

Learning Center Summer Procedures for Re-Opening and COVID-19 Prevention Plan

Introduction

As was the case during the final months of the 2019-20 school year, North River Collaborative Programs and special education services will look different this summer. As always, health and safety of students, parents/guardians, and school personnel remain our top priority. The Department of Elementary and Secondary Education (DESE: <http://www.doe.mass.edu/covid19/sped.html>) has provided several documents outlining the steps schools need to follow in order to prepare to offer safe, in-person summer services.

Summer services may not be provided in the same way we typically do, but all students will have access to the services described in their IEPs, whether remotely or in-person, with consideration of the guidance provided by DESE, the Centers for Disease Control and Prevention (CDC), and input from parents. Summer services for Learning Center Program will be provided remotely for the first few weeks of the program. During the week of July 27th, students will be offered 2 to 4 hours of in-person instruction to orient to new safety procedures. The week of August 3, students will be offered 2 Three-hour periods of in-person instruction. Students will also receive additional remote instruction for the balance of their delineated IEP hours each week to go along with the in-person instruction. Students for whom parents have elected to forego in-person instruction at this time, asynchronous and synchronous remote learning will continue to take place. After consultation with families and students, an individualized summer learning plan will be created for each student.

This document will outline the procedures that the Learning Center will follow in order to begin in-person instruction for our students in a modified or limited way. Kate Stevens, Program Coordinator is the COVID-19 Response Leader for the Learning Center Program. Clarice Doliber, Assistant Executive Director, is the COVID-19 Response Leader for the Collaborative.

In order to bring staff and students back to the Learning Center classrooms in the safest way possible and in a manner that complies with Massachusetts' Reopening Guidance, Learning Center classrooms and staff will comply with the following Procedures and COVID-19 Prevention Plan. This plan will be regularly evaluated to ensure compliance with all Federal, State and Local Guidelines and may change periodically based on the COVID-19 virus' current manifestation.

We understand that this can be a daunting situation for many of our students. We are hopeful that with consistent family/caregiver communication and staff assistance, students will be able to follow the guidelines of the Learning Center plan. In the event that a student will not be returning to the classroom for in-person instruction due to health or other concerns, remote options will continue to be made available. As with special education services that were delivered remotely at the end of the 2019-20 school year, parents will receive written notification describing how our Summer Programs will be provided, if different than described in the student's IEP.

It is critical that student learning takes place in a safe environment, and it is also important that students, families, and staff *feel* safe. **Learning Center** staff will maintain ongoing communication with students and their families about these procedures. Communication will be provided in the primary language of the family. Before

returning to in-person instruction, the Learning Center Program will obtain and/or update permission forms for each student to include relevant medical information and comprehensive contact information to easily reach families in case of concerns.

Student Health

Families and caregivers are asked to ensure that their student is in good health before sending them to school. If the students have the following symptoms, they should stay home from school and call their Primary Care Physician. When/if the student is out of school, parents will be asked to call the Learning Center classroom and speak to the classroom nurse. For classrooms without nurses, parents will be asked to call the classroom teacher who will relay information to the school nurse for follow-up if needed.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Additionally, if the student is in close contact with someone who is COVID positive, the student must not return to school until it has been 14 days since last contact with a person who has COVID-19 and they remain symptom-free and fever-free (please see DESE Guidance: Protocols for Responding to COVID-19 Scenarios 7/17/20 @ <http://www.doe.mass.edu/covid19/on-desktop.html>).

Although screening procedures are not required when a student enters the building, classroom staff will observe students throughout the day and refer students who may be symptomatic to the classroom or school Nurse.

Students, to the extent medically and behaviorally feasible, and staff will be wearing masks/face coverings and following 6-foot distancing requirements. The Learning Center Program has face shields, N-95 masks, goggles, gloves, disposable gowns, and separate spaces to ensure that all precautions are met when students need support that does not allow for appropriate social distancing.

All students shall be taught and assisted in following safety protocols in a manner consistent with their IEP stated needs. For more information on the student training, please see the Additional Information section of this document. In addition, parents will be asked to review and sign a Parent Acknowledgment Letter that describes our safety protocols and explains the expectations that the Learning Center classrooms have for parents. This letter can also be found in the Additional Information section at the end of this document.

Emergency medical forms **must be** returned to the Learning Center Program before a student can enter the classroom for in-person services. These forms must include relevant medical information and comprehensive contact information to easily reach families in case of concerns.

The Program Coordinator and classroom/school nurses will review medical information and a nurse will reach out to parents of high-risk children to encourage them to discuss with their healthcare provider whether the program is a safe option for their child, if any additional protections are necessary, and what supports can be offered to best assure safety. Whenever possible, and with parent permission, nurses will contact the child's health care provider for explicit guidance. High risk students include those who depend on mechanical ventilation, children with tracheostomies, children who need intermittent suctioning and students with underlying respiratory compromise or immune deficiencies. Dr. Belcher, the program's physician, was also consulted about medically safe student procedures. Dr. Belcher indicated that neither nebulizer treatments nor suctioning could be done safely in the school environment due to the risks of the COVID-19 virus. He recommended that nebulizer treatments should occur at home before and after school hours and that Learning Center nurses should work with each student's pediatrician for alternatives to nebulizer treatments such as metered dose inhalers (MDIs) with a spacer. Additionally, nurses should discuss the implications of their inability to perform suctioning in the school environment with each student's pediatrician. A collaborative approach should be used to inform decision-making relative to how each student can safely access in-person instruction.

We understand that some families of students with disabilities will have concerns about the health and safety of their children and may choose not to have them participate in in-person learning. In these situations, remote learning will continue.

Masks/Face Covering and other Personal Protective Equipment (PPE)

Families are asked to provide students with masks/face coverings for school. For CDC guidance on masks/face coverings, please see Additional Information at the end of this document.

It is expected that the student, if medically and behaviorally able, will be wearing a mask/face covering during transportation on district provided vans and/or buses.

The Learning Center classrooms will have extra masks, if/when needed for students. Families will be expected to assume responsibility for washing their student's cloth masks/face coverings.

Students will be provided numerous "mask breaks" throughout the school day. Breaks will only take place as long as social distancing (6 feet apart) can be maintained. These breaks will ideally be outside, but in the case of inclement weather students will remain inside with the windows open.

All teachers and staff will wear masks at all times. Visitors to the classroom are also required to wear masks/face coverings, though visitors will only be allowed into the classroom in emergency situations. All teachers and staff will also follow the guidelines established by the school building. In cases in which face coverings or masks are not possible for staff, strict social distancing of 6 feet is required.

In the event that documentation that supports an exception to the mask requirement is not available in the student's file, the classroom or school nurse will request permission to speak with the student's medical provider to obtain the necessary information if available. When working with students who are unable to wear a mask for medical or behavioral reasons, and who are unable to maintain a 6 foot distance from others, staff will wear a disposable mask, a face shield, gloves and a gown. Staff may also choose to wear an N95 mask in lieu of disposable mask or a double layer of disposable masks if in close personal contact.

Per the initial supply guidance issued by DESE, the Learning Center Program has an inventory of standard healthcare supplies (masks, gloves, gowns, etc.). All classrooms will have the necessary PPE equipment. All PPE are stored in a designated area of the classroom which all staff can access as needed. Please refer to the following chart provided by DESE about circumstances in which specific items of PPE are required. North River Collaborative’s physician, Dr. Belcher, made the additional recommendation of wearing disposable gowns when providing personal care to students.

Protective Equipment Recommendations for Direct Service Providers (DSPs)

<i>Classification of Individual Wearing protective equipment</i>	<i>N95 or KN95 Respirator</i>	<i>Face Shield</i>	<i>Disposable Gowns</i>	<i>Disposable Gloves</i>	<i>Gowns/Coveralls/Other Body Covering</i>	<i>Cloth Face Covering</i>	<i>Disposable mask</i>
DSPs in care areas of students with suspected COVID-19	X	X	X	X	X		X (with face shield if N95/KN95 not
DSPs in the same facility but not in the care areas for students with suspected COVID-19						X	
DSPs providing personal care to students without suspected COVID-19 but who may potentially be exposed to bodily fluids		X (preferred)	X (per Dr. Belcher)	X			X
DSPs performing or present during aerosol generating procedures such as nebulizer treatments, chest PT, suctioning, trach care	X	X		X	X		
Transportation personnel/monitors who must come in direct physical contact with passengers (e.g. buckling/unbuckling , performing wheelchair safety services)				X		X	

Social Distancing

The square footage of the Learning Center classrooms ranges from 750 square feet to 1100 square feet. Classroom occupancy for Learning Center programs is currently at most 11 students and staff, thus potentially allowing for the maintenance of social distancing of 6 feet. However, since many students have a need for

frequent movement and occasional difficulty following verbal or non-verbal directives, to maximize safety for staff and students no more than 3 students will be in a classroom at a time during the summer program.

Students will remain in their transportation vehicle until assisted off by staff to enter one at a time. Staff will assist students in entering the building by the same door one at a time while maintaining appropriate social distancing. The student will be met by the classroom nurse or teacher who will check to make sure the student is feeling okay as well as provide hand sanitizer and/or direct the student (with teacher aide as appropriate) to the hand washing station.

Physical distancing is required for students and staff throughout all areas of the building and during all activities except when student safety or assistance level necessitates a closer level of staff support. This includes but is not limited to transitions to the bathroom, traveling to and from outdoors, and during all indoor and outdoor activities. Learning Center classroom students will continue to access restrooms one at a time with staff assistance and will follow guidelines of building for the appropriate restroom to utilize.

Regular immediate contact (shaking or holding hands, hugging) is not permitted.

Teachers and staff will be encouraged to maintain open windows/outside doors to improve air circulation when it is safe to do so.

Signage has been posted in the classrooms reminding all to maintain greater than 6 feet of social distance at all times. Doors have been labeled with arrows for entering and exiting a classroom when two doors are available. Desks/student tables will be arranged at least 6 feet apart during summer program. Additionally, markers/visual supports will be placed throughout the classroom to facilitate maintenance of social distancing.

The gymnasium/cafeteria will not be utilized during the summer program. Learning Center staff will follow building protocols for the utilization of any other building space.

All staff should always maintain social distancing of at least 6 feet, except when student safety or physical needs necessitates a closer level of support.

Staff must wash their hands or use hand sanitizer before and after use of any commonly used object. Cleaning products have been provided in the classroom.

Learning Center staff meetings and team meetings will be held via Zoom.

TEAM meetings, IEP meetings, etc., will be held according to host building guidelines, sending district guidelines and with consideration of parent/guardian needs. If meetings are held in person, they will be held in a location that will allow for social distancing.

There will be no visitors permitted in the classrooms during the summer program except in unusual circumstances such as needed for repairs or other essential services. To the extent possible, all repairs or other essential services will be done after student hours.

Field trips and multiple classroom gatherings will not be permitted during the summer program.

Student Grouping and Classrooms

Learning Center classrooms have at most six students in each class with at most 5 staff. For summer, group sizes will be restricted to a maximum of 6 people, when students and staff numbers are added. Extra furniture will be removed prior to students' arrival to maximize space in the classroom. Whenever possible, windows will be open and doors ajar to ensure proper ventilation.

Students will remain with their classroom group only for the day. Exit and entering plans will be made available to all staff and appropriate arrows and signage in the classroom will be posted.

Teachers and classroom staff will compile student specific instructional, personal care, and mealtime materials in a bin or other storage container in order to limit sharing and touching of classroom supplies. Disinfectant wipes will be provided in order to clean any shared materials before and after use.

Each classroom will provide space for storage of student and staff belongings, so everyone's belongings are adequately separated and will not be handled unnecessarily during the day. Staff and students will be asked to limit what they bring into the school to essential items only.

Food Procedures

The following are the procedures for eating food during the summer program for Learning Center students:

1. Learning Center students may eat snack in their classrooms when program expands to 3 hours daily. Lunch will not be needed due to limited hours. Food is provided by parents/guardians.
2. Staff must ensure students wash hands prior to and immediately after eating and/or assist student with handwashing.
3. Staff must wash their hands before preparing food and after helping students eat.
4. Any tables or chairs used for eating must be cleaned and sanitized before and after use.
5. Snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
6. Utensils must not be shared. Disposable utensils are encouraged.
7. The host building's cafeteria will not be utilized this summer.
8. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Classrooms must frequently clean non-food contact surfaces as indicated in cleaning guidelines, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
9. Continue to facilitate food service accessibility for remote summer learners as needed.
10. Promote Project Bread's summer meal site finder for non-summer school days including weekends: <https://meals4kids.org/find-summer-meal-site>

Physical Activities

Physical activities and movement breaks will take place outside as often as possible. There will be no games or activities that encourage physical contact or proximity of less than 6 feet. There will be adequate supplies to avoid sharing of high touch materials to the extent possible. Any supplies (equipment) will be limited to one group of students at a time and cleaned and disinfected between uses.

All outside surfaces (benches, swings, gate openings) will be sanitized before and after any use. Staff will facilitate student use of hand sanitizer or the sink to wash their hands before and after going outside. Students will be assisted by staff in maintenance of social distancing.

Hygiene Protocols

Signage has been posted to remind and encourage proper and frequent handwashing. Safety protocols have also been posted. For CDC guidance, please see Additional Information at the end of this document.

Staff and students will have access to handwashing facilities, including soap and running water. Frequent handwashing will be encouraged and alcohol-based hand sanitizers, with at least 60% alcohol, will be available in all classrooms. Disinfecting wipes and cleaning supplies will also be provided. Classrooms will be provided with touchless trash cans.

Students will be assisted with hand sanitizing/washing upon entry to the classroom.

Students, with staff assistance as needed, and staff will be encouraged to wash their hands frequently throughout the day. At the end of the day, staff will assist students with hand washing and/or sanitizing prior to leaving the classroom. In addition, hand washing and/or sanitizing will be required before and after meals, after sneezing, coughing, or nose blowing, and after using any shared equipment/material. Students/staff will also wash hands/sanitize after touching their face covering, before and after the bathroom, and before and after any close contact with students/staff.

The host school's custodian will perform daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms. In addition to the school's cleaning, high-touch areas of the classroom will be sanitized by staff after student dismissal. Each classroom will develop a checklist to ensure all high touch areas are cleaned and sanitized daily.

Staff should not share office materials / equipment. If use of common equipment is necessary, staff should disinfect equipment between use (e.g., copy/fax machines, classroom phone).

COVID-19 Symptom Isolation Space

If a student becomes symptomatic, the student will be moved immediately to an isolation area to minimize exposure. The parents/guardians or emergency contacts will be notified immediately, and the student will be picked up as soon as possible. If parents and/or emergency contacts cannot pick the student up, the classroom staff will notify the Program Coordinator who will contact the sending district for guidance.

