



**SWCEC SUMMER 2020
SPECIAL EDUCATION
SERVICES**

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Below is the SWCEC Summer 2020 Special Education Services Plan, which is based on DESE Guidance dated June 5, June 7, 2020 and June 10, 2020.

In accordance with DESE Guidance, SWCEC's Plan is to prioritize certain student groups for instructional programs that will maximize student learning, including in-person instruction where possible. **Said students will include:**

- Students with the most significant disabilities who have demonstrated substantial regression during remote learning;
- Students who receive multiple services during the summer – such as applied behavior analysis; speech, occupational, and/or physical therapies; and academic instruction – so that at least some of those services can be offered in person; and
- Students who will need more time to learn new procedures and protocols to increase their successful reentry to school in the fall.
- Any student who does not receive in person instruction would receive remote services.
- In particular, students who receive a limited number of services (such as tutoring, related services, or academic services only) would participate in summer services remotely.
- While these guidelines are made in mind for entire school districts, it is the intention of SWCEC to engage all of its learners in our re-entry plan.

NOTIFICATION TO PARENT/GUARDIANS

ALL PARENT/GUARDIANS WILL BE NOTIFIED VIA LETTER AS FOLLOWS:

“Special education services will look different this summer, since the health and safety of students, parent/guardians/guardians, and school personnel remain the top priorities. SWCEC will not be able to provide summer services in the same manner they typically do. However, all students will have access to the services described in their IEPs, whether remotely for most students¹ or in-person on a limited basis for high-priority students. SWCEC will employ their best efforts to provide as many in-person services to high-priority students this summer as is feasible while following proper health and safety precautions. All other students who are eligible for summer services will continue to receive those services remotely.”

- ✓ Letter to Parent/guardians was sent out 6/18/2020.

As SWCEC identifies in-person services for specific students, parent/guardians will be notified via letter and/or email.

- ✓ Survey to Parent/guardians was sent out 6/18/2020.
- ✓ Letter to staff was sent out 6/12/2020.

DESE IN-PERSON SERVICE GUIDELINES

Health and safety protocols

- All safety requirements, including training, cleaning and disinfecting procedures, and all necessary protective equipment must be put in place in order to hold in-person summer special education services.
- All staff and students must wear face coverings or masks at all times, with the exception of those for whom it is not safe to do so due to age, medical condition, disability impact, or other health or safety considerations.
- Students with suspected or confirmed COVID-19 should not go to school; those who develop symptoms at school must be sent home immediately.

It is critical that student learning takes place in a safe environment, and it is also important that students, families, and staff *feel* safe.

- Clear ongoing communication between schools and families prior to, during, and after the implementation of these requirements is essential.
- Some families may choose not to have their child participate in in-person learning. In these situations, remote learning must continue.

STEPS FOR DEVELOPING IN-PERSON ESY

INSTRUCTION TO SWCEC STUDENTS

In order to provide in-person instruction over the summer, the following steps will be taken:

1. Identify high-needs students most at need for in-person summer services and communicate with families.
 - a. SWCEC will diverge from DESE's reference to "high-priority" students and refer to said students as "**high-needs students.**"
 - b. DUE DATE: 6/16/2020
 - c. COMPLETED BY: 6/16/2020

✓ Survey to Parent/guardians was sent out 6/16/2020.
2. Identify, hire, and onboard appropriate staff (referred to as direct service providers (DSPs) throughout this document).
 - a. DUE DATE: ongoing
 - b. COMPLETED BY: ongoing

✓ ESY Letters of Assurance sent out 6/8, 6/15

3. Identify and purchase necessary protective equipment.

a. DUE DATE: ongoing

b. COMPLETED BY: _____ ongoing

✓ Ordered.

4. Develop situation-specific protocols and modify any existing health and safety plans and/or school protocols as needed due to COVID-19.

a. DUE DATE: 7/24/2020

b. COMPLETED BY: 7/16/2020

Current.

5. Develop a training plan that includes identification of the staff needing to be trained, procurement of resources and trainers, and a system to confirm all necessary training is completed prior to in-person instruction.

a. DUE DATE: 7/24/2020

b. COMPLETED BY: 7/16/2020

✓ Done.

In-person services may include individual or small group instruction or therapies. Some students who may receive in-person services may still require some remote services. Remote services for such students will remain in place until in-person learning commences.

PREPARATION AND PROGRAM PLANNING

An Overview: SWCEC's General COVID-19 Policies and Operating Procedures for In-school Support¹

Social Distancing

- When possible, social distancing with other members of the classroom and cohort will be observed
- Group sizes must be restricted to a maximum of 10 students, with a maximum of 12 individuals including students and staff in each room
 - Classroom location and groupings will be modified to follow DESE guidance
 - There will be limited movement through the school building to minimize cross contamination
- Teachers will minimize close contact to the extent possible except when students need help with feeding, toileting, or other routines
- Instructional areas will be modified or relocated to help promote social distancing prior to the start of the school day

Personal Protective Equipment

- DESE has advised that *“All staff and students must wear face coverings or masks at all times with the exception of those for whom it is not safe to do so due to age, medical condition, disability impact, or other health and safety considerations”*.
- Clinicians and Behavior Specialists will determine appropriate shaping and desensitization protocols to help students tolerate wearing masks and practice hand washing
- Employees should wear gloves for feeding and hygiene routines

Screening and Monitoring Protocols followed by SWCEC Employees

- Employees who are displaying COVID19-like symptoms will not report to work and will follow SWCEC guidance/plan for testing.
- Employees and students will wash their hands upon entering the building and minimally every 2 hours throughout the school day or related to any of the below scenarios
 - Before and after eating
 - After sneezing, coughing or nose blowing
 - After toileting
 - After touching or cleaning surfaces that may be contaminated

¹Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Massachusetts Department of Elementary and Secondary Education: <http://www.doe.mass.edu/covid19/on-esktop.html>

Department of Early Education and Care (EEC): https://eeclead.force.com/resource/1591036172000/Min_Req

- After using shared equipment like toys, keyboards
- Before and after administration of medication
- After contact with face mask or cloth covering
 - After touching one's face
- Before and after change of gloves
 - Staff and students should follow the steps needed for effective handwashing (use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with individual disposable towels).
 - Hand sanitizer with at least 60% alcohol may be utilized at times when hand washing is not available. Hand sanitizer must be stored securely and used only under supervision of staff.
- Cover Coughs or Sneezes: Staff should avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).
- Surfaces, toys, and materials will be wiped down prior to the start of the school day and throughout the day as needed
 - Toys that cannot be cleaned and sanitized should not be used
 - Teachers will be invited to school prior to student start-dates in order to remove materials from the classrooms.
 - Instructional materials or toys will not be shared across students, unless they are washed and sanitized before being moved from one student to the other
 - Student's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures
 - Shared computers or other electronic items must be wiped down and sanitized after use by every student

Screening and Monitoring Protocols followed by Families

- Prior to the school day, families will report if household members have any of the following COVID-19-like symptoms:
 - Fever/Chills/shaking chills
 - Cough
 - Shortness of breath
 - Fatigue
 - Loss of appetite
 - Sore throat
 - Body aches/headache
 - Loss of smell or taste
 - Nausea, Vomiting or Diarrhea
 - Rash/inflammatory condition
- If anyone has the above symptoms, the family will notify SWCEC and will not transport the student to school. SWCEC nurse will contact the family to provide further advice and guidance about school attendance
- During the school day COVID symptoms will result in a student being isolated and sent home for that school day and the following day

- Family will notify SWCEC if a student or household member of student tests positive, student should remain at home for 14 days
- Families will alert SWCEC if anyone in the home is planning to travel outside of the state/country or has traveled outside the state/country in the last 14 days
- Families will alert SWCEC if anyone in the house has been asked to quarantine

Building protocols

- Specialty consultation services will continue to occur via Zoom
- Team meetings, visitation, and observations from outside personnel will be conducted via Zoom or postponed until further notice
- Students will not be able to eat in the cafeteria. Students may bring their own snacks or receive the options available on-site. Eating will occur in classroom spaces.
- Access to the playground will be limited per schedule to allow for reduced occupancy. According to the CDC, outdoor areas generally require normal routine cleaning and do not require disinfection. The CDC does not recommend spraying disinfectant on outdoor playgrounds. SWCEC will, however, routinely clean high touch surfaces made of plastic or metal, such as grab bars and railings. Wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) will not be cleaned or disinfected, in accordance with CDC guidance. In general, and per CDC guidance, SWCEC will maintain existing cleaning and hygiene practices for outdoor areas since the targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people.²
- Field trips and community-based activities will be postponed until further notice.

Opening

SWCEC will aim to open in-person summer programs beginning the week of July 27, 2020.

Capacity

Keep summer programming enrollment at less than 25 percent of a school's capacity.

²https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf; <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Instruction

SWCEC will continue to provide remote instruction until in-person services become a possibility as well as on those days when programs / classrooms are closed.

- Gym and electives will not be provided in person.
- Even if in-person services are provided, additional instruction may also be provided remotely.

Permissions

Responsible parties for collecting permission forms and emergency contact information will include School Principals, Lead Nurse, and their designees.

- SWCEC will ensure summer school permission forms include relevant medical information and comprehensive contact information to easily reach families in case of concerns.
- SWCEC will review medical information submitted by parent/guardians and reach out to parent/guardians of high-risk students to encourage them to discuss with their healthcare provider whether the program is a safe option for the student, if additional protections are necessary, and what supports can be offered to best help their student understand and adhere to the health and safety requirements.
- SWCEC will create a system to check with parent/guardians daily on the status of their students when students are dropped off.
- SWCEC will ensure that information and communication can be provided in the primary languages spoken by the parent/guardians.
- SWCEC will obtain email addresses and home, work, and mobile phone numbers from parent/guardians of students at each program so that the program can reach them at any time.
- SWCEC will provide parent/guardians with information on COVID-19 including symptoms, transmission, prevention, and when to seek medical attention and will encourage parent/guardians to share the information with their students as appropriate.
- SWCEC will provide parent/guardians with guidance on how to share information with their students in developmentally appropriate ways and encourage parent/guardians to share the information with their students, as appropriate.
- SWCEC will provide parent/guardians with information on the program's policies for preventing and responding to infection and illness.

COVID-19 point person

- SWCEC will designate a senior staff person responsible for responding to COVID-19 concerns. Other staff will know who this person is and how to contact this individual.
- Arnold Lundwall will be designated as the COVID-19 point person.
 - This person will be responsible for sharing information to parent/guardians if and when an exposure occurs, and how that information will be communicated.

Protocol development

SWCEC will develop protocols in advance of re-opening on topics including:

- hygiene and cleaning;
- identifying, isolating and discharging sick students;
- ensuring safe vendor deliveries;
- providing safe transportation if transportation is necessary;
- managing program closures and staff and student absences;
- administering medication to students, including any safety concerns;
- coordinating space and facilitating services to students; and
- sharing information and guidelines with families, including providing translation and interpretation services for limited English proficient parent/guardians.

Limitations

Field trips, visitors, and assemblies will be cancelled.

Staff training

SWCEC will provide and reinforce COVID-19-focused education and training for all staff, including:

- mitigation procedures
- personal hygiene
- signs and symptoms of illness
- assessment
- the referral process for students requiring mental health supports, and the use and disposal of health and safety supplies
- focused training for staff who must maintain close contact with students, such as for special education teachers, will also be provided
- all training will be provided before in-person summer programs begin

Training for all staff will take place via Microsoft Teams with self-guided tutorials, trainings, videos, and follow up assessments that will require passing scores on an 19-question post-training quiz. Incorrect answers will be followed up by the Lead Nurse. All staff will be required to certify participation therein and to pass the modules that will be presented.

Students will begin receive instruction and training and continue to be trained during ESY through their weekly remote learning plans and in-person instruction. Student training will be adapted for students' grades and development functioning. This training will become a part of daily curriculum during the eventual re-opening of schools in the fall.

Part I: Identification of High-Needs Students for In-Person Summer Services

SWCEC will consider the nature of the disability and the barrier it imposes on a student's ability to access remote learning.

- Students with the most significant disabilities who have demonstrated substantial regression during remote learning;
- Students who receive multiple services during the summer – such as applied behavior analysis; speech, occupational, and/or physical therapies; and academic instruction – so that at least some of those services can be offered in person; and
- Students who will need more time to learn new procedures and protocols to increase their successful reentry to school in the fall.
- Any student who does not receive in person instruction would receive remote services.
- In particular, students who receive a limited number of services (such as tutoring, related services, or academic services only) would participate in summer services remotely.
- Currently, all SWCEC students therefore are eligible for in-person summer programming if it is a part of their current IEP.

SWCEC's High Needs Students

1. In order to identify high-needs students, SWCEC will ask for staff input to help identify students and their specific needs that would need to be addressed first.
 - a. Teaching staff will be asked to complete the following questionnaire regarding their students' needs:
 - i. DUE DATE: 6/18/2020
 - ii. SENT OUT: 6/18/2020 by email
 - b. Parent/guardians will be asked for input:
 - i. DUE DATE: 6/18/2020
 - ii. SENT OUT: 6/18/2020
 - c. Priority will be given to the following students:
 - i. Students whose special education services will terminate shortly (i.e., student who will age out);
 - ii. Students whose service delivery is difficult to implement in a remote manner (i.e. AAC needs, vocational opportunities, ADL skill deficits, PT services, OT services, SLP services, ABA/discrete trail instruction as primary methodology);
 - iii. Students who are most likely to show regression and recoupment issues (i.e., student with cognitive impairments); and
 - iv. Students who have been un-engaged with staff.
2. Once students have been identified, the following in-person option will be considered and identified as viable proposals to parent/guardians:
 - a. On site services (4 hours per day of in-person ESY).
 - b. A letter will be sent home with a notification that SWCEC is offering the identified services as part of our delivery of special education services and instruction.

Part II: Staffing, Direct Service Providers, and Grouping Requirements

SWCEC will need to ensure that there are adequate levels of staffing available to effectively and safely deliver and support in-person programming for the number and needs of students who will be in attendance.

- Instructional grouping requirements and maximum class sizes are governed by Massachusetts special education regulations (603 CMR 28.06 (6) and (7)) and by the goals and methods in each student's IEP. If SWCEC finds that it is not able to maintain its approved ratios, SWCEC will contact their school's assigned liaison.
- **Group sizes will be restricted to a maximum of 10 students, with a maximum of 12 individuals including students and staff in each room. These occupancy limitations will be reevaluated in accordance with DESE's final guidance on ESY.**
- Rooms will be identified so they are large enough to include at least 6 feet of distance between all students and staff. **These occupancy limitations will be reevaluated in accordance with DESE's final guidance on ESY.**
- Classes will be appropriately spaced throughout the school building, allowing for adequate social distancing but also allowing for additional staff support in the event students require behavioral interventions or support.
- Students will never be left alone in a classroom without the presence of an appropriately trained staff member.
- Direct service providers will be aware of and trained on how COVID-19 spreads, risk factors, and prevention actions.
- Additional preventive measures will need to be taken depending on the activity and the risk level of that activity.

Classroom setup, movement within the building, and instruction:

Materials and Equipment

- SWCEC will prepare the materials and equipment to be used by students to minimize sharing and promote distancing.³
 - SWCEC will remove items that cannot be easily washed (e.g., stuffed animals, pillows) or that encourage students to put the toy in their mouths (e.g., play food, pretend utensils).
 - Students will not be allowed to bring items from home that cannot be cleaned and disinfected upon arrival.
 - Students' belongings will be separated and maintained in individually labeled containers, cubbies, or areas. SWCEC will monitor use to ensure that these objects are not shared between students.
 - SWCEC will remove shared items that cannot be cleaned or disinfected at all (e.g., playdough) must be removed from activity rotation.
 - SWCEC will remove all water, sand, and sensory tables and activities.
 - To the greatest extent possible, students will not share supplies to minimize sharing of

high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or, in the alternative, the Collaborative will limit the use of supplies and equipment by one group of students at a time and clean and disinfect between use.

- In general, students will avoid sharing electronic devices, toys, books, and other games or learning aids.

