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pennsylvania
DEPARTMENT OF EDUCATION

Safety, Security, and Accessibility

*Bureau of Postsecondary and Adult Education
Division of Adult Education Policy*

Subject: **Safety, Security, and Accessibility**
Number: C.900
Issued: June 5, 2020
Expires: Indefinite
Status: Replaces C.900 issued July 1, 2018

POLICY STATEMENT

All division-funded programs are responsible for maintaining a safe, secure, and accessible environment that will protect students, staff, property, and sensitive information. Programs must have a process in place to ensure equitable access to, and participation in, division-funded programs for eligible participants.

PURPOSE

Programs must promote an environment that supports the educational process by creating a safe, secure, and accessible setting for staff and students to work and learn and to ensure equitable access to, and participation in, program activities.

GUIDANCE

Program administrators have the responsibility to ensure that the appropriate resources are committed toward implementing safety, security, and accessibility procedures and communicating this information to all staff (paid and unpaid) and students. This guidance is applicable to all facilities where staff or students are located.

Program administrators should consult with legal counsel to evaluate policies and procedures to ensure continued compliance with relevant federal and state laws, regulations, and guidance. Programs should establish a grievance committee to address safety, security, and accessibility concerns. It is important for agencies to develop a complaint process and keep records of complaints filed.

Note: It is imperative that programs comply with applicable law to avoid possible site closure or loss of funding.

SAFETY

Building Environment – All staff office spaces and student classrooms are required to meet the local health, safety, and accessibility standards as established by law. During site visits, if Division of Adult Education advisors observe unsafe or unhealthy situations that place staff and

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students at risk, the advisor may require immediate action or a corrective action plan. If the unsafe or unhealthy situation is not rectified, the Division of Adult Education can require that the site be closed.

Personal Health – To enhance readiness for potential medical emergencies and other types of crisis scenarios, agencies should establish a process for staff and students to access critical health and other pertinent information.

COVID-19 – Agencies must comply with all federal, state, local, and PDE requirements and guidance related to COVID-19.

REFERENCES

Americans with Disabilities Act

Section 427, General Education Provisions Act

PDE Master Standard Terms and Conditions

PDE Guidance for In-Person Instruction at Postsecondary Education Institutions and Adult Basic Education Programs