

## Re-Opening Plan

# Table of Contents

## Section I: Introduction

4

## Section II: General Information

A. Instructional Scenarios (In-person, hybrid, remote).....	5
B. Staff Work Hours.....	8
C. Staffing Patterns and Procedures for Substitutions.....	9
D. Staff Personal Protective Equipment Guidelines.....	11
E. Student Personal Protective Equipment Guidelines.....	12
F. General Guidelines for Classroom Set-Up.....	13
G. General Guidelines for Classroom Sanitation.....	15

## Section III: New Procedures for Daily School Routines

A. Staff Arrival (including van drivers).....	18
i. Screening Questionnaire and Log	
B. Student Arrival.....	21
i. Screening Questionnaire and Log	
C. Staff Lunch Routines.....	25
D. Student Lunch Routines.....	27
E. Recess Routines.....	29
F. Ordering School Supplies/Walmart.....	31
G. Departure Routines- Students.....	33
H. Departure Routines- Staff.....	35
I. Art Club/Dance Till You Shine.....	36
J. Guidelines for Meetings and School Visitors.....	37

## Section IV: New Procedures for Shared/Common Areas

A. Restrooms.....	40
B. Gymnasium.....	44
C. Gymnasium Kitchen.....	49
D. Laundry Facilities.....	50
E. Computer Lab/Library.....	52
F. Direct Instruction Class Stations.....	54
G. PAES Lab.....	57
H. E-Commerce Lab.....	60
I. JTC Office.....	62
J. AMS Vehicles.....	64
K. AMS Front Office.....	65
L. Jaeger Hall.....	66

## Section V: New Procedures for Shared/Common Materials

A. Computers, Tablets, Hands-On-Tasks.....	67
--	----

B. Drinking Fountains.....	70
C. