

## **Health Protocol for Staff and Students**

**It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program. Easterseals administration will **update** this document to reflect updated information and recommended best practices in order to ensure staff and student safety. Edits to the document will be communicated to staff.**

Symptoms Impacting Consideration for Exclusion from School Students and employees should be trained to recognize the following COVID-19-related symptoms:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing (without recent activity)
- Chills or Repeated shaking with chills
- Muscle pain
- Headache
- **New loss of taste or smell**
- Sore throat
- **Nausea or vomiting**
- **Diarrhea**

Some staff and students may have symptoms related to allergies, asthma, or other pre-existing conditions. Staff will require training about the medical conditions of specific individuals to ensure appropriate screening practices and to identify symptoms outside of the norm for those individuals.<sup>1</sup>

### **Exclusion from School or Work**

**Students and employees will be excluded from school/work if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance.**

**Untested students and staff** exhibiting symptoms will adhere to the following guidelines.

- Any child or staff with temperature of 100.4 degrees or higher should remain home or will be sent home.

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>  
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Fact-Sheets.aspx>

- Any child or staff with cough or shortness of breath should stay home or will be sent home.
- If a staff member becomes sick with any of the above symptoms at work, they will be sent home immediately to self-isolate. Areas staff member was in contact with should be disinfected.
- If a child comes to school with a fever of 100.4 or above or becomes ill, isolate them in a separate room or space. Parents or care givers will be required to pick up the child immediately.
- Adult will be assigned to stay with child in isolation area and contact parent immediately, staff in isolation must wear KN95 mask, face shield, gown, and disposable gloves and try to maintain distancing as much as possible. <sup>2</sup>

### **Return to School or Work**

**Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC.**

**Untested students or staff** who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 24 hours (without the use of medicine that reduces fevers)
- Other symptoms have improved (for example, when your cough or shortness of breath have improved)
- Written doctor or nurse practitioner note to return to school/work sent directly to staff. Note should be received by school prior to student returning.

**Tested Positive- Symptomatic student or staff** who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers)
- Other symptoms have improved (for example, when your cough or shortness of breath have improved)
- At least 10 calendar days have passed since symptoms first appeared

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<sup>2</sup> <https://www.ed.gov/coronavirus?src=feature>

- The individual has been cleared by their health care provider and has documentation to return to work or has received two negative tests at least 24 hours apart.

**Tested Positive- Asymptomatic student or staff** who have not had symptoms but test positive for COVID-19 may return when the following conditions are met:

- They have gone ten calendar days without symptoms and have been released by a healthcare provider.
- Students may also return if they are approved to do so in writing by the student's health care provider.<sup>3,4</sup>

### **Confirmed Case of COVID-19 on School Property**

When there is confirmation that a person infected with COVID-19 was on school property, Easterseals will contact the local health department immediately. Easterseals will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

Easterseals will consult with the local health department to determine the status of school programs and potential closure. Staff and parents will be notified of school program status as soon as information is available. Custodial staff or cleaning contractor will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected.<sup>5</sup>

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<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

<sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>

<sup>5</sup> <https://www.childtrends.org/as-covid-19-spreads-most-states-have-laws-that-address-how-schools-should-respond-to-pandemics>

### Decision Making Tree – From Chester County Department of Health

Easterseals administration will be utilizing the Chester County Department of Health decision making trees to guide decision making when encountering students and staff with Covid-19 symptoms.

The decision trees can be found at the following website:

<https://www.chesco.org/DocumentCenter/View/59205/COVID-19-School-Response-Actions>

### Medical Inquiries – Screening Questions

The office of Child Development and Early Learning has developed recommend screening questions. These questions will be used with staff, families and visitors to determine the risk of them entering the school building or determine if students, staff and visitors can enter the school building or community-based settings. Families and staff will be provided with an initial prescreening survey and be reminded weekly that they are expected to notify the school by telephone of any changes to their initial responses.

Responses will be kept confidential and will be reviewed by staff who will provide guidance regarding any adjustments to the student’s educational program or staff’s ability to work in the building or community.

1. Anyone in your home tested positive or suspected of having COVID-19?
2. Do you have signs or symptoms of a fever, new or worsening cough, sore throat, shortness of breath, respiratory illness?
3. Have you had contact within the last 14 days with someone with or under investigation for COVID-19?
4. Have you traveled outside of Pennsylvania in the past 14 days?

If the answer is yes to this question please use the PA Health website link below to determine if a 14 day quarantine is recommended.

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

If an individual answers “yes” to any question, their responses should be reviewed by a designated supervisor to assess ability for student or staff to attend school/work or for staff to enter home and provide community-based services. <sup>6</sup>

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<sup>6</sup> <https://www.ama-assn.org/practice-management/sustainability/use-covid-19-screening-script-when-reopening-your-practice>  
<https://www.phreesia.com/covid-screening-module-workflow-peds/>  
<https://www.jhsph.edu/covid-19/questions-and-answers/index.html>

### **Symptom Screenings for Building Entry**

**All staff, students and visitors will be screened for Covid-19 symptoms prior to entering Easterseals' buildings.**

- Parents are required to take the temperature of children before dropping off at school or sending to school on the school bus. All children with a temperature of 100.4 degrees Fahrenheit or greater are required to stay home. Temperature screenings will take place by trained staff when students arrive at school.
- Temperatures of 100.4 degrees Fahrenheit or greater will not be permitted into the building or escorted directly to the isolation room. Students being dropped off by parent will be screened outside the building and sent home with the parent if they do not pass the symptom screening. Students arriving to school by bus who do not pass the symptom screening will be escorted to the isolation room and parents/guardians will be contacted to pick up from school.
- Parents and staff are required to review the medical screening questions prior to sending children to school or arriving to work. It is expected that any changes to responses over time cause question to be answered "yes" must be brought to the attention of the school and reviewed before the child or staff member will be permitted to attend school or work. <sup>7</sup>
- Trained personnel will screen the symptoms of staff, students and visitors prior to entering the building including temperature checks.
- Each trained staff member completing the symptom screenings and taking temperatures, will be required to wear the following PPE during the screening process:
  - face shield
  - KN 95
  - disposable gloves
  - smock or gown

### **Building Visitors, Tours and Parent Visits**

- All visitors will be asked the medical screening questions and responses will be used to determine eligibility to enter the building.

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<sup>7</sup> <https://www.osha.gov/Publications/OSHA3990.pdf>

- Trained personnel will screen the symptoms of all visitors prior to entering the building including temperature checks. Anyone with a temperature of 100.4 degrees Fahrenheit or greater will not be permitted into the building.
- All visitors must schedule visit ahead of time with Easterseals staff to ensure clear communication of screenings and PPE expectations.
- All visitors are required to wear masks and maintain social distancing recommendations.
- Schedule virtual tours and virtual meetings with parents whenever possible.
- All IEP meetings will remain virtual until further notice. Any exceptions must have prior approval from administration. <sup>8</sup>

**Non Easterseals essential staff – contracted PCA’s, RBT’s, ABA’s etc.**

- Non easterseals staff who are essential to providing appropriate support to students will be required to adhere to Easterseals screening process prior to entering the building, following Easterseals Health and Safety Protocol and wearing the recommended PPE while providing services.

**Interns and Student Teacher**

- Interns will be offered the opportunity to complete their required hours virtually.
- Individual circumstances will be reviewed by division direction for approval.

**Isolation Areas – In Buildings**

**Each school will establish a space within the building for an isolation area, a room or space separate from the nurse’s clinic where students or employees who are feeling ill are evaluated or wait for pick up. <sup>9</sup>**

- Location considerations – open windows and air flow
- Only essential staff assigned to the room may enter.
- A record will be kept of all persons who enter the room
- The room will be disinfected immediately after a sick child is picked up and at the end of each day.
- If a child comes to school with a fever of 100.4 Fahrenheit or greater and/or becomes ill, isolate the child to the designated isolation room with trained staff member.
- Parents or **caregivers** will be required to pick up the child immediately.

<sup>8</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<sup>9</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

- Students who are ill will be walked out of the building by staff members to meet their parents outside of the building.<sup>10</sup>
- Trained essential staff will be assigned to stay with child in isolation room and contact parent immediately, staff in isolation room are required to wear the following PPE and maintain 6 ft. distance recommendation as much as possible.
  - face shield
  - KN95 mask
  - gown
  - disposable gloves<sup>11</sup>

### Nurse's Office

**Clinic Space Non-COVID-19 Related Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic.**

- These would include students who are injured during the school day and students with special health care needs and those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments, and those with individual health plans.
- Certain medical treatments must be carried out in the classroom. The child would be treated in a separate area of the classroom away from other children and adults to the degree possible.
- Multi-dose inhalers may be given in the classroom in a separate area of the classroom away from other children and adults.<sup>12</sup>

### Staff PPE Requirements<sup>13</sup>

#### Welcome Committee Staff – Screening Students, Staff and Visitors

- Kn 95
- Face Shields
- Disposable gloves
- Smocks – change smock when soiled

#### Classroom Staff – Teachers, Therapists, Paraprofessionals, Agency Staff

- Disposable Masks or Cloth Masks – must be worn in the **building** at all times

<sup>10</sup> <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/HealthSafetyConsiderations.aspx>

<sup>11</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

<sup>12</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

<sup>13</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- KN95 Masks – used when feeding children treating children with tracheotomy, tracheostomy, G-tube, J-tube and for nebulizer treatments
- Face Shields – used for feeding and diapering
- Disposable gloves – used for feeding and diapering
- Smocks – recommended to be worn in the classroom at all times and changed when soiled<sup>14</sup>

#### Nurses

- Disposable Masks or Cloth Masks – must be worn when treating children **and all other times in the building.**
- KN95 Masks – used when feeding children treating children with tracheotomy, tracheostomy, G-tube, J-tube and for nebulizer treatments
- Face Shields – used for feeding, diapering, and nebulizer treatments
- Disposable gloves – used for feeding, diapering and nebulizer treatments
- Smocks – **recommended** be worn when treating children and changed when soiled

#### Administration and Office Staff

- Disposable masks or cloth masks – for use as needed
- Disposable gloves – for use as needed
- Administration and office staff may use shields if appropriate.
- Smocks- **recommended to be worn** when entering classrooms and other child areas.

#### Isolation Area Staff

- Face shields – must be worn in isolation area when caring for a child or staff member exhibiting covid-19 symptoms
- KN95 – must be worn in isolation area when caring for a child or staff member exhibiting covid-19 symptoms
- Disposable gloves – must be worn in isolation area when caring for a child or staff member exhibiting covid-19 symptoms
- Gowns – must be worn in isolation area when caring for a child or staff member exhibiting covid-19 symptoms<sup>15, 16</sup>

#### Student PPE Requirements

- Children over 2 years old will be expected to wear masks.
  - Younger children may be unable to wear a cloth face covering properly, particularly for an extended period of time.
  - Wearing cloth face coverings may be prioritized at times when it is difficult to maintain a distance of 6 feet for others.

<sup>14</sup> <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

<sup>15</sup> <https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/>

<sup>16</sup> <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/HealthSafetyConsiderations.aspx>

- Ensuring proper cloth face covering size and fit and providing children with frequent reminders and education on the importance and proper wear of cloth face coverings may help address these issues.
- Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.
  - Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

### **Handwashing**

**Employees and students, as well as visitors, will be required wash their hands multiple times throughout the school/work day. Employees are permitted to use hand sanitizer in place of soap and water when appropriate, or not visibly soiled. Students are not permitted to use hand sanitizer unless supervised by staff and handwashing is not available.**

Handwashing is required for all staff and students:

- At the start of the school day
- Before and after eating or assisting with meals
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment
- When entering a classroom
- After interacting with a child and before interacting with another child **when feasible.**
- After outdoor play
- At end of day departure
- When a child soils hands through play or touch<sup>17</sup>

### **School Environment**

- Develop hands free sign-in procedure to maintain accurate records including times staff were in building. Maintain accurate records of any persons entering the building, their reason for entering, and the locations accessed while in the building.

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<sup>17</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>

- Visiting therapists and consultants will be provided space to serve children outside of the classroom. The service space must be cleaned after each use.
- Water fountains will not be utilized in schools.
- Isolation areas will be designated for use by trained personnel for children showing symptoms of Covid-19. The isolation area cannot be used for other purposes unless it is cleaned after isolation use.
- Social Distancing of 6 ft. is encouraged in the school environment whenever possible.
- Schedule specified groups of students to attend in-person school with a maximum of 10 students per classroom.
- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff as much as possible. Eliminate activities that combine classes.
- Intentionally schedule individual therapy and interventions in separate space which can be cleaned and disinfected after each session.
- Stagger use of communal spaces such as conference rooms, therapy rooms and playground to allow cleaning and disinfecting between occupancy.
- Alternate recess to minimize the number of students on the playground, encourage social distancing, and allow time to disinfect equipment between uses.
- Minimize whole staff gatherings/meetings and encourage virtual meetings.
- Assign students to use different entrances or create directional paths to avoid over crowded areas.
- Schedule restroom breaks to avoid overcrowding.
- Rearrange workstations to encourage social distancing.
- Minimize or eliminate the need for people to be in the building other than necessary employees and students:
  - Restrict vendor access to the school to times when students are not present.
    - If necessary and vendors require building entrance, such as fitting a child-specific device or perform other essential needs, the vendor will be brought to a separate room after following visitor protocol.
  - Prohibit family visits or minimize visits. All visits must be scheduled ahead of time to ensure staff is available. <sup>18</sup>

### **Cleaning Recommendations**

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<sup>18</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>  
<https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Return-to-School-During-COVID-19.aspx>  
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Disinfection will be done using Basic G disinfectant which is approved to disinfect against Covid-19 or another EPA approved cleaner. More frequent disinfection of surfaces and objects touched by multiple people is crucial. Target indoor frequently touched surfaces including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, and touch screens.

- How to clean and disinfect porous surfaces
  - Wipe surface with cloth (moist with soapy water)
  - Allow to air dry completely
  - Wipe with fresh cloth soaked in EPA- registered non-toxic disinfectant prepared to manufacturer's recommendations
  - Allow solution to remain on surface for recommended time
  - Wipe down with a fresh cloth rinsed with clean water to remove any residual disinfectant
  - Air Dry Completely

### **Outdoor Areas**

- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely utilizing EPA approved non-toxic disinfectants.
- Cleaning and disinfection of wooden surfaces (e.g., play structures, benches, tables) or groundcovers (e.g., mulch, sand) is not recommended.
- Spraying disinfectant on outdoor playgrounds is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19.

### **Buildings**

- After a room is used for isolation, it should be marked closed until it is properly cleaned.
- Schedule regular cleaning on common areas, bathrooms (toilet, faucet and sinks), main lobby, elevator (if applicable), handrails, etc. multiple times a day.
  - Restrooms
    - Restrooms will be designated for staff and students when available.
    - Staff restrooms – staff will be asked to disinfect toilet, sink and doorknobs after each use.
    - Student restrooms – staff will be asked to disinfect toilet seat, flusher, and sink area after student use.
  - Common Office Areas
    - Copiers/Printers- signs will be posted to support 6 feet rule for social distancing.

- Staff will be asked to wear gloves ,use a pointer object [or wipe down](#) [when](#) using common copiers/printers to avoid direct human contact with devices.
- Staff may not congregate in main lobby or other offices.
- Staff will need to social distance of 6 feet when interacting with anyone in these areas and wear masks.
- Elevators
  - Decrease capacity to 50% of usage
  - Social distance on elevator
  - Increase cleaning of high touch area such as elevator buttons
- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones and keyboards.
- Deep clean building at the end of the day prior to reoccupying the following day.
- Schedule cleaning of conference rooms and therapy areas after each use.
- Implement staff procedure for wiping down surfaces after use and departure from the bathroom.<sup>19</sup>

### **Classroom Environment**

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- Rearrange desks and tables to increase space between students.
- Face desks, tables, and chairs in the same direction.
- Rearrange furniture to avoid clustering and create separate areas for activities within the classroom (center based activities).
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Avoid or minimize the sharing of toys, books, art supplies, and other games or learning aids when possible. <sup>20</sup>
- Move classes outdoors whenever possible.
- Ensure classroom staff remain as consistent as possible by having the same group of children stay with the same staff as much as possible. Children or staff should not change or mix groups.
- Maintain a sign in and out for each classroom. Keep accurate records of any non-classroom staff entering and leaving the classroom.

<sup>19</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

<sup>20</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/HealthSafetyConsiderations.aspx>

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/HealthSafetyConsiderations.aspx>

- Place mats, cots, cribs a good distance apart if possible and have children facing head to toe at naptime.
- Keep siblings together if possible.
- Keep surfaces clear so you can clean and disinfect easily.
- Store items you do not use out of reach of the children.
- Discourage items from going between school and home.
- Limit shared toys to items that can be cleaned and disinfected easily. <sup>21</sup>

### Lunch and Snack

- Programs should not participate in family style meals and should practice social distancing during mealtimes.
- Static groups should be maintained during mealtimes.
- All children and staff should utilize hand washing or sanitizing to ensure safe eating
- Napkins and silverware are provided directly by staff, not for individuals to grab. NAEYC promotes limiting the use of disposable utensils in the school setting. The student utensils are to be labeled in order to be appropriately cleaned and maintained in school.
- Plan to serve medically fragile students separately from other students.
- Prohibit food-sharing.
- Classroom party items should be commercially prepared and prepackaged.

### Cleaning recommendations for Classrooms

- Toys that cannot be cleaned and sanitized should not be used.
- Do not share toys between groups unless washed and sanitized in between.
- Doorknobs and cabinet handles, light switches, classroom sink handles, countertops, nap pads, desks, chairs, cubbies and playground structures should all be disinfected daily.
- Surfaces soiled with bodily fluids must be disinfected immediately.
- Mouthed objects should be disinfected (collect mouthed toys in a tub to be cleaned at the end of the day)
- Toileting and diapering areas (changing pads, sinks, floors, toilets, fixtures, door fixtures, and high touch areas) should be cleaned and sprayed with appropriate disinfectant after every use. Diapering areas must be fully cleaned and disinfected daily.
- For medical devices and equipment that are provided from external sources, such as home, facility, and/or vendor, follow manufacturer's guidelines for cleaning. Ensure devices and equipment are not in reach for others to touch or limit exposure of

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<sup>21</sup> <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

device/equipment. If possible, cover device with appropriate barrier to prevent spread of germs to and from destinations<sup>22, 23</sup>

### **Drop off and Pick up Procedures**

- Stagger drop off and pick up times if possible.
- Plan arrival and drop off outside the building.
- Meet parents outside building when dropping off students. Limit direct contact with parents/guardians. Plan for properly trained staff to meet children outside and bring them into building, check temperature, wash student's hands and bring student supplies into the building. Students who do not pass health screenings will be sent home with their parents.
- Refrain from hugging or shaking hands.
- Limit student supplies entering the building – coats, change of clothes, diapering and medically necessary supplies. All other materials will be provided by Easterseals.

### **Considerations for community-based staff and regional employees entering multiple buildings**

- Eliminate or minimize employees traveling between buildings. Intentionally schedule days for specific buildings and classroom visits.
- Utilize appropriate PPE and hand hygiene
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.<sup>24, 25</sup>

### **Assistive Technology**

- AT will consult virtually whenever possible. This will limit the amount of people entering classrooms, especially as teachers and students are becoming oriented with classroom

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[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiT17HHwKfqAhUigXIEHRA4AXI4ChAWM AF6BAGCEAE&url=https%3A%2F%2Fwww.fda.gov%2Fmedia%2F136533%2Fdownload&usg=AOvVaw0Lu5Xv0Npa1DmYcEu\\_fZ9](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiT17HHwKfqAhUigXIEHRA4AXI4ChAWM AF6BAGCEAE&url=https%3A%2F%2Fwww.fda.gov%2Fmedia%2F136533%2Fdownload&usg=AOvVaw0Lu5Xv0Npa1DmYcEu_fZ9)

<sup>23</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

<sup>24</sup> <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/HealthSafetyConsiderations.aspx>

<sup>25</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

procedures. In addition, in person consults will be conducted on a case by case basis if the therapist or teacher determines they cannot effectively assist the student during the consult.

- The AT Department recognizes the need for equipment to trial during consults with the student and classroom team. If the equipment is available, the AT team will transport the equipment within 48 hours to the designated division to have available for trial with the student to conduct a virtual session.
- The AT Department is responsible for the distribution and collection of the available equipment. They will maintain an ongoing inventory of the equipment they lend and who received that equipment.
- The AT Department will be responsible for the “no-contact” collection of the equipment from the division when the trial is completed.
- The AT Department is responsible for the sterilization of the equipment before distributing the equipment to another staff member or student.

## **Community and Home Based Services**

### **PPE required to for community and home-based services**

- KN95 masks must be worn while delivering services at all times.
- Face Shields – used as extra precaution as appropriate
- Disposable gloves – used as extra precaution as appropriate, available to be worn while delivering services, discard gloves upon completion of therapy service or evaluation completion, replace with new pair with each new session.
- Hand sanitizer and hand washing – follow handwashing recommendations, if soap and water not available use hand sanitizer
- Smocks or gowns – available to be worn while delivering services, change smock between each new location and session. Clean smocks before reusing.

### **Symptom Screenings for Providing Community Based Services**

**All staff will be required to complete a self-screening for Covid-19 symptoms prior entering a client’s home or providing community-based services.**

- Consider use of tele-therapy model. If team determines tele-therapy model is not appropriate, permission to schedule community-based services in the home will be reviewed on an individual bases and approved by a supervisor.

- When entering the home is permitted, it is recommended the following options be considered when scheduling services:
  - An outside location
  - An indoor location with open windows and air flow.
- Social distancing of 6 feet should be maintained throughout the home visit whenever possible.
- Prior to receiving home-based therapy or participating in a home-based evaluation, parents are required complete the following:
  - Designate one adult in the home to accompany the child during the therapy or evaluation.
  - Identify area of home for services which limits exposure to other home occupants. Identify area with windows and ventilation. <sup>26</sup>
  - Prior to entering the home the Easterseals' staff will call to review medical screening questions and request information from home temperature checks. The temperature of the designated adult as well as the child need to be shared with the Easterseals staff member.
    - Any temperature of 100.4 degrees Fahrenheit, or greater, from the designated adult, staff member, or child will require the session to be rescheduled. See Health Protocol for recommended timelines to reschedule.
  - Parent/adult participating with child are required to wear masks at all times.
- Prior to entering the home Easterseals' staff are required to complete the following:
  - Easterseals' staff are required to conduct a self-symptom screening and take their own temperature prior to entering a home.
  - Easterseals staff are required to disclose to families the number of other homes visited prior to entering their home as well as their temperature.

#### **Cleaning Recommendations between sessions**

- Face shields – wiped down between locations/sessions/evaluations
- Disposable masks – if used must be replaced between each location/session/evaluation
- Disposable gloves – discard gloves upon completion of therapy service or evaluation completion, replace with new pair with each new session.
- Smocks – change smock between each new location and session. Clean smocks before reusing.
- Toys that cannot be cleaned and sanitized should not be used.
- Do not share toys or materials between sessions/evaluations unless washed and sanitized

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<sup>26</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html>

- Surfaces soiled with bodily fluids must be disinfected immediately.
- Mouthed objects should be disinfected (collect mouthed toys in a tub to be cleaned at the end of the day)
- Use hand sanitizer frequently if not wearing gloves, and when handwashing is not available. <sup>27,28</sup>

### **Providing services in non Easterseals day care settings**

- Request health and safety plan of organization for review prior to scheduling.
- Seek approval from program supervisor or division director.
- Easterseals staff will be expected to use recommended PPE when in day care settings to ensure safety of staff and students.

### **Professional Development**

- Prior to reopening schools all easterseals staff will receive training on
  - appropriate use of recommended PPE
  - CDC and local health departments quarantine protocols
  - Cleaning protocols
- Easterseals staff assigned to welcome teams will be trained on screening questions, screening symptoms and temperature checks.

### **Parent Communication**

- Share reopening plan with parents and families
- Create standard emergency response language and letters to communicate critical information with parents and guardians.
- Positive Behavior Intervention and Support (PBIS) teams in conjunction with our music therapy department will be creating video models and songs to help families and staff teach children the new re-opening expectations. Videos will be posted on the staff YouTube page and will be shared with families.

The topics will include but is not limited to:

- Wearing a Mask
- Temperature Checks
- Washing Hands

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<sup>27</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html>

<sup>28</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

- New Arrival Procedures

## **COVID-19 Reopening FAQ Document**

### **Center-Based Programs**

Q: Will there be a maximum capacity for students in each classroom? Will there be a limit of children and staff allowed in the classrooms and building?

A. The classrooms will be capped at 10 students maximum. Individual divisions will address schedules and staff access to buildings.

Q: How will parent communication take place, in place of the previous method of communication folders?

A. Individual divisions are considering various virtual forms of communication and will establish new guidelines on methods of parent communication.

Q: What is the expectation of handwashing, in event that interactions between children does not permit timeliness to perform appropriate handwashing hygiene procedures?

A. All staff will have access to hand sanitizer and gloves throughout the school day.

Q: How will classroom staff, students, and therapists remain in static groups throughout the school day?

A. Individual divisions will work on adjusting caseloads and schedules to ensure therapists will have access to one classroom per day. In event that sessions are needed with children in other classrooms, the therapists will follow a method which pulls the child out of the classroom and performs sessions in the identified therapy space.

Q: What will student drop off look like?

A. A welcome committee will be trained in performing screening measures, such as symptom assessment and temperature assessment. There will be a screening tool to evaluate symptoms and a temperature of 100.4 degrees Fahrenheit or greater will exclude a child or staff member from building attendance. In event that the student or staff member demonstrates a specific symptom, further assessment will be conducted to evaluate if symptoms are related to baseline health (pre-existing medical conditions) or COVID-19 symptoms.

- If parents are to drop a child or children off, staff will meet the parent or family member outside of the building, prior to the child entering the building. If a child is with a parent and screen-fails (or does not pass screening), they will not be admitted to the building.
- If a child arrives via bus transportation and screen fails (or does not pass screening), the child will be escorted to the isolation area and parent/guardian will be notified to pick child up from school.

Q: How will playground time be managed?

A. Individual divisions will get guidelines for scheduling, cleaning/disinfecting, and allowing social distancing while at play.

Q: What will the school schedule look like? Will parents be given the choice to return or remain virtual, will there be a blended option? Will the classroom schedule remain the same?

A. The school schedule will remain unchanged. The hours of operation will be unchanged from previous semesters. The individual program funders will determine the ability to continue to provide services virtually. Each funder will provide guidance which will be shared with staff and division specific adjustments will be made to accommodate.

Q: Will there be storage for large toys and other items?

A. The individual division centers will address storage needs.

Q: Since many classrooms are different in child population and structure, will there be individualized practices for each classroom?

- A. Each classroom will follow the recommended guidance documents and guidelines to ensure consistency and safety for all staff and students.

### **Cleaning**

Q: How will the division centers ensure that we have adequate cleaning supplies? Will supplies such as cleaning, soap, paper towels, etc. be provided to staff?

- A. Each division center will order an abundant supply of paper products, as well as cleaning and disinfecting products.

Q: Who will be held responsible for cleaning and what processes will be followed?

- A. Employees and staff will be responsible for cleaning their individual space, as well as classroom/therapy areas. Cleaning measures will occur throughout the day and as necessary. There will be scheduled cleaning times for common areas set by each division center and location.

### **Health**

Q: Will there be a policy in place for how to address when someone answers “Yes” to multiple symptoms during the screening process?

- A. In event that someone answers “Yes” to multiple symptoms during screening, further assessment will be implemented to ensure the symptom is not related to baseline health status or pre-existing health conditions. In event that symptoms are out of patient’s baseline and norm, the staff and/or student will not be permitted entrance into the school.
- A. In event that there is a positive symptom or exposure risk, the child will be escorted to the isolation room. The family will be immediately notified and the child will need to be sent home.

### **HVAC**

Q: Have the division center ventilation systems been checked in each building?

- A. Each division center location has scheduled HVAC System Maintenance to take place in all buildings. The HVAC maintenance will be cleaned and treated to function appropriately and prevent spread of Covid-19.

### **PPE (Personal Protective Equipment)**

Q: Who will be responsible for purchasing and supplying PPE?

- A. Easterseals will purchase PPE for staff. The PPE will consist of gloves, disposable masks, face shields, smocks, gowns, as well as cleaning supplies. Employees will be permitted to wear their own cloth face masks or other PPE when in the appropriate setting.

Q: Will students be required to wear masks? Who will be responsible in providing masks to children?

A. Parents and guardians will be responsible for providing the student/child mask. However, each division center will maintain an “emergency supply” of masks and PPE in event that a child is in need of a mask or facial covering.

Q: Will N-95 masks be provided? Will there be supplemental PPE during nebulizer treatments? Will there be considerations when an N-95 mask will be required over other PPE?

A. N-95 masks will be provided to staff when in the isolation room, during nebulizer treatments, during feeding and when providing medical treatment to fragile students.

Q: Will safety goggles be provided to staff?

A. Easterseals will be purchasing and providing face shields. Safety goggle will not be purchased for staff. However, if an employee feels the need for safety eyewear, they will be allowed to purchase eye protection on their own.

Q: Will there be guidance or direction for appropriate use of PPE?

A. There will be a professional development training to review proper placement and removal of PPE.

Q: Will staff who may pose higher risk or susceptibility for COVID-19 be allowed to wear a cloth mask over their disposable mask?

A. Yes, staff will be allowed to wear a cloth mask over their disposable mask.

Q: Are masks option for teachers or other staff?

A. Masks are mandatory. Each division center will follow state mandated guidelines.

## **Safety**

Q: How will Easterseals establish precautions to prevent “sharing” and other related behaviors? Will IEPs be amended to highlight the precaution?

A. The IEP Team will address the need and ability to implement specific SDI/IEP goals which cannot be implemented or followed in classroom protocols.

Q: Will staff be provided a safe area to eat lunch and have breaks?

A. Staff will be expected to eat lunch in their offices or their workspace, assuming that there is the expected social distancing provided. Division centers may provide outside space or seating, with limited capacity, as available per location.

Q: Who will be responsible for emptying trash?

- A. Individual divisions will address trash collection and following division-specific protocols. All staff will be required to wear disposable gloves during trash collection, as well as throughout the day.

**Staff**

Q: If a teacher, teaching assistant, and/or other staff member become sick and miss up to 10 or 14 days, how will class resume session if substitutes or staff are unavailable?

- A. Individual divisions will problem-solve staffing issues and follow the Quarantine Recommendations from the local Health Department.

## Resources and Citations

Classroom protocols (including Feeding/meals), Building Policies, Visitors, and Building Areas:  
Classrooms, Nursing Office, Isolation Area

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/HealthSafetyConsiderations.aspx>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html>

Cleaning Recommendations

- [https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiTl7HHwKfqAhUIgXIEHRA4AXI4ChAWMAF6BAgCEAE&url=https%3A%2F%2Fwww.fda.gov%2Fmedia%2F136533%2Fdownload&usg=AOvVaw0Lu5Xv0Npa1DmYcEu\\_fFZ9](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiTl7HHwKfqAhUIgXIEHRA4AXI4ChAWMAF6BAgCEAE&url=https%3A%2F%2Fwww.fda.gov%2Fmedia%2F136533%2Fdownload&usg=AOvVaw0Lu5Xv0Npa1DmYcEu_fFZ9)
- <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/HealthSafetyConsiderations.aspx>
- <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>
- <https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwiFo7ePlqrqAhWhdN8KHaVdCig4ChAWMA16BAgKEAE&url=http%3A%2F%2Fwww.afdo.org%2Fresources%2FDocuments%2FCOVID19%2FCOVID19List382020.pdf&usg=AOvVaw1kQ4NOorGhdfy0RplOpWMA>
- [https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiwz5e6pKrqaHv4mHIEHYEVCaQQFjAQegQIBhAB&url=https%3A%2F%2Fboard30lv.com%2Fwp-content%2Fuploads%2F2020%2F05%2F20-0192-FAQ\\_BasicG-1.pdf&usg=AOvVaw3T6oVk58gsV2e0VQi81fn2](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiwz5e6pKrqaHv4mHIEHYEVCaQQFjAQegQIBhAB&url=https%3A%2F%2Fboard30lv.com%2Fwp-content%2Fuploads%2F2020%2F05%2F20-0192-FAQ_BasicG-1.pdf&usg=AOvVaw3T6oVk58gsV2e0VQi81fn2)

Community-based and Home-based services

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html>
- <https://www.napt.org/covid>
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html>

#### Confirmed Cases/Symptoms

- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- <https://www.childtrends.org/as-covid-19-spreads-most-states-have-laws-that-address-how-schools-should-respond-to-pandemics>

#### Drop off and Pick up

- <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- <https://www.napt.org/covid>
- <https://www.ajg.com/us/news-and-insights/2020/may/guidance-on-reopening-k-12-education-school-transportation-and-covid-19/>

#### Handwashing and Hand Hygiene

- <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

#### PPE

- <https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/>
- <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/HealthSafetyConsiderations.aspx>
- <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- <https://www.napt.org/covid>
- <https://www.ajg.com/us/news-and-insights/2020/may/guidance-on-reopening-k-12-education-school-transportation-and-covid-19/>

#### School/Work Exclusion Criteria and Return to School/Work

- <https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Return-to-School-During-COVID-19.aspx>
- <https://www.ed.gov/coronavirus?src=feature>
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

#### Symptoms and Screening

- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- <https://www.ama-assn.org/practice-management/sustainability/use-covid-19-screening-script-when-reopening-your-practice>
- <https://www.phreesia.com/covid-screening-module-workflow-peds/>
- <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Fact-Sheets.aspx>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>
- <https://www.jhsph.edu/covid-19/questions-and-answers/index.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html>