If a staff member becomes symptomatic, the students will be moved into another classroom where another staff will take over the class. The classroom in which the teacher was in will be cleaned and disinfected thoroughly. The staff member will leave the school building and seek medical consultation.

Each classroom, in conjunction with the host building Principal and Nurse, will identify a dedicated isolation area for symptomatic students separate from other students and staff. Included in this space should be windows, a separate bathroom, and a separate exit for student pick-up. Staff will have full PPE while

supervising the student. Others may not enter the isolation area without appropriate PPE. This area will have a cot for the student and be staffed while awaiting pick up. Once the student is picked up, the area will be thoroughly cleaned and disinfected. The classroom in which the student was in before isolation will also be thoroughly cleaned, and students will move to another space while this is taking place.

If a student or staff member contracts COVID-19 or is symptomatic and presumed to have COVID-19, they must not return until they have met the criteria for discontinuing home isolation and have permission from their health care provider.

For further details, please see information in Additional Resources.

Physical Intervention and Restraint Protocols

The Learning Center Program uses restraints and physical intervention only as a last resort when the safety of the student is at risk and all other options have been exhausted. If a situation warrants physical intervention, we will adhere to the following specific guidelines from the DESE regarding safety during COVID-19:

Physical Restraint and COVID-19: These guidelines are to be used in conjunction with Massachusetts regulations outlined in [603 CMR 46.00](#) and local procedures.

Direct service providers should be mindful that seeing staff putting on protective equipment or being approached by staff wearing protective equipment can create anxiety in students. We will use a student-centered approach and offer reassurance throughout interactions. Fortunately, our programs have minimal, if any, restraints during the course of the year. However, in the event of a restraint, the following procedures should be followed.

Limiting Risk of Infection Prior to a Physical Restraint

- Plastic protective gowns that can be easily ripped or torn are not advised as they may become a hazard.
- Ensure staff are wearing disposable gloves, disposable masks, face shields, and long sleeves to the maximum extent possible.
- Only staff required for safely restraining a student should be involved; one additional staff member should monitor and address protective equipment needs for those staff who are involved in the restraint in the event that protective equipment needs to be altered or adjusted.

Limiting Risk of Infection During a Physical Restraint

- Keep hands clear of eyes, mouth, and nose of self and others.
- First responders should be relieved as soon as possible if not wearing appropriate protective equipment.
- Given the risk of COVID-19, it is even more important than usual to try to avoid long and extended restraints.

Limiting Risk of Infection After a Physical Restraint

- Remove and dispose of and/or clean protective equipment immediately in the manner that you were trained.
- Avoid touching your face and limit contact with hard surfaces before immediately washing hands.
- To minimize exposure, it is recommended that staff have a change of clothes available in cases where their clothes become contaminated.

- Once all health and safety issues have been addressed, follow debriefing and reporting procedures for the restraint.

Additional Resource:

HYPERLINK "<https://www.qbs.com/qbs-response-to-coronavirus-outbreak-covid-19/>" [Safety-Care Standards and Recommendations Regarding Coronavirus Disease](#)

Toileting Protocols:

- Staff must change students' clothing and their own clothing when soiled with secretions or body fluids. Students' soiled clothing must be bagged and sent home sealed in a plastic container or bag.
- Toileting and diapering areas (including tables, pails, countertops, toileting chairs, sinks/faucets, toilets, floors, etc.) must be cleaned and disinfected after each use.
 - Note:** Cleaning and disinfecting are two separate tasks:
 - **Clean:** To physically remove dirt, debris, and sticky film by washing, wiping, and rinsing.
 - **Disinfect:** To kill nearly all of the germs on a hard, non-porous surface with a recommended chemical to remove bacteria.
- Disinfect when students are not in the area. Surfaces should be dry by the time students use the area.
- Toileting/diaper procedures (including extra COVID-19 steps) will be posted in the bathroom and/or designated changing area.
 - Signage should be kept simple and in multiple languages if needed.
 - Posting the multistep procedure may help direct service providers maintain the routine, which is designed to reduce contamination of surfaces.
- All staff will be trained on [proper removal of gloves, gowns, facial masks, and other protective equipment](#) and on handwashing before donning and after removing equipment in order to reduce contamination.
- To ensure the student's safety, make the change more efficient, and reduce opportunities for contamination, staff will assemble all necessary supplies before bringing the student to the changing area.
 - To reduce contamination, wash the student's hands after the toileting/diaper change.

Staffing and Operations

All staff will be trained before in-person instruction to students with disabilities can be conducted. All staff will sign an Acknowledgement Form (see Additional Information at the end of the document) indicating their understanding of the training content. The Program Coordinator will check-in with their employee's post training and throughout the period of COVID-19 precautions to assess additional training needs. In addition, students will be taught about COVID-19 health and safety considerations as well as newly adopted routines and protocols in a manner consistent with their IEP stated needs.

As part of our procedures, our staff will conduct a daily personal assessment of their health and not come to work if they are exhibiting any symptoms of, or been in contact with anyone with, COVID-19. In addition, staff must notify the Program Coordinator.

