

## **Introduction**

The Philadelphia Division will be contacting families in an effort to determine their plans for the upcoming School Year as we finalize our site and program specific reopening plans. In addition to health and safety protocols, family information, instructional strategies and other supports for families, children and staff are being developed with the help of the PBIS Core Leadership Team.

General staff meetings will occur to review the site and program specific plans to share information, elicit feedback and when and where indicated, lead to revisions to this plan, which is a fluid document that will change as information becomes available warranting revisions. The Reopening Plan of Easterseals of Southeastern Pennsylvania is available for all staff to review.

## **Our Approach to the Plan**

The Philadelphia Division team considered our work environment and discussed our use of work and instructional space. We also focused on access to the building and building spaces, safety practices, and changes in instruction and care for children. Each staff member is responsible for cleaning and disinfecting individual work space as well as any common surface they encounter while in the building.

For anyone asked to participate in screening children, training will be provided in advance of the implementation date. While not all potential scenarios are addressed in our plans, it is recognized that situations will present that must be handled on a case-by-case basis.

It is further recognized that not all aspects of this plan can be implemented as written at all times due to the children we serve and the realities of our day to day services. The following expectations are expected to be followed when and where feasible.

## **Yaffe Center:**

### **Adult Entry into the Building**

- All staff and visitors to the Yaffe Center will enter through the front or rear entrance to the building, where they will be screened.
- The screening will include brief questions and a temperature check.
- Signage about the screening and key questions will be posted.
- Whenever possible, the screening will occur outside the building before staff or visitors enter the building.
- Adults must pass the screening to enter.

- Staff or visitors who show a temperature of 100.4 or answer yes to any screening questions will be instructed that they cannot enter the building pending a review of the screening results.
- Easterseals staff will no longer sign-in. Staff assigned to front desk will maintain list of staff and times entering and leaving the building.
- Screenings will be conducted by an Easterseals staff Welcome Team, wearing additional PPE (including N-95 or approved equivalent masks, gloves, gowns, and face shields)
- Welcoming Team will be trained in the screening process during August professional development days.
- Members of the Yaffe Center leadership team will participate in or support the screeners.

### **Visitors and Visitor Management**

- Visitors will be limited to essential purposes for families, LEA representatives, and non-Easterseals essential staff providing support to children in the program or our staff.
- Whenever possible, visits will occur remotely. For example, the team will continue to hold virtual tours of the facility for families referred to Easterseals.
- Essential visitors will be required to have appointments.
- Visitors will be required to wear PPE consistent with Easterseals policies.
- Visitors will be required to bring and provide their own PPE, in case of emergency additional PPE will be available.

### **Visiting Essential Personnel who are not Easterseals staff**

- Visiting essential personnel provide required services for enrolled children, including behavior and health support, vision and hearing instruction, behavior support and diagnostic services.
- All visiting essential personnel must schedule in advance.
- All visiting essential personnel will be screened prior to entering and staff assigned to front desk will maintain list of staff and times entering and leaving the building.
- Visiting essential personnel will work with a child or staff member outside of the classroom when possible.
- Visiting essential personnel must follow all Easterseals protocols for health and safety, including use of PPE, social distancing, and cleaning of work areas.
- Information about Easterseals protocols will be provided to each agency.

### **Required Meetings**

- IEP meetings and other service meetings will be held remotely whenever possible.

- Conference rooms will be limited to the posted capacity reflecting the maximum number able to occupy the room at the same time and maintain social distance of six feet.

#### **Child Arrival (Parent Drop-Off for regular programming)**

- Parents will stop at rear entrance, with exceptions made on an as needed basis.
- Child will be screened while in the car.
- If child passes screening, parent will be directed to proceed to drop-off area.
- If a child is found to have symptoms, or parent response to screening questions are “yes” the parent will be instructed that the child cannot enter the building, pending a review of the screening.

#### **Isolation Room**

- An isolation room will be identified at the time needed (tentative locations have been identified).
- The room will be set up to accommodate up one child with an adult supervising, with as much social distancing as possible.
- The supervising adult will wear enhanced PPE. (N-95 mask or approved equivalent, face shield, disposable gloves and disposable gown.
- The supervising adult will be assigned by the Education Lead or designee.
- Nurses will not be available to supervise the isolation room unless required for medical reasons.
- A small number of cleanable toys and play items will be held in the isolation room to occupy the children.
- The isolation room must be cleaned after each use.
- A child will be brought to the isolation room if they fail the screening on the bus or show target symptoms during the day.
- Parents or emergency contact will be called to have the child picked up as soon as possible.

#### **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.**

## **Classroom Health and Safety Practices**

- Children will be encouraged to wear masks as tolerated and not contraindicated due to medical concerns.
- Masks will be provided by the family.
- An emergency supply of child-sized masks will be held in each classroom.
- Classroom and therapeutic staff will wear masks in the classrooms, the Gross Motor Rooms, therapy rooms and on the playground. Smocks may be worn at the discretion of the staff during these activities.
- Face shields, smocks/gowns and gloves will be worn during feeding, toileting, changing, and at staff discretion.
- Bathrooms use will be limited to one adult and child at a time or two staff at a time. Staff will clean the bathrooms after each use.
- Classroom furniture and floor seating will be organized to support social distancing during group activities to the extent feasible.
- Children will sit 6 feet apart for table activities, snack, and lunch.
- Shared plush and cloth items will be removed from all instructional areas.
- Children will be assigned individual supplies which will be kept in individual bins in their lockers. (Individual supplies include crayons, colored pencils, glue, etc.)
- Staff will identify specific toys for daily use. Toys will be removed from the classroom when not in “rotation” to reduce clutter and make cleaning of surfaces and toys easier.
- Teachers will develop scheduling strategies to reduce the size of groups, make it possible to use social distancing during all group and table activities.
- Classroom staff are responsible for cleaning and disinfecting all toys, surfaces, light switches, etc. within the classroom at the end of the school day.

## **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).

### **Therapist and Consultant Scheduling**

- To the extent possible, therapists and consultants will schedule their therapy to occur entirely within the classroom and limit, to the extent feasible, travel from room to room.
- If a therapist or consultant must travel to additional classrooms to provide services to other children, disposable masks and gowns/smocks are to be worn, with staff changing masks and smocks/gowns between rooms.
- A child may be served individually in one of the small therapy rooms.
- Two children may receive therapy in the Gross Motor Room at one time, provided two therapists are present.
- When possible and appropriate, therapy will be provided in the playground or other safe outdoor space on the property.
- The therapist and consultant will wipe down therapy space in the classroom, the individual therapy room or the Gross Motor Room upon completion of therapy.

### **Playground and Gyms**

- Playground use is limited to one classroom at a time, not to exceed the posted maximum capacity.
- Playground use will be scheduled in advance.
- To the degree possible, classrooms will be partnered for consistent use of outdoor space.
- High-touch plastic and metal surfaces will be wiped down after each use of the classroom.
- The Gross Motor Room will be limited to one classroom, not to exceed the posted maximum capacity.
- The Gross Motor Room use must be scheduled.
- The Gross Motor Room must be wiped down and toys used in it cleaned after each use.

### **Reception, Office, Copying and Hallway Areas**

- Reception area will be cleaned to reduce clutter, eliminate personal items.
- Sign-in and out will be contact-free.
- Office space occupancy limits will be posted.
- Staff sharing office space will develop a schedule of remote work or use of alternative locations.
- Clutter will be reduced in all office and shared areas.
- Signage and visual cues will be posted to manage adult and child traffic flow.

### **Work room, eating areas, and kitchen**

- Remote work at home or an alternative location is preferred.
- The lunch spaces in the first floor kitchen will no longer be available for group seating.
- Seating in the Multi-Purpose Room must reflect recommending social distancing.

### **Use of PPE**

- All staff will be required to wear masks at all times unless in his/her office alone.
- Classroom and therapy staff may, at their discretion, wear smocks when working with children.
- Staff will wear gloves and face shields during toileting, changing, and feeding activities.
- Staff will wear gloves and face shields at their discretion during other activities.
- Students will be encouraged to wear masks unless medically contraindicated.

### **Handwashing**

- 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.
- Children may use hand sanitizer on rare occasions, when handwashing is recommended but not possible, and when supervised by an adult.

### **Transportation – Easterseals buses**

- Pick up schedules will be revised to stagger scheduled drop off time times at the school. For children transported by Easterseals, a temperature screening will occur prior to the child boarding the bus. A temperature of 100.4 or higher will result in the child not being permitted to board the bus. This decision will be communicated to the parent with

follow up communication to occur via a phone call from staff working at the Yaffe Center.

### **Transportation – Provided by “other” providers**

- Upon arrival at the EI Center, a child-focused welcome team will screen each child prior to entering the building.
- Screenings will include visual observation and temperature check.
- If a child is screened and found to have symptoms, they child will be taken to the isolation room.
- Parents will receive weekly reminders via electronic communication about health requirements for child participation.
- Welcome team staff will manage bus traffic around the building to insure screening.
- Each child will wash their hands with staff support in their destination classroom.
- Parents will receive weekly reminders via electronic communication about health requirements for child participation.