

CES Special Ed Staff COVID-19 Supplement Handbook 2020-2021

In order to create an environment that promotes the health and safety of staff and students, and provides the essential opportunity for face-to-face instruction, the C.E.S. Reopening Plan (<https://bit.ly/3jDpbGG>) emphasizes these recommended infection mitigation strategies: maximize social distancing, frequent hand washing/use of hand sanitizer, facial coverings that completely cover nose and mouth and enhanced clearing/disinfection of spaces/surfaces.

During this time we ask that you continue to refer to the original Staff Handbook and use this to answer questions relevant to COVID-19 and the 20-21 Reopening plan. Program specific information will be discussed and reviewed during the beginning of the school year at Professional Development and training days. All plans are subject to change/adjustments as appropriate.

- **PROGRAM INSTRUCTIONAL INFORMATION**
 - **Daily Staff Attendance** - continue to call program administrator and your program secretary
 - **Sick Leave** - per agency policy
 - **Reporting Absences** - report to Nurse/Associate Executive Directors office if you were exposed or suspect you were exposed; Contact the Associate Executive Director's office if you have traveled to a state on the travel advisory
 - **Bus Dismissal / Arrival** - plans and training to be shared prior to the start of school.
 - **Behavior Management Guidelines** - per August 2020 PMT training/refresher and other professional development.
- **PARENT COMMUNICATION**
 - **Parent /Teacher Conferences** -access to the buildings by visitors/parents will be extremely limited and only for specific purposes
 - **Open House** - will not be held in person this year
- **HEALTH ISSUES**

STUDENTS:

 - **Confidentiality in all health related issues is mandatory.** To that end, where possible, please use classroom/office phones to contact the nurses when discussing student/staff health concerns. Emergency situations obviously require use of the walkie talkie to expedite the nurse's response to provide care to the student or staff member who has experienced a medical event or injury.
 - The nurse will communicate any Covid related health concerns to our Executive Director and Covid-19 District Compliance Liaison, Chris Labelle, who will follow set protocols.
 - If classroom staff receive any information from parents regarding potential student or family exposure to COVID-19, it should **immediately be brought to the Nurse's attention** so that the information can be communicated to the Executive Director and the Compliance Liaison Officer.

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- If a student exits the school bus/van showing signs of illness, he/she should be brought to the Program's quarantine room. Once in the quarantine room, the school nurse should be contacted by phone and asked to come assess the student's health.
- Following a health assessment, the nurse will either indicate that the student may return to her/his classroom or direct that the student remain in the quarantine room while the parent/guardian is contacted to come to school to pick up their child.
- If the student requires use of a restroom, the facility closest to the quarantine room will be used. A porter must be called to clean the restroom once it has been used by the student.
- Once a student's parent/guardian arrives, the student will be accompanied from the quarantine room to the nearest exit door, avoiding any unnecessary travel through the school building. Parents/guardians will be met in the parent drop off area by the nurse and staff to share the health assessment and school procedures/requirements regarding re-entry to school.
- If a student appears ill in the classroom during the school day, the student is to remain in the classroom, distanced from other students. The nurse is to be called, by phone, to come to the classroom. The nurse will complete their health assessment in the classroom and determine what response is appropriate. In the event that the nurse determines that the student is symptomatic, she will ask that the student be accompanied, by familiar staff, **directly**, to the program's quarantine room and await parent/guardian arrival. Student's personal items (backpack, coat, etc...) should be brought to the quarantine room by classroom staff.

STAFF:

- Staff are instructed to self-screen before leaving for school by checking to ensure temperatures below 100.0 degrees Fahrenheit and to observe for symptoms consistent with COVID-19. Staff are to stay at home if they are feeling sick, have any symptoms associated with Covid 19, or have had close contact with a person diagnosed with COVID-19.
- If Staff feel their COVID-19 self assessment is negative and are healthy and free of symptoms of COVID-19 and any other contagious illness, then they may enter the Building.
- The School Nurses' Offices should be considered a "clean" environment therefore in order to maintain this clean environment for the care of students' requiring procedures or treatments, assessments, medications, screenings, injuries & general health care need; Staff who may feel ill during the school day should refrain from entering the Nurses' offices without first contacting their Administrator or a Nurse for direction.
- Adults who become symptomatic during the school day will be sent home and advised to seek medical care.

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- The school nurse will advise adults not to return until they have met CDC criteria to discontinue home isolation. Staff will be allowed to return 24 hours after a fever has broken, or with a note from their healthcare provider, or with a documented negative COVID-19 test.
- **PROGRAM PROCEDURES**
 - **Classrooms** - The classrooms will be arranged in a manner that minimizes face-to-face contact and increases the space between desks and/or providing barriers between children at tables. Desks/tables will be separated and turned to face in the same direction (rather than facing each other).
 - **Student Materials** - individual student 'glad bags'
 - **Classroom Materials** -frequent cleaning, providing student specific materials during the day.
 - **Open Doors** - recommended to stay open as often as possible, door stops will be provided
 - **Cleaning** - staff continue to be responsible for cleaning/disinfection of classrooms at the end of each school day
 - No personal cleansers: only "Green Clean" products during student hours, "PAWs"/"Gray Tops" to be used AFTER students dismiss (ONCE a day, only)
 - **Shared spaces (restricted use for staff & student safety)**
 - **ADL Rooms-** limited usage based on approval by program administrators to address individual student goals and objectives. Use of stove and microwave are available for instructional purposes only. Staff must remain present while using appliances and wipe down after each use.
 - **Fitness Room /Gym/ Little Gym/Rec Room-**Not available
 - **Cafe-**
 - No student access.
 - Cafe access will be scheduled to ensure social distancing and safe access.
 - A "Cafe Order Form" will be completed each morning and brought to the cafe when picking up breakfast.
 - One staff from each classroom will pick up breakfasts/lunches at designated time.
 - Transporter Bags will be provided and assigned to each classroom.
 - Temperature protocols must remain in-place (food must be served to students immediately)
 - **Media Center-** Not available
 - **PPT/Conference room** - limited use as approved by your administrator
 - **Parent Center** - limited use as approved by your administrator

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- **Bathrooms** - multiple, daily cleaning by Porters- program specific information provided by program administrators
- **Hallways**- traffic arrows will be displayed to regulate travel in the hallways, please adhere to this guidance
- **Offices**
 - **Teacher Work Room** - staff only, reduced capacity, following social distance guidelines, wipe down/clean surfaces/equipment after use
 - **Teacher Lounge**- staff only, reduced capacity, following social distance guidelines, wipe down/clean surfaces/equipment after use
 - **Photo Copy Machines** - staff only, reduced capacity, following social distance guidelines, wipe down/clean surfaces/equipment after use
- **Playground**
 - Scheduled access will be shared with programs to ensure social distancing and safe usage.
 - Other outdoor spaces are available (garden, picnic area courtyard, sidewalks, patio)
- **Related Services / Therapy Rooms**
 - Scheduled access will be shared with programs to ensure social distancing and safe usage.
- **Field Trips / Community Based Outings** -Field trips and off campus experiences will be limited and require approval of the Associate Executive Director and the Executive Director. Decisions will be made based on ability to maintain proper distancing and safety expectations. Virtual field trips will be encouraged.
- **Fire Drills** - Established safety procedures will be followed, while maintaining social distancing
- **Emergency Procedures** - Established safety procedures will be followed, while maintaining social distancing. Protocols for non-compliance will be addressed, case by case.
- **Visitors**- Each school will post a "No Visitors Policy" that includes the following wording, "Visitors will not be permitted into school facilities unless scheduled to enter, or required by law, or otherwise required by a student's individualized educational plan." Visitors to the school must wear face coverings or masks that completely cover the nose and mouth.
- **Telephone Access**- Every classroom has a phone for internal calls and those phones are to be utilized for maximum extent and cleaned aligned to protocols.
- **Walkie Talkie Protocol** - limit use to assigned walkie talkie, maintain appropriate communication protocol, and cleaned aligned to protocols.
- **Staff Meetings**- staff meetings held virtually until further notice
- **Staff Lunches** - limited use of microwaves, no outside food deliveries

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○ Dress/Attire (PPE)

- Individuals are responsible for face coverings or masks. Schools will have backup disposable masks available for those who forget them.
(Remember to choose school appropriate designs/logos/messages)
- Staff working with students who are not wearing face coverings due to one of the exceptions and also cannot maintain social distancing will be provided increased protective equipment, including but not limited to masks, face shields, and gowns.
- You are responsible for the care of face shields and gowns or other protective equipment provided to you.
- It is recommended that everyone bring an extra change of clothes/shoes.
- Face coverings/masks may be removed while eating, drinking, during PE, during 'mask breaks', or when outside, effectively practicing social distancing and when remaining static behind a physical barrier of some sort. Exceptions may also be necessary for certain students.

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