Staff training will be provided by qualified professionals. The Program Coordinator will provide general

training and nurses will provide in depth PPE training for all classrooms due to the close personal contact necessary to assist most students in the classrooms. Resources from accredited organizations will be utilized when available. For more information about the contents of the training please see Additional Information at the end of this document.

The Commonwealth's **Mandatory Safety Standards for Workplace** have been posted in each classroom.

A log of everyone who enters the classroom will be maintained to enable contact tracing if needed.

A system is in place to monitor absenteeism (IPASS and Harpers) and to identify any trends in employee or student absences due to illness. If the Learning Center is not able to maintain approved ratios, then the Program Coordinator will contact our DESE assigned liaison. Consistent with the Learning Center handbook, a parent or guardian must call the classroom on the day of the student's absence to state the reason for the absence. The classroom nurse or teacher will contact the parents/guardians to follow-up if this does not occur.

A substitute plan has been established in order to maintain sufficient staffing levels. Contingency plans will be developed for situations in which substitutes are not available. This may include cancellation of in-person instruction for that day if necessary.

Employees must stay home if feeling ill. Employees are required to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the Program Coordinator so that the Learning Center Program can take appropriate action to protect the health of all employees.

Employees who test positive for COVID-19 are required to disclose this to NRC for purposes of cleaning/disinfecting the classroom or work area and for contact tracing. If the NRC administration is notified of a positive case of an employee, the local Board of Health (BOH) will be notified and NRC will assist the BOH as reasonably requested to advise likely contacts to isolate and self-quarantine. We understand testing of other staff may be recommended consistent with guidance and / or at the request of the local BOH.

Contact information for local health authorities: MA Dept. of Public Health-617-624-6000 or 211; Local Boards of Health-Whitman: 781-618-9754; Pembroke:781-293-3844; E. Bridgewater: 508-378-1612; W. Bridgewater: 508-894-1209

Cleaning and Disinfecting

The host school district's Custodian will conduct daily cleaning and disinfection of the building in accordance with each building's protocols.

EPA approved cleaning products (cleaning spray, paper towels, gloves, and hand sanitizer) will be available in all classrooms so staff can disinfect and clean when needed.

In addition to the frequent cleaning and sanitizing outlined earlier in this document, each staff member will clean and sanitize all high-touch areas in their classroom such as desks, door handles, and student materials after students have exited for the day. A daily cleaning checklist and log will be completed.

In the event of a positive COVID-19 case, the Program Coordinator and the NRC COVID-19 Response Leader will contact the local Board of Health for guidance on the length of closure and procedures needed to safely reopen, since procedures can change due to local manifestation of the virus.

Additional Information

COVID-19 Information

What is COVID-19?

According to the CDC, Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. There is no specific treatment for COVID-19, but medical care can be sought to help relieve symptoms.

How is COVID-19 spread?

The CDC states that the COVID-19 virus is primarily spread from person to person through close personal contact, such as touching or shaking hands, followed by touching the mouth, nose, or eyes. You can become infected from airborne respiratory droplets when an infected person coughs, sneezes, or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

What are symptoms of COVID-19?

According to the CDC, infected people have a wide range of symptoms reported, ranging from mild symptoms to severe illness. People with the following symptoms may have COVID-19: cough, sore throat, fever (temperature over 100.4 degrees), muscle pain, chills, shortness of breath or difficulty breathing, new loss of taste or smell, etc. Symptoms may appear 2-14 days after exposure to the virus.

What should I do if I have COVID-19 Symptoms?

Each employee shall self-screen for COVID-19 symptoms before coming to work each day. If you are exhibiting COVID-19 symptoms or in close contact to a known or suspected COVID-19 case, then you should immediately contact the Program Director or his/her designee and your health care provider.

What do I do if I have been diagnosed with COVID-19?

If you are diagnosed with COVID-19, you must immediately contact your supervisor for purposes of cleaning/disinfecting and contact tracing. NRC will notify the Local Board of Health. If diagnosed with COVID-19, you must not return to work until you have met the home isolation requirements of the CDC and MDPH.

Who is at risk of severe illness?

Everyone is at risk of getting COVID-19. However, based on currently available information, the CDC states that older adults and people who have serious underlying medical conditions may be at a higher risk for more severe illness, which include:

- People who live in a nursing home or long-term care facility
- People 65 years and older
- People of all ages with underlying medical conditions that include people with chronic lung disease, moderate to severe asthma, serious heart conditions, people who are immunocompromised, people with severe obesity (BMI of 40 or higher), people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease

As a result, workers who are particularly vulnerable to COVID-19 are encouraged to inquire about leave options and/or arrange an alternate work assignment if possible. Employees should notify their supervisor of concerns related to COVID-19 susceptibility.

How to protect yourself and others from COVID-19:

According to the CDC, practicing social distancing, wearing a face covering, and practicing effective hand hygiene are all things you can do to help protect yourself and others from COVID-19.