Program Space

- SWCEC will prepare the program space to promote physical distancing.
 - Decisions about organization of the program space will be guided by the program's ability to implement adequate and consistent physical distancing, especially in terms of utilization of common spaces that need to be shared by all students.
 - Areas occupied by individual groups will be defined by permanent walls, movable walls, or other partitions. SWCEC will consider using barriers to create clearly defined and separate areas for small groups of students.
 - Program staff will review the physical distancing requirements for students in the program and be prepared to support students with adjustment to new systems and routines.
- SWCEC will ensure that there are adequate provisions for the storage of student and staff belongings so that they do not touch.
- SWCEC will close drinking fountains that require contact for use.
- SWCEC will ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans (must be inaccessible to young students), and other methods.

Classrooms

Class size:

SWCEC will have no more than 10 students and 12 people total in a classroom (i.e., 1-2 teachers/staff with 10 students). Once DESE, issues final guidance on ESY, SWCEC may adjust class sizes as appropriate.

Class isolation:

SWCEC will keep students in self-contained classes with the same teacher and students throughout each day during the summer program, when feasible.

- Children will remain with the same group each day and at all times while in care.
- The same staff will be assigned to the same group of students each day for the duration of the in-person session to the greatest extent possible. Staff floating between groups will be limited, unless needed to provide additional supervision or related service delivery (i.e., SLP, OT, PT, reading support).
- Students will be exposed to as few different individual teachers as possible since each additional individual exposure presents greater opportunity for virus spread, and a positive COVID-19 case in school will require two-week closure of the individual's class group.

³https://eecedlead.force.com/resource/1591036172000/Min_Req

- SWCEC will implement close monitoring and tracking of in-person attendance and seating arrangements to facilitate contact tracing in the event of an exposure
- When necessary, rather than having students change from classroom to classroom, teachers will rotate between classes while students stay in one class to minimize students encountering others in the hallway.
- In addition, SWCEC will stagger class start and end times to minimize the number of students in the hallway during passing periods.
- If more than one group is using a shared space that is large enough to allow for students in all groups and their respective desks to be six feet apart, then multiple groups of individuals can be in the space together **provided that:**
 - Each group must be separated from the other by an empty space of at least 30 feet.
 - The groups will not combine for activities at any time. (Two groups of ten students and one teacher can meet at the opposite ends of a cafeteria, if students can all be seated at least six feet apart; three groups of 11 students can meet in a large gymnasium, separated by 30 feet, with one teacher circulating between the groups to support online learning; and other iterations are also possible, so long as they meet the requirements for distancing.)
- Whenever possible and developmentally appropriate, there will be no group or pairs work that would require students to regularly interact within six feet.
- Students will not be brought together in assemblies, field trips, or other group gatherings outside of their class group, unless the distancing of 30 feet between groups can be maintained.
- When feasible and appropriate, students will gather outside rather than inside, because of likely reduced risk of virus spread outdoors.
- Indoor sports will not be allowed, and school gyms and indoor workout facilities will remain closed for purposes of athletic or fitness activities. Recreation time will not be spent in recreation spaces. Outdoor sports will be allowable only if they can be conducted in accordance with the Department of Health.

Desk spacing:

SWCEC will ensure that student desks are spaced at least 3 feet apart (chair edge to chair edge as per DESE guidance) and are facing forward, although this may be re-evaluated upon DESE's issuance of its final ESY Guidance. Where possible, dividers will be placed on desks if they can serve the purpose of shielding students, teachers, and staff from respiratory droplets with which they might otherwise come into contact.

Classroom placement:

SWCEC will use additional space in school buildings to spread out classrooms. Classes may be held outside if feasible.

Movement within building:

SWCEC will develop a plan for safely moving students in and out their classrooms while maintaining 6 feet of social distance⁴ when feasible; necessary student access to common areas, including bathrooms, will be managed by staff to avoid crowding.

SWCEC will install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart⁵ (e.g., reception desks).



SWCEC will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).⁶

⁴ This may be re-evaluated upon issuance of DESE’s final ESY Guidance.

⁵ This may be re-evaluated upon issuance of DESE’s final ESY Guidance.

⁶ The following useful [graphics](#) may be utilized:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/A_FS_HCP_COVID19_PPE.pdf ;
https://www.cdc.gov/coronavirus/2019-ncov/downloads/A_FS_HCP_COVID19_PPE_11x17.pdf;
https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_PPE_illustrations-p.pdf;
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/hcp/fs-facemask-dos-donts.pdf>;
<https://blog.enplug.com/coronavirus-digital-signage-templates-free>

Nurse's Office:

SWCEC will limit access to the nurse's office and create a secondary area for triage for other student illnesses or injuries.

Food Service/Meals:

Most ESY students will eat lunch at school. If students do eat lunch at school, the CDC recommends that students bring their own meals as feasible, and this will be encouraged. To the extent possible, students will eat lunch at their desks. SWCEC will follow the food safety guidelines below.⁷

- Whenever possible, snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
- To minimize potential spread of infection and to promote physical distancing, cafeterias will be avoided.
- Plastic or paper plates and utensils will be used.
- Sinks used for food preparation will not be used for any other purposes.
- Staff will ensure students wash hands prior to and immediately after eating.
- Staff will wash their hands before preparing food and after helping students to eat.
- Tables, chairs and trays used for meals will be cleaned and sanitized before and after use.
- All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products will be washed, rinsed, and sanitized before each use. Additionally, SWCEC will frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. SWCEC will use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
- SWCEC will be sure to follow the label directions for FOOD CONTACT SURFACES when using the chemical near or on utensils and food contact surfaces.

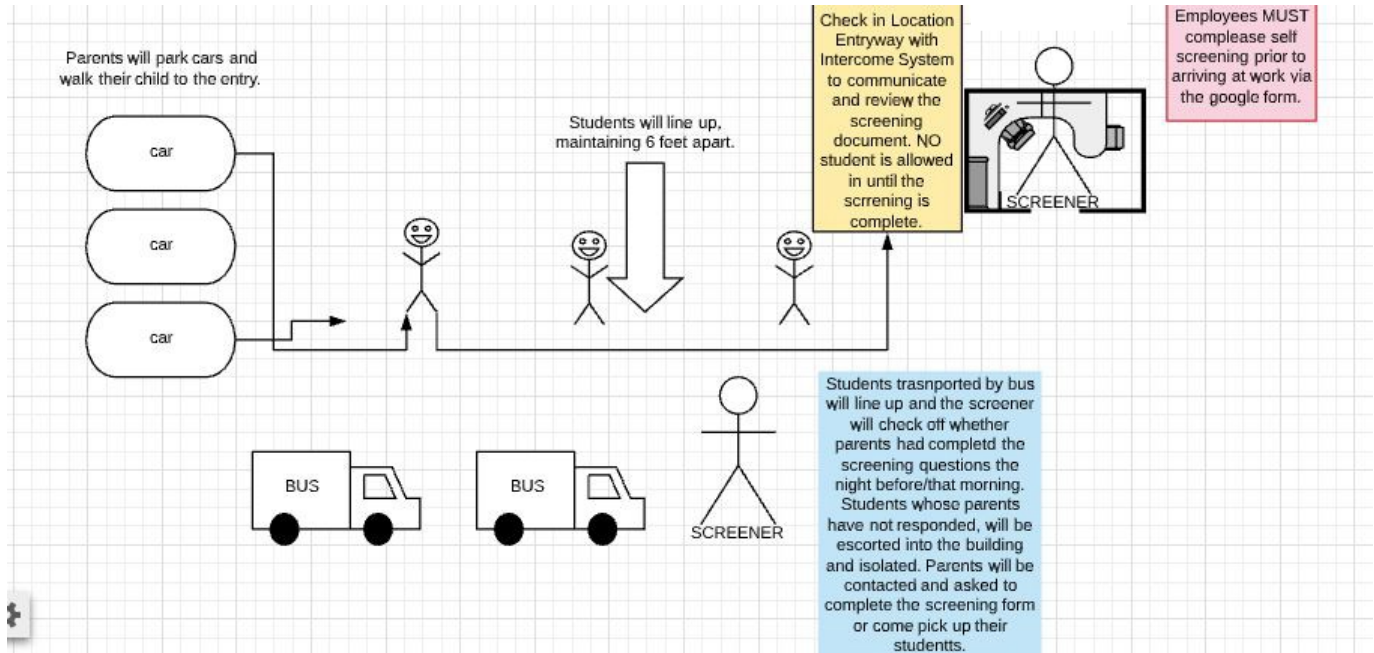
General health and safety practices

SWCEC will post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering). Sample posters include but are not limited to:



