

North River School 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 North River School will be provided remotely for the first few weeks of the program. Beginning on July 20th, two days of in-person instruction, for at least 2.5 hours each day, will be included. Students will also receive additional remote instruction for 11 hours a week to go along with the in-person instruction. For students that have decided not to attend in-person instruction, asynchronous and synchronous remote learning continues to take place. After consultation with families and students, an individualized summer learning plan was created for each student.

This document will outline the procedures that the North River School will follow in order to begin in-person instruction for our students in a modified or limited way. Lauren Enos, Program Coordinator is the COVID-19 Response Leader for North River School. Clarice Doliber, Assistant Executive Director, will be the COVID-19 Response Leader for the Collaborative.

In order to bring staff and students back to the North River School in the safest way possible and in a manner that complies with Massachusetts' Reopening Guidance, North River School 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 collaboration, students will be able to follow the guidelines and expectations of the North River School plan. In the event that a student will not be returning to North River School 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. North River School 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, North River School 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 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, please call North River School and speak to Christine Ettridge, the school nurse, or the covering RN.

- 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 Rockland Board of Health Guidelines in Additional Information).

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

Students and staff will be wearing masks/face coverings and following 6-foot distancing requirements. North River School has face shields, goggles, gloves, disposable gowns, and separate spaces to ensure that all precautions are met in the event a student needs support that does not allow for appropriate social distancing.

All students shall be trained on safety protocols in order to ensure that they know what is expected of them. 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 NRS has 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 North River School before a student can enter North River School for in-person services. These forms must include relevant medical information and comprehensive contact information to easily reach families in case of concerns. Our school nurse will review medical information submitted by parents and reach out to parents of high-risk children to encourage them to discuss with their healthcare provider whether the in-person program is a safe option for their child, if additional protections are necessary, and what supports can be offered to best help their child understand and adhere to the health and safety requirements.

The Program Coordinator and North River School Nurse will review medical information and the 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. Additionally, North River Collaborative nurses will work with primary care providers to identify alternatives to nebulizer treatments in the school setting, such as metered dose inhalers (MDIs) with a spacer. We will also consult with our school physician, Dr. Belcher, about medically safe student procedures. 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 will be wearing a mask/face covering during transportation on district provided vans and/or buses.

North River School 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 building are also required to wear masks/face coverings when in the building. Touchless trash cans will be provided in classrooms, offices, and the PPE storage space. In cases in which face coverings or masks are not possible, 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 School Nurse will request permission to speak with the student's medical provider to obtain the necessary information if available.

Per the initial supply guidance issued by DESE, North River School 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 separate area which all staff can access if needed. Please refer to the following chart about circumstances in which specific items of PPE are required.

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-						X	
DSPs providing personal care to students without suspected COVID-19 but who may potentially be exposed to bodily fluids		X (preferred)		X			X
DSPs performing or present during aerosol generating procedures such as nebulizer treatments, chest PT,	X	X		X	X		
Transportation personnel/monitors who must come in direct physical contact with passengers (e.g. buckling/unbuckling , performing				X		X	

Social Distancing

The square footage of the North River School is 230,000 square feet. North River School has a building occupancy of 655. Since the total number of people working and attending school in the building is typically around 65, social distancing of 6 feet can be maintained without a reduction in workforce or student attendance. However, to maximize safety for this summer, as students get acclimated to the new procedures, class size has been cut in half and only 3-4 students will be in a classroom at any given time.

Students will remain in their transportation vehicle until called by staff to enter one at a time. They will enter the building by the same door one at a time to maintain appropriate social distancing. The student will be met by the nurse who will check to make sure the student is feeling okay as well as provide hand sanitizer and/or be directed to the hand washing station.

Physical distancing is required for students and staff throughout all areas of the building except when student safety necessitates a closer level of staff support. This includes but is not limited to transitions from class to class, trips to the bathroom, traveling to and from outdoors, and during all indoor and outdoor activities.

North River School policy will continue to be one student in the bathroom at a time and a staff member will let the student into the bathroom.

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 throughout the building 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, as well as walking up and down a hallway that assures the maintenance of 6-foot social distancing. Desks will be arranged at least 6 feet apart during summer program. Additionally, markers will be placed on the floors in offices and classrooms to maintain social distancing.