Education for Students and Staff on Safety Protocols

Education for Students on Safety Protocols:

- Students will be provided with training through direct instruction and/or embedded content in lessons and activities, as appropriate.
- Training content will include general information related to COVID-19 from the CDC as well as content to ensure students are familiar with changes to their regular school practices, such as routines for entering and exiting the school, snacks/meals, assembling, passing in hallways, being transported via bus or van, and accessing the bathroom.
- Students will be explicitly trained on how to use protective equipment, as appropriate. Training will include how to put it on, take it off, dispose of it, and where it should be placed in instances where it needs to be cleaned by staff.
- Social stories, visual cues, and other appropriate strategies will be used to reinforce these new concepts and protocols.

Staff Training

- Training will be provided by qualified professionals. Coordinators will provide general training and nurses will provide in depth PPE training for those programs with close personal contact with students. Resources from accredited organizations will be utilized when available.
- Training will include all staff who have contact with students, including but not limited to educators, support and related services staff, administrators, clerical staff, custodial staff, and food service providers.
- Training for staff will include the following but should not be limited to:
 - Safe and effective use of protective equipment (putting on and taking off protective equipment and disposing and/or washing protective equipment);
 - General information related to COVID-19 from the CDC;
 - How COVID-19 is spread;
 - How to prevent the spread of COVID-19;
 - Symptoms of COVID-19; and
 - When to seek medical assistance for students or staff who exhibit symptoms or become sick.
 - Focused training for staff who must maintain close contact with students.

Staff Re-entry to Building Acknowledgment

Dear Student Program or District Services employee,

As we begin the process of re-opening our programs, we are committed to providing you with a clean and safe environment to work in. As a result, a COVID-19 Control Plan has been developed so that you know what is expected of you in order to return to the workplace. The contents of this plan have been memorialized below. For those in host schools, we are working with these schools to create this environment and will be taking additional steps for each classroom as needed.

When you arrive at your school or classroom, you will see posters emphasizing the important steps all employees, students (as able) and visitors need to follow in accordance with the Massachusetts re-opening guidance. We assure employees, students and visitors we have taken steps to comply with the Massachusetts mandatory standards for workplaces including:

- Our employees are wearing face coverings
- Social distance measures have been put in place
- We have developed thorough cleaning and disinfecting protocols
- We provide handwashing options
- We are regularly sanitizing high touch areas
- Our staff have been trained regarding social distancing and hygiene protocols

Below are updated expectations of all North River Collaborative employees. Please review each one, and if you agree, please sign below. If you have questions, please contact your supervisor or Kelli O'Brien McKinnon at kbmckinnon@nrcollab.org. We appreciate your assistance in keeping our North River Collaborative community as healthy as possible.

1. HEALTH AND SAFETY

- a. Before I come to work each day, I will conduct a personal assessment of my health in accordance with Massachusetts government guidance to determine if there is any indication that I may have symptoms and/or may have been exposed to COVID-19. When I come to work each day, I recognize that I will be confirming that I do not have any symptoms related to, and have not been knowingly exposed to, COVID-19. If this status changes, I agree to immediately leave the workplace and immediately contact my Coordinator or his/her designee.
- b. I agree to contact my supervisor and not come into work if I am feeling ill.
- c. I acknowledge that, if my temperature exceeds 100 degrees Fahrenheit, I will not be permitted to work.
- d. While some coughs and sneezes are unrelated to COVID-19, like allergies, no matter the situation, when coughing and/or sneezing, I agree to cover my mouth and nose with a tissue or use the inside of my bent elbow. I will follow-up immediately with washing my hands with warm water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

2. FACE COVERING

- a. I agree to wear a proper face covering at all times when on Collaborative or school property with one exception below.

- b. I understand that I may take the mask off if I am alone in an office area; however, I must wash my hands or sanitize my hands with hand sanitizer with at least 60% alcohol whenever putting on my mask or if I touch the face covering.
- c. If you don't have a face covering, then one will be provided to you (please contact your supervisor if you don't have a face covering).
- d. I confirm it is my responsibility to wash my face coverings after each use.
- e. I understand that if I forget my face covering, then we will provide you with a face covering (please contact your supervisor if you forget), but we strongly encourage you to come prepared.

3. SOCIAL DISTANCING

- a. I agree to keep 6 feet between myself and others while on School or Collaborative property whenever possible.
- b. I will follow all posted arrows and signs.
- c. Employees should refrain from using another person's equipment, phone, computer, desk, or entering private offices without an invitation from the respective employee, and only when the six-foot social distancing protocol can be followed.

4. GLOVES

- a. I understand gloves are required when performing cleaning duties.
- b. It is my choice to wear gloves during the work day, but I recognize that gloves DO NOT stop the spread of germs but are a barrier for skin and I will still need to wash my gloved hands or use sanitizing gel as if I were wearing no gloves at all.
- c. I understand that gloves will be made available for those staff members who perform cleaning duties beyond sanitizing their work areas.

5. CLEANLINESS

- a. I agree to keep my hands washed/sanitized while on duty and or on School and Collaborative Property.

6. SANITIZATION

- a. I understand that gloves are required when cleaning and must be immediately disposed of safely.

7. MISCELLANEOUS

- a. Delivery of food must be outside of the Collaborative/School location and received in strict accordance with social distancing standards
- b. In addition to the above guidelines, I will follow the specific guidelines for the building in which I work.

8. ACCOMMODATIONS AND TIME OFF

- a. Employees with accommodation or time off needs must contact their supervisor.
- b. The Collaborative will provide reasonable accommodations in accordance with policies and laws.
- c. The Collaborative provides paid sick time and paid time off in accordance with the CARES ACT Family First Coronavirus Response Act and any other policies.

- d. If an employee is unable for any reason to comply with any of the above, please contact your supervisor immediately to discuss your needs.

9. ACKNOWLEDGEMENT:

Your return to work is voluntary. Should you decide not to return to work, you will be considered to have resigned your position with the Collaborative unless other arrangements have been made with the Collaborative to provide you with approved time off. Please contact your supervisor.

Please be assured the North River Collaborative is doing its part to comply with the State and Federal Guidance to provide the safest possible workplace and requires employees do the same.

By signing this document below, you will be acknowledging and agreeing to comply with this policy. You will be agreeing to help us ensure that we are all maintaining all of the proper precautions put in place to keep the workplace safe and make sure our reopened workplace is a healthy environment for both employees and our students and families.

Failure to comply with these requirements may result in disciplinary action up to and including termination of employment.

I further understand that I will also have to complete a staff training on specific protocols designed to address student needs during COVID-19.

A copy of this document will be part of your personnel record.

Please print your name, sign your name, and date this form in the spaces below and provide it to your coordinator or his/her designee.

Print Name

Signature

Date

COVID-19 STAFF TRAINING SIGN-OFF FORM

By signing this form below, you are acknowledging that you received training on specific protocols required during the COVID-19 pandemic prior to in-person instruction of students with disabilities being conducted.

I acknowledge that I have been trained on the following topics:

- Health and safety protocols, social distancing, and infection control practices (handwashing, face coverings, and gloves)
- Group sizes and staffing
- Safe and effective use of protective equipment (putting on and taking on protective equipment and disposing and/or washing protective equipment)
- Classroom meals
- Cleaning and disinfecting practices
- Health office practices, protective equipment, management and isolation of students and/or staff showing signs and symptoms of illness
- Assisting students that require less than a minimum of 6 feet
- Toileting protocols
- Physical intervention and restraint protocols
- Pickup and drop-off of students and preparing for pickup
- How the transportation of sick, symptomatic, or exposed students will be addressed
- When to seek medical assistance for students or staff who exhibit symptoms or become sick

Please note that the contents of these trainings may be changed based on new guidance from the MDPH, CDC, and/or DESE.

Please print your name, sign your name, and date this form in the spaces below and provide it to your coordinator or his/her designee.

Print Name

Signature

Date

Parent Acknowledgment Letter

July 2020

Dear Parent/Guardian of Learning Center student:

As we begin the process of in-person instruction this summer, we are committed to providing your child with a clean and safe learning environment. We wanted to let you know that we have taken steps to comply with the Massachusetts mandatory standards for workplaces and Massachusetts Department of Elementary and Secondary Education, CDC, and MDPH guidance, including:

- Obtaining all required Personal Protective Equipment and Sanitization Supplies
- Developing health and safety procedures to control the spread of COVID-19
- Training our staff about health and safety procedures

As part of our procedures, our staff will conduct a daily personal assessment of their health and not come to work if they are exhibiting any symptoms of, or been in contact with anyone with, COVID-19. They will wear face coverings, maintain 6 feet of social distance except when student's personal or behavioral needs require close contact, and follow strict hand sanitizing procedures throughout the day. Classrooms will be designed to maximize space between students and to minimize sharing of materials. Common and high touch areas/items will be regularly sanitized.

We are asking parents to assist us in maintaining a safe and healthy learning environment by performing a symptom check with your child each morning before sending them to school, and we have included the symptoms of COVID-19. We also have a few other requests for your assistance noted below. Please review each one, and if you agree, please sign below. If you have questions, please contact the Program Coordinator, Kate Stevens at kstevens@nrcollab.org. We appreciate your assistance in keeping our Learning Center community as healthy as possible.

1. HEALTH AND SAFETY

- a. Before I send my child to school each day, I will make sure that they have no symptoms of COVID19 and have not been exposed to anyone with COVID19.
- b. If my child has symptoms, I will keep them home and contact the classroom nurse and/or school nurse.
 - Symptoms of COVID19 are, included but not limited to:
 - Temperature greater than 100°F
 - Change in breath sounds, from your child's baseline
 - Shortness of breath
 - Oxygen saturation less than 90%, or less than your child's baseline
 - Body aches
 - Rash on fingers or toes
 - New lack of smell or taste
 - New cough
 - Nausea, vomiting or diarrhea
 - Nasal congestion OR runny nose
 - Sore throat
 - Headache
 - Chills

- c. If my child has been exposed to anyone with COVID19, I will inform the school nurse or Program Coordinator, and will keep my child home for 14 days.
- d. If my child tests positive for COVID19, I will inform the school nurse and Program Coordinator and keep them home for at least 14 days or as advised by DPH.
- e. If my child develops symptoms while at school, I will pick them up immediately and/or have made arrangements for a trusted adult to pick them up.
- f. While some coughs and sneezes may be unrelated to COVID19, I will work with the school team to make sure that my child can follow proper procedures to cover their cough. If they are unable to do so, and unable to wear a mask, they might have to stay home from school for a period of time.
- g. I will be sure the school has updated contact information in the event my child needs to be sent home.

2. FACE COVERING

- a. I understand that my child in grade 2 or over will be expected to wear a face covering, if medically and behaviorally able to do so, in accordance with guidance from the Department of Elementary and Secondary Education. I will do my best to help them understand and practice this expectation before returning to school.
- b. I understand that due to possibility of other Learning Center students or staff having underlying medical conditions, classroom staff will encourage and assist students under grade 2 in wearing a face covering if medically and behaviorally able to do so.
- c. I agree to provide my child with a face covering.
- d. I confirm it is my responsibility to wash my child’s face coverings after each use.
- e. I understand that if my child does not have a face covering, that the program will provide him/her with one.
- f. If my child is unable to wear a face covering, I will discuss this with the school nurse, classroom teacher or Program Coordinator and make an appropriate plan.
- g. I understand that just as my child may not be able to wear a face covering, there may be other students in my child’s classroom who cannot wear a face covering, as well.

3. SOCIAL DISTANCING AND HYGIENE

- a. I will reinforce with my child the importance of keeping 6 feet away from others while on School or Collaborative property whenever possible.
- b. I will reinforce the importance of frequent handwashing or use of hand sanitizer with my child.
- c. I understand that expectations will be based on the age and developmental ability of each student, but that if my child’s behavior jeopardizes the health and safety of others, the team may need to convene to make alternative plans.

4. ACKNOWLEDGEMENT:

By signing this document below, you will be agreeing to help us ensure that we are providing as healthy an environment as possible for your child and all the students and staff of the Learning Center Program.

Print Name

Signature

Date

CDC Recommendation for Hand Hygiene

The CDC suggests the following steps when **washing your hands**:

- 1) Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
- 2) Lather your hands by rubbing them together with the soap (Lather the back of your hands, between your fingers, and under your nails)
- 3) Scrub your hands for at least 20 seconds
- 4) Rinse your hands well under clean, running water
- 5) Dry your hands under a towel or air dry them

The CDC suggests the following steps when applying **hand sanitizer**:

- 1) Apply the gel product to the palm of one hand
- 2) Rub your hands together
- 3) Rub the gel over all surfaces of your hands and fingers until your hands are dry (this should take around 20 seconds)

CDC Recommendation for Face Covering

- Wash your hands or sanitize your hands using hand sanitizer with at least 60% alcohol before putting on the face covering
- Hold the ear loops or ties, make sure it covers your nose and mouth, and secure it around your chin
- Try to fit it snugly against the side of your face
- Make sure you can breathe easily

To remove your face covering, the CDC states that you follow these simple steps:

- 1) Untie the strings behind your head or stretch the ear loops
- 2) Handle only by the ear loops or ties
- 3) Fold the outside corners together
- 4) Place the covering in the washing machine as face coverings are to be washed after each use
- 5) Be careful not to touch your eyes, nose and mouth when removing the face covering and wash your hands immediately after removing.

Additional Resources

Topic	Description	Website
General Guidance for Re-Opening Schools	Interim Guidance for Administrators of K-12 Schools and Child Care Programs	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html
	CDC decision tree for school re-entry	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf
	CDC Considerations for Schools	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html
	American Academy of Pediatrics: Returning to In-Person Education in Schools	https://services.aap.org/en/pages/2019-novel-coronavirus-covid-infections/covid-19-planning-considerations-return-to-in-person-education-in-schools/
Cleaning/Disinfecting	Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and	https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html
	CDC cleaning/disinfecting decision tool	https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Tool.pdf
	OSHA guidance on workplace preparation	https://www.osha.gov/Publications/OSHA3990.pdf
	MA EOHHS guidance	https://www.mass.gov/doc/comprehensive-personal-protective-equipment/download_(download)
	CDC cleaning and disinfecting facilities	https://www.cdc.gov/coronavirus/2019-building-facility.html
Training/Professional Development for Staff	CDC information on use of cloth face coverings	https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-coverings-information.pdf
	CDC using protective equipment	https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html
Educational Materials	MN Department of Health Teaching Hand Hygiene age-appropriate hand washing curriculum	https://www.health.state.mn.us/people/handhvgiene/curricula/inml
	CDC ASL Video Series: COVID-19	https://www.youtube.com/playlist?list=PLvvp9iOILT0atwnam61iaUB4RKh6J
	Feeling Sick: Coronavirus social story	https://www.autism.org/wp-content/uploads/2020/04/Feeling-COVID-19.pdf