⁷https://eeclead.force.com/resource/1591036172000/Min_Req

Entry screening:



SCREENING CHECKPOINT
EVERYONE WILL BE SCREENED UPON ENTRANCE

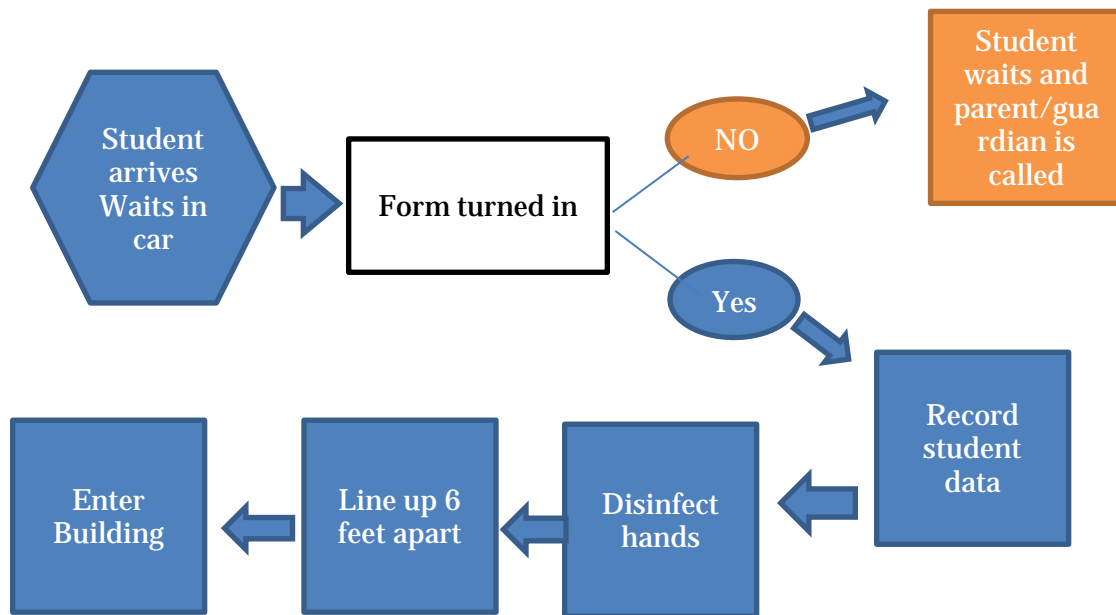
Along with a temperature check, expect to be asked these questions as you enter the facility.

Do you have any of the following symptoms today?

- Fever
- Cough
- Shortness of breath
- Chills
- Muscle pain
- Headache
- Sore throat
- Repeating shaking with chills
- New loss of taste or smell

These questions are subject to change as we learn more about the virus.

1. Parent/guardians and staff will **sign written attestations daily** regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.
2. Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.
3. Teachers and staff will self-screen for COVID-19 symptoms before coming onto campus. Staff will not be allowed on site without completing said self-screening.
4. Students will be screened daily by both parent/guardians and staff.
 - Parent/guardians should complete the self screening form PRIOR to their student's arrival on campus: This document will be offered in translation, as appropriate.
 - Parent/guardians who do not have access to email may complete the form with an SWCEC nurse via phone prior to arrival or in person upon arrival.
 - Students who arrive on campus on non-parent/guardian provided transportation without having a form completed will be quarantined ___while the parent/guardian is contacted and a form is completed. If the parent/guardian cannot complete the form, the student will be required to be picked up. If the parent/guardian cannot be contacted, SWCEC will contact the student's emergency contact and ask that the student be picked up. Only parent/guardians and/or guardians will be allowed to complete the screening form on behalf of a student.
 - SWCEC will establish a single point of entry to the program to ensure that no individual is allowed to enter the building until they successfully pass the screening.
 - SWCEC will establish clear policies for student entry and dismissal from the building including a plan for traffic, drop-off, and pick-up that complies with social distancing guidelines.
 - SWCEC will minimize visits inside the school building to reduce the number of individual interactions during ESY. Any parent/guardian who enters the building will be required to abide by the rules and regulations set by SWCEC.
 - SWCEC will implement all or some of the following policies, as needed, based on the number of students who intend to attend in-person sessions:
 - Staggering school start and end times,
 - Assigning students to entries to ensure even distribution of students entering/exiting at each door,
 - Providing guidance to students to enter one at a time and wait six feet⁸ apart outside the entrance,
 - Where appropriate, encouraging parent/guardians to remain outside during drop-off and pick-up.



- SWCEC will designate specific program staff to conduct all screening activities, and establish a designated screening area (e.g., a side room or enclosed area close to the point of entry) that will allow for more privacy in order to ask questions confidentially or conduct a temperature check. Unless a physical barrier, such as a plexiglass screen, is used, the space used for screening will allow for social distancing of staff from student/family while screening is being conducted (i.e. at least 6 feet of separation).
- Staff will make a **visual** inspection of each student for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Staff will confirm that the student is not experiencing coughing or shortness of breath. In the event a student is experiencing shortness of breath or extreme difficulty breathing, call emergency medical services immediately.
- Staff will actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be separated from the larger group and isolated until able to leave the facility. SWCEC will have a thermometer on site to check temperatures if a student is suspected of having a fever (temperature above 100°F). Special care will be taken to disinfect the thermometer after each use.
- If any student or staff appears to have severe symptoms, SWCEC will call emergency services immediately. Before transferring to a medical facility, SWCEC will notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won't stop.
- Health check responses and individual temperature check results will be recorded and maintained on file.

⁸This may be re-evaluated upon issuance of DESE's final ESY Guidance.

If a Child Becomes Symptomatic:

If a student becomes symptomatic, SWCEC will follow the protocols below:

- Immediately call the nurse to assess symptoms.
- Upon assessing the student's symptoms, the nurse will isolate the student from other students and minimize exposure to staff.
- Whenever possible, cover students' noses and mouths with a mask or cloth face covering.
- Contact the student's parent/guardian and send home as soon as possible.
- Follow SWCEC's plan for the transportation of a student who has developed symptoms and who relies on program transportation.

Self-Isolating Following Exposure or Potential Exposure:

Separate room for suspected COVID-19 cases. SWCEC will set up a separate area (different from the nurse's office) where students suspected of having COVID-19 can go until they are picked up by a parent/guardian. Said isolation room will be the cafeteria at the Dudley Campus and the conference room at the Southbridge campus.

In the event that a staff member or student is exposed to a sick or symptomatic person, the following protocols must be followed.⁹

- If a student or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the student or staff will not be permitted to enter the program space and must be sent home. Exposed individuals will be directed to stay home for at least 14 days after the last day of contact with the person who is sick. SWCEC will consult the local board of health for guidance on quarantine for other students and staff and what additional precautions will be needed to ensure the program space is safe for continued student care services.
- If an exposed student or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they will be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.
- If a student's or staff's household member tests positive for COVID-19, the student or staff will self quarantine for 14 days after the last time they could have been exposed.

⁹https://eeclead.force.com/resource/1591036172000/Min_Req

If a positive case is identified for an ESY participant, whether teacher, staff, or student, SWCEC will identify any individuals who had regular or close contact with the affected participant. This will include the entire class (students, teachers and staff) and potentially other teachers and staff (if multiple teachers work regularly with the student or staff member). If those teachers or the students interacted with other students or staff on a regular basis or came in close contact with them, those students and staff will be considered potentially exposed as well. Anyone who is considered to have regular or close contact with someone who may have been exposed to COVID-19 must stay at home for two weeks. In some cases, this may necessitate closing only a single classroom. In other cases, it may require closing multiple classes, or even the entire school, for two weeks

All participants of SWCEC's ESY program will receive written notification if a positive COVID-19 case is identified among summer school participants (teachers, staff, or students). For students, such written notification is to be provided to the parent/guardians or guardians of the students. SWCEC will also notify the local health department.

