All staff should remain prepared to revert to work from home by maintaining access to electronic files, work laptops, etc. |

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Program services recommendations: DCLC has dramatically increase our ability to provide services remotely, but moving forward programs must be flexible enough to be delivered in-person, remotely, or a hybrid of both and must be able to move among delivery models with little advance notice. DCLC will continue to learn from content experts and each other about best practices.

| PROGRAM SERVICES | |
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| Recommendations | Tasks |
| During the yellow phase of reopening: | |
| Registration should be completed by phone. | |
| Assessment should be completed through CASAS remote assessment. | |
| Orientation should move online | |
| All instruction should remain online through the summer | |
| Case management and employment services should be conducted by phone or zoom when possible | |
| In preparation for green phase of reopening: | |
| A new schedule should be developed with staggered class start times | |
| Teachers should be encouraged to create instructional plans that have use of both remote and in-person strategies | The usual 2-week summer break will be expanded to 4 weeks to allow teachers to spend more time planning. |
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| During green phase of reopening: | |
| Registration should be completed by phone. | |
| Assessment should be completed through CASAS remote assessment. | |
| Orientation should move online | |
| Teachers should be encouraged to create instructional plans that use both remote and in-person strategies | |
| Class sessions should be shortened from 12 weeks to 6 weeks to allow greater responsiveness if instruction has to move to or from in-person | Registration and orientation will move to a continuous model to accommodate more frequent class sessions. |
| Class breaks should be eliminated or will take place with student remaining in their places | |
| DCLC's attendance policy should be suspended to encourage students to stay home when they feel sick | |
| Students should not sign in/out of class. The teacher should document attendance | |
| Case management and employment services should be conducted by phone or zoom when possible | |

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| If conditions lead to a return to yellow or red: | |
| DCLC should return to fully online programming | |

Administrative services recommendations: Administrative staff have done an excellent job of continuing back-office support during the shutdown, including greater involvement with the board of directors. Administrative staff should continue to safely and effectively maintain operations.

| ADMINISTRATIVE SERVICES | |
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| Recommendations | Tasks |
| During the yellow phase of reopening: | |
| DCLC should not host any in-person fundraisers | |
| DCLC should look for online fundraising strategies | |
| DCLC should continue to use online administrative tools including ADP for timekeeping/payroll, online banking | |
| In preparation for green phase of reopening: | |
| Purchase of PPE supplies should continue | |
| Staff should limit interaction with contractors working on stucco project | |
| The ventilation system should be evaluated to identify ways to decrease virus spread. | |
| During green phase of reopening: | |
| Cleaning services should be closely monitored | See list of List N: EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the Cause of COVID-19 |
| PPE supplies should be closely monitored and promptly replenished | |
| If conditions lead to a return to yellow or red: | |
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Communications recommendations: DCLC must prioritize clear and effective communication to all stakeholders, including local health officials, during all phases of reopening.

| COMMUNICATIONS | |
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| Recommendations | Tasks |
| During the yellow phase of reopening: | |
| An ad hoc committee of board and staff members should develop a reopening plan that is designed to be adapted as conditions change. This plan should be shared with all stakeholder | |
| DCLC should share the reopening plan with local health officials (Chester County Department of Health and Delaware County Council) by email or letter | |
| DCLC should task the Executive Director as the DCLC Covid 19 point person with responsibility to activate the ad hoc Reopening Committee | |
| DCLC should add a Covid19 launch page on the DCLC website as a way to communicate with the community. | |
| In preparation for green phase of reopening: | |
| DCLC should Confirm the required reporting procedures of Covid19 case [if any] to the Chester County Department of Health and Delaware County Council | |
| DCLC should make edits to the DCLC Health and Safety Plan pursuant any recommendations of the Chesco DOH and Delco Council over the next few months | |
| DCLC should update and edit the Health and Safety Plan as additional information and requirements are published by the Chesco DOH and Delco Council | Any updates will be shared with staff, board, volunteers, and students through email or website. |
| During green phase of reopening: | |
| DCLC should update and edit the Health and Safety Plan as additional information and requirements are published by the Chesco DOH and Delco Council | Any updates will be shared with staff, board, volunteers, and students through email or website. |

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| If conditions lead to a return to yellow or red: | |
| DCLC should update and edit the Health and Safety Plan as additional information and requirements are published by the Chesco DOH and Delco Council | Any updates will be shared with staff, board, volunteers, and students through email or website. |