

Easterseals of SEPA, Bucks Division

Center Based Reopening

August 2020

Building Entry

- All staff required to enter the building through the main entrance.
- Specific staff will be trained to assist with staff and child/visitor temperature checks.
- Staff and visitor's temperatures will be checked at a table under the red canopy near the main entrance by trained staff.
- Any adult that has a fever of 100.4 or higher will not be permitted to enter the building.
- Deliveries including mail drop off will occur in the vestibule. A table will be set up for deliveries in the vestibule. An admin staff member will meet the delivery person/mailperson in the vestibule wearing their mask, gloves and using their personal pen to sign documents as needed.
- Any vendors coming in to see students regarding equipment fitting (i.e. wheelchairs, MAFO's) will be allowed to enter the building, only after their temperature is checked, asked screening questions and they are cleared. They must wear masks and gloves.
- Non-Easterseals bus drivers or bus attendants will not be permitted to enter the building.
- Iron Mountain shredding bins will be placed in the vestibule for pick up.
- Vending machine representatives will be allowed to enter after all students have left the building and after their temperature is checked outside of the main entrance under the red canopy. They must wear masks and gloves. Machine will be sanitized with the sanitizer gun by assigned staff person(s) after the vending machine is filled.
- Plexiglass will be mounted at the receptionist desk. Any approved vendors or outside providers required to come in to see clients will be signed in and out by the receptionist.
- Social distancing floor stickers will be placed in the lobby (reception desk).

- BCIU/Elwyn outside therapists (Vision/Hearing/O & M) will have their temperature taken and asked screening questions.
- An APS virtual tour video will be developed to be sent to potential new APS client families. Any building tours for APS will be after 2:30pm when all students have left the building. Parent/guardian and child's temperature will be taken and screening questions will be asked before given approval to enter the building. Adults will be asked to wear masks.
- APS students will enter the building in the morning and exit in the afternoon through their classroom emergency exit doors. School buses will stop at each door that will be clearly marked and numbered (Room #1, Room #2, etc.). Trained staff will take each child's temperature prior to them leaving the bus or vehicle before entering the classroom, as well as any Home Health Aide, PCA or Private Duty Nurse that arrive with those students. All adults will wear masks and shields.
- The same procedure will occur for children dropped off by their parents. Parents will park in the parking lot spots that are right across from each classroom.
- Any adult or child that has a fever of 100.4 or higher will not be permitted to enter the building.

Isolation Procedures

- Any child with a fever over 100.4 or shows symptoms of COVID-19 that occur during the APS program day will be moved to the isolation room. The isolation room will be a room with a window and a sink. Room #136 (former BCIU Head Start classroom) has a bathroom and a sink and will be used for this purpose as needed. A classroom staff person familiar with the child (or their PCA/HHA/PD Nurse) will stay with them in the isolation room until they are picked up by a family member or parent/guardian approved adult (see Emergency Contact form). The staff person or PCA/HHA/PD Nurse will wear a mask, gloves, smock and disposable gown in the isolation room. The child will be picked up by the parent/guardian through the room's emergency exit.
- A backup Isolation room will be Room #134 (former Early Head Start classroom). A classroom staff person familiar with the child (or their PCA/HHA/PD Nurse) will stay with them in the isolation room until they are picked up by a family member or parent/guardian approved adult (see

Emergency Contact form).The adult will wear a mask, gloves, smock and disposable gown in the isolation room. The child will be picked up by the parent/guardian through the room's emergency exit.

- Parent/guardian will be expected to pick up the child immediately.
- Room is to be deep cleaned and sanitized after child leaves the building.

Building Rooms Spaces

- Until further notice, the gym will only be used by Physical Therapists and will be deep cleaned and sanitized after each use.
- Until further notice, the Sensory Room will only be used by Occupational Therapists and will be deep cleaned and sanitized after each use.
- Until further notice, the Treatment Rooms will not be used.

Classroom Procedures

- Staff will wash hands upon arrival, before and after toileting and feeding, when returning from the playground, and frequently during the day.
- Children will wash their hands upon arrival, before and after toileting and eating, when returning from the playground.
- Staff may use hand sanitizer when handwashing is not possible
- APS classrooms will be encouraged to spend as much time outdoors as possible.
- A schedule will be implemented so that all classrooms have opportunities to use both playground spaces in order to be outdoors and social distance, safely.
- Meeting with classroom teacher and TA's will be held in July and August to layout social distancing spaces.
- Social distancing floor stickers will be placed in the classrooms
- A sink hose sprayer will be attached to classroom bathroom sinks for children who cannot physically wash their hands at the sink. A bin will be used to assist in handwashing and will be sanitized after every use.
- Classrooms will access the playground/outdoor area by exiting through the classroom emergency exit.

- Portable speed bumps will be installed near the classroom parking lot to slow down vehicles entering the property for the safety of staff and children who will be entering and exiting from the classroom emergency exit.
- Possible set up of a portable outdoor sink will be placed near the gravel parking lot for hand washing.
- All playground equipment must be sanitized after each classroom leaves the playground area. High-touch plastic and metal surfaces will be wiped down or sprayed with the sanitizer gun after each use of the classroom.

Snacks, Lunch, and Events Involving Food

- Lunches and snacks will be provided in the classrooms, with distanced seating as noted above.
- Families will supply food for lunches and snacks.
- Families will send utensils, when needed, which will be sent home with lunch box or bag.
- Therapeutic utensils that may be kept in the classroom will be washed by classroom staff after use. Staff who are aiding a child who cannot eat independently will support one child at a time, wearing gloves and a face shield. Before aiding another child or going to another activity, the staff will wash their hands and change gloves (if required for next staff activity).
- Parents will not be permitted to send in treats for birthday celebrations until further notice
- Classroom staff will be assigned to a specific room or space where they can eat lunch during the program day (the former Friendship Academy room, the Courtyard and the Multipurpose Room). There will be social distancing stickers applied. Only 2 classroom staff at a time will be allowed to eat in each space. Staff with desks are encouraged to eat in their offices, using tri-fold poster cardboard as dividers and applying social distancing. No more than two staff should be eating lunch in a shared office at the same time.

- **Gloves and disinfectant wipes will be next to the microwave in the kitchen and the multipurpose room if staff need to warm their lunches. Wipe down the touched parts of the microwave after each use.**
- **The Keurig and coffee pot will not be used until further notice**
- **No outside food to share with staff including birthday desserts for celebrations will be permitted.**

Medical Needs Not Related to COVID-19

- **Nurses will provide medical care in the classroom or nurses office as appropriate, including:**
- **Minor injuries**
- **Chronic conditions**
- **Seizures**
- **Nebulizer treatments**
- **Tube feedings**
- **Multi-use inhalers**
- **Other treatments**
- **The nurse will determine the proper location for each treatment.**

Other Building Space Procedures

- **A schedule will be developed so that all four staff bathrooms are cleaned using the disinfecting gun 2-3 times throughout the day. Staff will be assigned to carry out the schedule.**
- **Disinfecting wipes and gloves will be provided in each adult bathroom. Staff and adults using the bathrooms will be required to wear gloves and wipe down areas that have been touched. A covered trash can will be left outside of each bathroom for those items.**