Any teacher, staff member, or student who experiences any of the symptoms of COVID-19 will self-isolate until the below conditions have been met.

In the case of an individual who was diagnosed with COVID-19, the individual may return to SWCEC premises when all three of the following criteria are met:

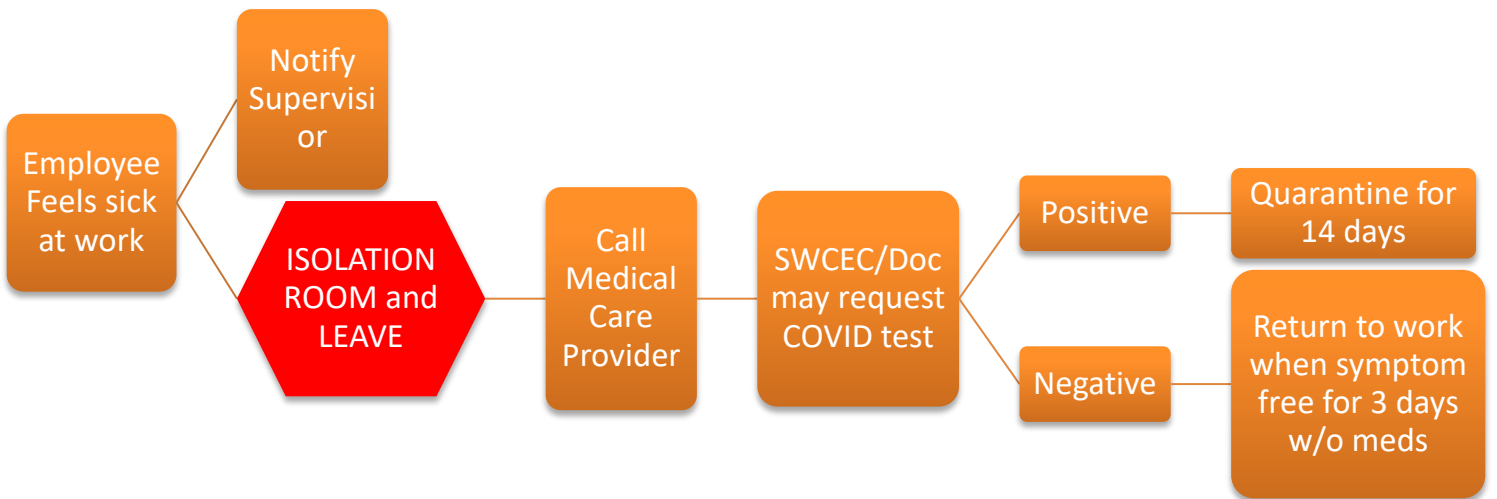
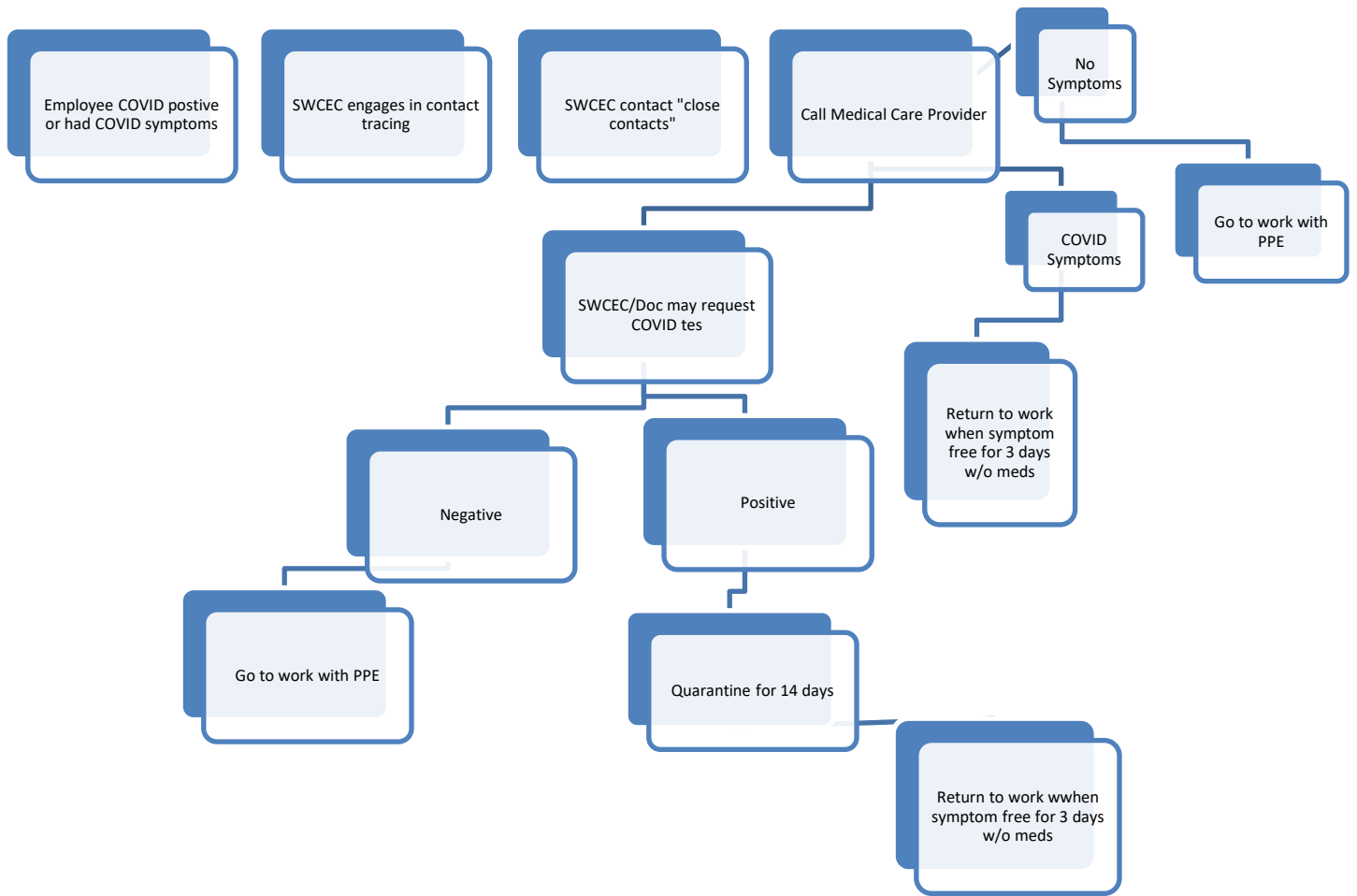
- At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
- The individual has improvement in symptoms (e.g., cough, shortness of breath); and at least ten days have passed since symptoms first appeared;

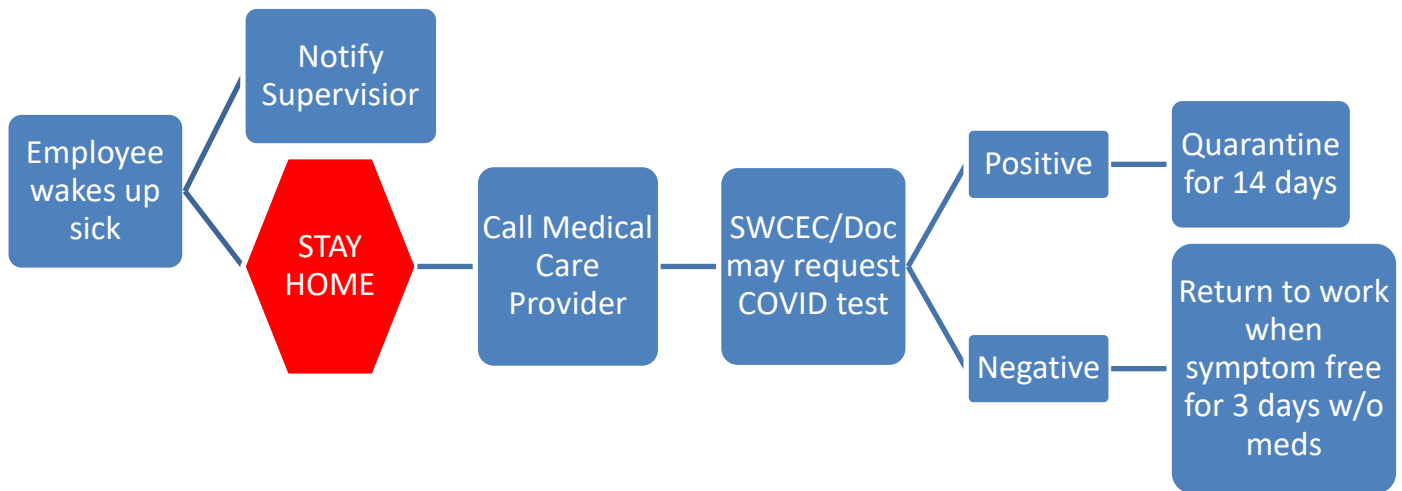
or

- In the case of an individual who has symptoms that could be COVID-19 and does **not** get evaluated by a medical professional or tested for COVID-19, the individual will be **assumed** to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above;