The gymnasium/cafeteria will be utilized using social distancing guidelines (see section on physical education and meals for details).

All staff should maintain social distancing of at least 6 feet at all times, except when student safety necessitates a closer level of support.

Only one person at a time will be allowed in the staff room. There will be no communal use of the Keurig machine. Staff that open the refrigerator and/or microwave will use the provided cleaning materials to disinfect touched areas after usage.

Only one person at a time will be permitted in the main office for copying and retrieving mail in addition to the secretary. Staff must wash their hands or use hand sanitizer before and after use of any commonly used object. Cleaning products have been provided in this area.

NRS after school staff meetings will be held in the conference center where staff will maintain 6 feet of distance from one another at all times. Staff can also choose to Zoom into the meeting from their classroom if they prefer.

TEAM meetings, IEP meetings, etc., will be held in person (at NRS) at the discretion of the family and district. Remote meetings will be strongly encouraged. If the meeting is in person, NRS will provide space that will allow for social distancing.

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

Field trips and assemblies will not be permitted during the summer program.

Student Grouping, Classrooms and Offices

North River School classrooms have at most eight students in all classes with one teacher. Group sizes will be restricted to a maximum of eight students. Extra furniture will be removed prior to student's arrival to

maximize space in the classroom. Whenever possible, windows will be open and doors ajar to ensure proper ventilation.

Only one student will be allowed in counselor offices at a time for group sessions. The counselors will use a classroom space which allows for social distancing.

Students will remain with their cohort for the day. Exit and entering plans will be made available to all students and teachers as well as arrows and signs in the classroom and in the hallways. Students will clean off their desk upon entry to and exit from the classroom. As mentioned previously, cleaning supplies will be in each classroom, offices and the PPE storage room.

Students will be provided individual plastic caddies with notebooks, pens, pencils, a calculator and a water bottle to use throughout the day to limit sharing and touching of classroom supplies. Additionally, a touchless hydration center has been installed on the main floor for students to have access to drinking water throughout the day. The nurse's office, isolation area, and middle school counselor's office will also have a Poland Spring bubbler which one staff will be assigned to use exclusively. If others need access, disinfectant wipes will be provided to clean after use.

Each classroom/office 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 with them to include only essential items.

Meal procedure

Consistent with past Extended School Year programs, meals or snacks will not be provided during the North River School Extended School Year program as the students are only in school for four hours. The students will be provided with their own reusable water bottle and can refill using the touchless hydration station. In the event the hydration station is not working or available, an identified staff member will fill the water bottles using the Poland Spring bubbler.

Physical Education

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 minimize 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. All students will use hand sanitizer or wash their hands before and after going outside. Social distancing will be supervised by staff.

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 classrooms, offices, and shared spaces. Disinfecting wipes and cleaning supplies will also be provided in the above-named areas. Touchless trash cans will be provided in classrooms, offices, and the PPE storage space.

Students will enter school and immediately wash their hands in the designated hand washing station.

Students and staff will be encouraged to wash their hands frequently throughout the day. Upon dismissal from school, students will wash their hands before getting on their bus/van. 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 school custodian will perform daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms. A checklist has been developed 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 machines, telephones, fax machines).

COVID-19 Symptom Isolation Space

If a student becomes symptomatic, the student will be moved immediately to minimize exposure. The family/guardian or emergency contacts will be notified immediately, and the student will be picked up as soon as possible. If families and/or emergency contact cannot pick the student up, we 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.

There is dedicated space for symptomatic students separate from other students and staff in the North River Conference Center. Included in this space are windows, separate bathrooms, and a separate exit when the student is picked up. Staff will have full PPE while supervising the student. Others may not enter isolation space without the PPE appropriate gear. This space 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 contract COVID-19 or are symptomatic and presumed to have COVID-19, they must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider.

For further details, please see information in Additional Resources.

Physical Intervention and Restraint Protocols

North River School 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.

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. Program Coordinators and Supervisors 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 trained during remote instruction about COVID-19 health and safety considerations as well as newly adopted routines and protocols.

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. 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. For more information about the contents of the training please see Additional Resources at the end of this document.