or

- If the individual has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual will be asked to obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Any student, teacher, or staff member living with someone who experiences any of the symptoms of COVID-19, whether they have a positive COVID-19 test or not, will self-isolate for two weeks. If they do not experience any COVID-19 symptoms during that period, they can return to their ESY program. If they experience symptoms, they will self-isolate until the conditions outline above have been met.





Additional Precautions

Supplies:

SWCEC will ensure that all necessary health and safety supplies are on hand. See DESE Guidance dated 6/10/2020 (<http://www.doe.mass.edu/covid19/on-desktop.html>).

Gloves:

SWCEC staff will wear gloves when appropriate and at all times during the activities described below.¹⁰ SWCEC will consult with a child’s medical records and identify any allergies when determining the type of gloves to use. Handwashing or use of an alcohol-based hand sanitizer before and after these procedures will always be required, whether or not gloves are used.

- Diapering;
- Food preparation; and
- Screening activities requiring contact.

To reduce cross-contamination, disposable gloves should always be discarded after the following instances. After removing gloves for any reason, hand hygiene should be performed with alcohol-based hand sanitizer or soap and water.

- Visible soiling or contamination with blood, respiratory or nasal secretions, or other body fluids occurs.
- Any signs of damage (e.g., holes, rips, tearing) or degradation are observed.
- Maximum of four hours of continuous use.
- Removing gloves for any reason. Previously removed gloves should not be re-donned as the risk of tearing and contamination increases. Therefore, disposable glove “re-use” should not be performed.
- In addition, gloves should be removed following activities where glove usage is required including diapering, food preparation, and screening activities requiring contact.
- Gloves should be disposed of in a covered waste container.

Face coverings and masks:

SWCEC will ensure all students and staff wear face coverings or masks, unless not possible for medical or behavioral reasons. In cases in which face coverings or masks are not possible, strict social distancing of 6 feet¹¹ will be required.

- Parent/guardians will ensure their student arrives at school wearing a face covering and ideally has an extra on hand.
- To slow the spread of COVID-19, SWCEC staff will be encouraged to wear a cloth face covering while serving students and interacting with parent/guardians and families. Program staff will be required to wear a cloth face covering whenever 6 feet of physical distancing is not possible.
- Parents/guardians will be asked to provide their students with a sufficient supply of clean masks and face coverings for their child to allow replacing the covering as needed.
- Parent/guardians will be asked to have a plan for routine cleaning of masks and face coverings, clearly mark masks with the student's name and room number, if applicable, and clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day.
- If families are unable to provide masks, SWCEC will provide masks for students as necessary.
- SWCEC masks and face coverings will be routinely washed (at least daily and any time the mask is used or becomes soiled) depending on the frequency of use. When possible, masks will be washed in a washing machine in hot water and dried fully before using again. If a washing machine is unavailable, masks will be washed with soap and hot water and allowed to dry fully before using again.
- If using a disposable mask, staff will follow CDC guidance on proper daily removal, which includes grasping bottom ties or elastics of the mask, then the ones at the top, and removing without touching the front, and discarding the mask in a covered waste container and washing hands or using an alcohol-based hand sanitizer immediately.
- SWCEC will enforce the wearing of face masks by parent/guardians when on the premises and at all times during drop-off and pick-up.
- SWCEC will regularly remind families and staff that all individuals are encouraged to adhere to the CDC's recommendations for wearing a mask or cloth face covering whenever going out in public and/or around other people.
- SWCEC will teach and reinforce use of cloth face coverings among all program staff.
- Staff will be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information will be provided to all staff on proper use, removal, and washing of cloth face coverings.

¹⁰ https://eeclead.force.com/resource/1591036172000/Min_Reg

¹¹ This may be amended based on DESE ESY Guidance which is pending.

- **Exceptions for wearing face masks** include situations that may inhibit an individual from wearing a face mask safely. These may include, but are not limited to: (1) Children under the age of 2 years; (2) Children who cannot safely and appropriately wear, remove, and handle masks; (3) Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance; (4) Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask; (5) Children where the only option for a face covering presents a potential choking or strangulation hazard; (6) Individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe; (7) Individuals who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and (8) Individuals who need to communicate with people who rely upon lip-reading.

Handwashing:

SWCEC will establish a regular hand washing routine upon entry; before and after meals; after sneezing, coughing, or nose blowing; after using any shared equipment such as computer keyboards; and before dismissal. Hand washing will use soap and water or hand sanitizer with at least 60 percent alcohol content.

When to Wash Hands:

Children and staff will wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers).

Staff will ensure that staff and students will be regularly washing their hands with soap and water for at least 20 seconds when the following criteria are met:

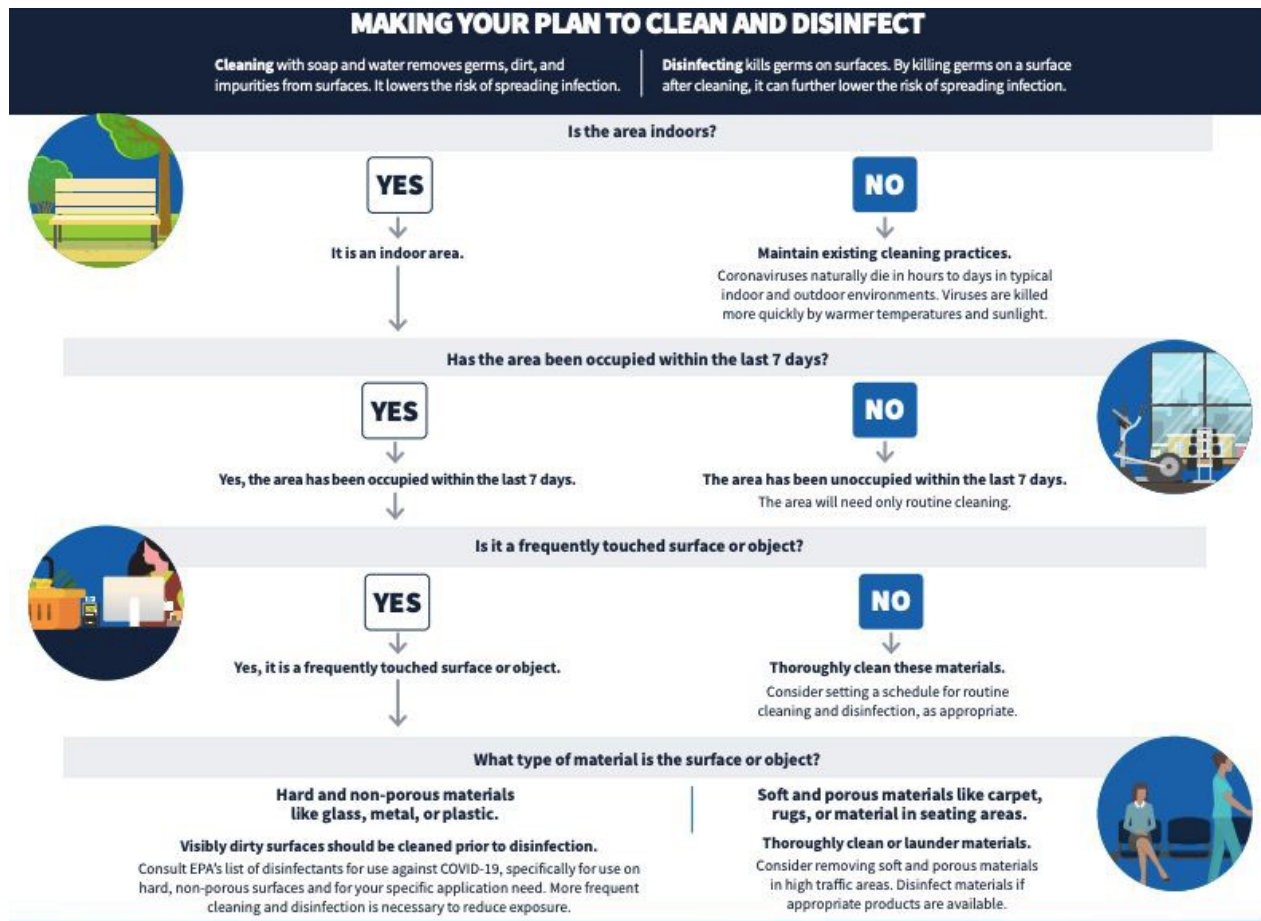
- Upon entry into and exit from program space;
- When coming in to the program space from outside activities;
- Before and after eating;
- After sneezing, coughing or nose blowing;
- After toileting and diapering;
- Before handling food;
- After touching or cleaning surfaces that may be contaminated;
- After using any shared equipment like toys, computer keyboards, mouse, climbing walls;
- After assisting students with handwashing;
- Before and after administration of medication;
- Before entering vehicles used for transportation of students;
- After touching one's face
- After contact with facemask or cloth face covering; and
- Before and after changes of gloves.

Students will be instructed in good handwashing techniques and given frequent opportunities to wash their hands. Students will engage in supervised handwashing for at least 20 seconds at least two times each day, in addition to being encouraged to wash hands after using the restroom and before eating. Graphics will be posted in ALL bathrooms.

Use of Hand Sanitizer

SWCEC will have hand sanitizer at each entrance and require students, teachers, and staff to use it whenever they enter the building. Hand sanitizer will be available in every classroom, and students and teachers will be encouraged to use it frequently. Students, teachers, and staff will also wash hands or use hand sanitizer after they have touched something another person recently touched. All employees will wear cloth face coverings (over the nose and mouth). If available, employees will consider wearing non-medical grade face masks.

Facility cleaning:



SWCEC will establish systems for frequent cleaning, disinfecting, and sanitizing all utilized materials and spaces, especially bathrooms and frequently touched surfaces.

1. SWCEC will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for students to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.

2. SWCEC will arrange for additional cleaning and disinfecting of surfaces that are touched in common throughout the day.¹²
3. SWCEC will arrange for cleaning of classrooms between different class groups if the same room will be used by multiple class groups. This would include objects such as door handles, common tables/desks, and high touch devices such as shared laptops or tablets.
4. SWCEC will follow the CDC's guidance on cleaning community buildings to prevent COVID-19 spread.
5. **Resources and Supplies**¹³: The following supplies will be used for cleaning, sanitizing, and disinfecting.
 - SWCEC will use EPA-registered disinfectants and sanitizers for use against COVID-19. Follow directions on the label, including ensuring that the disinfectant or sanitizer is approved for that type of surface (such as food-contact surfaces).
 - Many cleaning agents can be irritants and trigger acute symptoms in students with asthma or other respiratory conditions. SWCEC will not prepare cleaning solutions in close proximity to students.
 - SWCEC will follow manufacturer's instructions for application and proper ventilation.
 - SWCEC will use child-safe cleaning, sanitizing, and disinfecting solutions and students will never be present when mixing solutions.
 - Only single use, disposable paper towels will be used for cleaning, sanitizing, and disinfecting. Sponges shall not be used for sanitizing or disinfecting.
 - All sanitizing and disinfecting solutions will be labeled properly to identify the contents, kept out of the reach of students, and stored separately from food items. Sanitizing and disinfecting solutions will not be stored in beverage containers.
 - SWCEC will avoid aerosols, because they contain propellants that can affect breathing.
6. Proper guidelines will be followed when cleaning, sanitizing, and disinfecting.¹⁴
 - All sanitizing and disinfecting solutions will be used in areas with adequate ventilation and never in close proximity to students so as to not trigger acute symptoms in students with asthma or other respiratory conditions. Do not spray chemicals around students. If possible, move students to another area or have someone distract them away from the area where a chemical is being used.
 - To ensure effective cleaning and disinfecting, always clean surfaces with soap and water first, then disinfect using a diluted bleach solution, alcohol solution with at least 70% alcohol, or an EPA approved disinfectant for use against the virus that causes COVID-19. Cleaning first will allow the disinfecting product to work as intended to destroy germs on the surface.

¹² SWCEC will follow the following CDC guidance:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf. SWCEC will also consult with the following guidance from the American Pediatric Association: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

¹³ https://eeclead.force.com/resource/1591036172000/Min_Req

¹⁴ https://eeclead.force.com/resource/1591036172000/Min_Req

7. Proper guidelines will be followed when cleaning, sanitizing, and disinfecting.¹⁴

- All sanitizing and disinfecting solutions will be used in areas with adequate ventilation and never in close proximity to students so as to not trigger acute symptoms in students with asthma or other respiratory conditions. Do not spray chemicals around students. If possible, move students to another area or have someone distract them away from the area where a chemical is being used.
- To ensure effective cleaning and disinfecting, always clean surfaces with soap and water first, then disinfect using a diluted bleach solution, alcohol solution with at least 70% alcohol, or an EPA approved disinfectant for use against the virus that causes COVID-19. Cleaning first will allow the disinfecting product to work as intended to destroy germs on the surface.
- Use all cleaning products according to the directions on the label. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- Surfaces and equipment must air dry after sanitizing or disinfecting. Do not wipe dry unless it is a product instruction. Careful supervision is needed to ensure that students are not able to touch the surface until it is completely dry.
- Keep all chemicals out of the reach of students both during storage and in use.
- Keep chemicals in their original containers. If this is not possible, label the alternate container to prevent errors.
- Do not mix chemicals. Doing so can produce a toxic gas.

SWCEC General Guidelines for Cleaning, Sanitizing, and Disinfecting:

SWCEC will follow these general guidelines for cleaning, sanitizing, and disinfecting.¹⁵

- SWCEC will intensify the program's routine cleaning, sanitizing, and disinfecting practices, paying extra attention to frequently touched objects and surfaces, including doorknobs, bathrooms and sinks, keyboards, and bannisters.
- SWCEC will clean and disinfect tactivity items used by students more frequently than usual.
- While cleaning and disinfecting, staff will wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer after these procedures will always be required, whether or not gloves are used.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. SWCEC will conduct regular inspection and disposal of books or other paper-based materials that are heavily soiled or damaged. Machine washable cloth toys or products cannot be used at all. Materials that students have placed in their mouths or that are otherwise contaminated by body secretions or excretions must be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered sanitizer, and air-dry or clean in a mechanical dishwasher.

¹⁵ https://eeclead.force.com/resource/1591036172000/Min_Req

- For electronics, such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present. SWCEC will consider putting a wipeable cover on electronics, as needed. SWCEC will follow manufacturer’s instructions for cleaning and disinfecting. If no guidance is available, SWCEC will use alcohol-based wipes or sprays containing at least 70% alcohol, wait in accordance with manufacturer’s directions and then dry surface thoroughly or allow to air dry. SWCEC will provide cleaning materials for older students to clean their own electronics.
- The playground will be cleaned and disinfected between each group’s use.
- High touch surfaces made of plastic or metal, including play structures, tables and benches, will be frequently cleaned and disinfected.
- Cleaning and disinfection of wooden surfaces or groundcovers (mulch, sand) is not recommended.
- In the event that SWCEC suspects a potential exposure, SWCEC will conduct cleaning and disinfecting as follows.
 - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. SWCEC will plan for availability of alternative space while areas are out of use.
 - Cleaning staff must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g., tablets, touch screens, keyboards) used by the ill persons, focusing especially on frequently touched surfaces.

Staff/students with medical conditions. SWCEC will be mindful of staff and students with underlying medical conditions and plan accordingly.

Part III: Protective Equipment

Prior to resuming in-person instruction, SWCEC will purchase and procure the appropriate protective equipment to meet the health and safety needs of students and staff.

SWCEC will provide appropriate protective equipment to all direct service providers, as outlined in the chart below.

Direct service providers at a minimum will follow OSHA guidance for “Jobs Classified at Medium Exposure Risk.” **All staff and students will wear face coverings, with the exception of individuals for whom it is not safe to do so due to age, medical condition, or other health or safety considerations.**

Staff will wear appropriate protective equipment based on the specific interactions they are having with students (e.g., instruction, behavior support, activities of daily living, etc.). Protective equipment will be utilized per the DESE provided chart below:

Protective Equipment Recommendations for Direct Service Providers (DSPs)

Classification of Individual Wearing protective equipment	N95 or KN95 Respirator	Face Shield	Disposable Gowns	Disposable Gloves	Gowns/Coveralls/Other Body Covering	Cloth Face Covering	Disposable mask
DSPs in care areas of students with suspected COVID-19	X	X	X	X	X		X (with face shield if N95/KN95 not available)
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			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	

All disposable PPE will be disposed of in a covered waste container.

Part IV: Situation-Specific Protocols

In order to protect the health and safety of students, staff, families, and community members, SWCEC will follow CDC recommendations in the following areas:

- Health and safety considerations, social distancing, and infection control practices (handwashing, face coverings, and gloves);
- Classroom, meal, and cleaning practices;
- Disinfecting practices;
- Health office practices, protective equipment, management and isolation of students and/or staff showing signs and symptoms of illness.

Screening and Monitoring Protocols:

In circumstances in which maintenance of recommended social distancing (6 feet minimum)¹⁶ is not possible, SWCEC will implement the following recommendations:

- SWCEC will ensure that there are adequate staff who are prepared and properly trained to accommodate students' health and safety needs in addition to their education.

- Staff will be prepared to provide hands-on assistance to students with disabilities for any circumstance that would require them to be within 6 feet¹⁷ of any student.
- To protect themselves, staff who care for students requiring hands-on assistance such as feeding, washing, dressing, physical prompting, helping students sit at a desk, manipulating academic materials, and prompting students to use a communication device, etc., will wear appropriate protective equipment based on the activity and risk level and wear long hair up or tied back during all activities requiring direct contact with a student.
- Staff will be prepared to provide hands-on assistance to students for activities of daily living such as feeding, toileting, and changing of clothes. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including toileting, diapering, feeding, washing, or dressing, and other direct contact activities will wear a long-sleeved, button down, oversized shirt over their clothing or a PPE gown and wear long hair up or tied back during all activities requiring direct contact with a child. Staff will change outer clothing if body fluids from the child get on it. Staff will change the child's clothing if body fluids get on it. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.
- To minimize the risk of infection for students who are unable to wear a face covering, physical distancing must be maintained whenever possible and staff must wear a face covering at all times, including when working with a child who is unable to wear a face covering.

Toileting Protocols:

- Staff will change students' clothing and their own clothing when soiled with secretions or body fluids. Students' soiled clothing will 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.) will be cleaned and disinfected after each use by custodial services. Cleaning and disinfecting will be treated as 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 changing area.
- All SWCEC 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.
- All necessary supplies will be assembled and prepared before bringing the student to the changing area.
- Student's hands will be washed after the toileting/diaper change.

¹⁶ This may be amended based on DESE ESY Guidance which is pending.

¹⁷ This may be amended based on DESE ESY Guidance which is pending.

Physical Intervention and Restraint Protocols:

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.

Because seeing staff putting on protective equipment or being approached by staff wearing protective equipment can create anxiety in students, SWCEC staff will use a student-centered approach and offer reassurance throughout interactions.

Limiting Risk of Infection Prior to a Physical Restraint

- Plastic protective gowns will not be required to be worn by staff during restraints as they can be easily ripped or torn; however, they will be available if staff choose.
- Staff will wear disposable gloves, disposable masks, face shields, and long sleeves to the maximum extent possible.
- Only staff required for safely restraining a student will be involved; one additional staff member will 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 will be relieved as soon as possible if not wearing appropriate protective equipment.

Limiting Risk of Infection After a Physical Restraint

- Staff will remove and dispose of and/or clean protective equipment immediately in the manner that they were trained.
- Staff will avoid touching their face and limit contact with hard surfaces before immediately washing hands or using hand-sanitizer.
- Staff will have a change of clothes available in cases where their clothes become contaminated.
- Once all health and safety issues have been addressed, staff will follow debriefing and reporting procedures for the restraint.

Part V: Education and Training

- Staff will be trained before in-person instruction to students with disabilities.
- Students will be educated and trained on health and safety considerations, as well as newly adopted routines and protocols.

Training Plan

- SWCEC will identify staff who will need to be trained and what that training should address.
- SWCEC will determine who will provide the training and what materials will need to be procured for the training. SWCEC will ensure trainers are qualified to conduct associated training and utilize resources from accredited organizations when possible.
- SWCEC will develop a timeline for training needs including what training needs to be conducted prior to the start of in-person instruction and what training needs to be provided as ongoing support.
- SWCEC will develop a system for monitoring staff completion of required training and identify staff responsible for ensuring all staff have met the training requirements prior to beginning in-person work.
- SWCEC will consult current vendors and/or affiliated health and safety organizations to determine what resources are readily available.
- SWCEC will consult with districts, collaboratives, and approved special education schools to share resources related to training.
- SWCEC will develop a mechanism for staff to communicate additional training needs. Said training needs should be communicated to the staff member's direct supervisor.
- SWCEC will determine what training, if any, may be needed for families of students with disabilities.

Staff Training

In order to ensure an efficient re-entry process, all staff shall participate in self-guided video tutorials and training regarding safety precautions, understanding symptoms, and donning and doffing PPE. After viewing these training documents, staff shall successfully complete and pass a post-training assessment. Any incorrect responses shall require the Lead Nurse to review with individual staff to insure competency and readiness for duty.

Training will be provided by qualified professionals.

- 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.

Education for Students on Safety Protocols

- Students will be provided with training through direct instruction and/or embedded content in lessons and activities, as developmentally 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 developmental strategies will be used to reinforce these new concepts and protocols.

Guidance for Specific Populations

SWCEC will encourage parent/guardians to consult their student's health care provider to discuss the appropriateness of students with high risk medical conditions attending in-person instruction. These include students who depend on mechanical ventilation and students with tracheostomies. SWCEC health professionals should work with primary care providers to identify alternatives to nebulizer treatments in the school setting, such as metered dose inhalers (MDIs) with a spacer. A collaborative approach will be used to inform decision-making relative to how the student can safely access in-person instruction.

Transition Age Students and Off Site Vocational and Community Opportunities

Following state guidelines, we will slowly and cautiously reintroduce community outings and activities outside SWCEC premises on an as-needed basis. Each student will be evaluated to determine his/her level of risk for exposure and/or threat of serious illness. Age, underlying health conditions, medications, ability to remain six feet apart from others, tolerance of wearing a mask, and risk assessment of his/her classmates are all considerations used to make this determination. Individuals considered to be moderate or high risk, or living with individuals with moderate or high risk, will not participate in community outings or vocational opportunities off site. Those with low risk may resume community involvement, with express written content from the legal guardian. In all scenarios, we will encourage students to wear a fabric mask in public (if they will tolerate it), provide support for frequent hand washing/use hand sanitizer and monitor social distancing the best that they can.¹⁸

Furthermore, following employer guidelines and practicing safety measures, students who are not determined to be high risk and with express written consent from the legal guardian will be permitted to resume employment / internships / volunteerism as soon as they are ready and the situation allows.

Instruction Delivery Alternatives

SWCEC will consider alternative learning experiences to prepare alternative schedule models that may be deployed.

Options range from limited ancillary in-person services (i.e. SLP, OT) to limited small group instruction (i.e. social skills) to a scheduled rotation of in school and remote learning.¹⁹

¹⁸ Adapted from <https://www.balanceautism.org/covid-19>.

¹⁹<https://education.ky.gov/comm/Documents/Reopening%20-Alternative%20Learning%20Design%20Strategies%20FINAL%206-8-20.pdf>