The Commonwealth's [Mandatory Safety Standards for Workplace](#) have been posted.

A log of everyone who enters the building will be maintained in order to enable contact tracing if needed. Vendor, food delivery or material drop offs will occur outside unless a signature is needed. If a signature is needed, the delivery will be made in the building vestibule with window access to the main office.

All business-related travel will comply with state and federal travel restrictions and guidelines.

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 NRS is not able to maintain approved ratios, then NRS will contact our DESE assigned liaison. Consistent with the NRS handbook, the student or parent must call the school on the day they are absent at (781) 871-8320 between 8:00 a.m. and 9:30 a.m. to state the reason why an absence is necessary. NRS will contact the family 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 their Supervisor so that NRC 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 office and for contact tracing. If the NRC administration is notified of a positive case of an employee, the Rockland 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 Rockland BOH.

Contact information for local health authorities: MA Department of Public Health-617-624-6000 or 211; Rockland Board of Health-781-871-1874 x1350 (Health Agent Delshaune Flipp).

Cleaning and Disinfecting

The North River School Custodian will conduct daily cleaning and disinfection of the building and will maintain cleaning logs that include date, time, and scope of cleaning. The checklist will include frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, staircases, desks, Xerox machines, and

bathrooms). Cleaning products (cleaning spray, paper towels, gloves, and hand sanitizer) will be available in all classrooms and offices so staff can disinfect and clean when needed. Training will be provided to the custodian from the custodial supply company prior to in-person instruction. Training regarding the daily checklist and EPA guidelines ([EPA guidance](#)) was provided to the custodian by the Program Coordinator and the Business Manager. In addition to cleaning guidelines, the custodian was also trained in policies and procedures for students and staff in the building.

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.

In event of a positive COVID-19 case, the Program Coordinator and the NRC COVID-19 Response Leader will contact the Rockland 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 North River School Parent/Guardians:

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, Lauren Enos at (781) 871-8320 ext. 11 or Lenos@nrcollab.org. We appreciate your assistance in keeping our North River School 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 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 will be expected to wear a face covering 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 agree to provide my child with a face covering.
- c. I confirm it is my responsibility to wash my child’s face coverings after each use.
- d. I understand that if my child does not have a face covering, that the program will provide him/her with one.
- e. 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.
- f. 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 of the students and staff of the North River School.

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

Rockland Board of Health Guidance as of July 8, 2020

Symptom of COVID-19	Exposure to COVID-19
<i>Anyone who has displayed symptom(s) of COVID-19</i>	<i>Anyone who has been in close contact with someone who has COVID-19</i>
<p><u>Criteria for Return to School:</u></p> <ul style="list-style-type: none"> ● Standard illness protocol applies ● Note from individual’s primary care physician indicating that symptoms and situation are not indicative of COVID-19 	<p><u>Criteria for Return to School:</u></p> <ul style="list-style-type: none"> ● 14 days since last contact with a person who has COVID-19 ● Symptom-free and fever-free
Symptomatic COVID-19	Asymptomatic COVID-19
<i>Anyone who has tested positive for COVID-19 and exhibited symptoms, or a physician states confirmed or probable COVID-19 based on symptom presentation</i>	<i>Anyone who has tested positive for COVID-19 but did not exhibit symptoms</i>
<p><u>Criteria for Return to School:</u></p> <ul style="list-style-type: none"> ● 10 days (at a minimum) in isolation from the 1st day of symptom presentation ● Fever-free for 72 hours without the use of antipyretic (fever-reducing) medications ● Respiratory symptoms have significantly improved 	<p><u>Criteria for Return to School:</u></p> <ul style="list-style-type: none"> ● No symptoms for 10 days following positive COVID-19 test ● Fever-free for 72 hours without the use of antipyretic (fever-reducing) medications

NOTE: In the context of the guidelines, *close contact* refers to:

- Proximity within 6 feet of someone who has COVID-19 for at least 15 minutes
- Direct physical contact with someone who has COVID-19
- Sharing eating or drinking utensils with someone who has COVID-19
- Contact with respiratory droplets of someone who has COVID-19 (i.e. sneeze, cough, saliva)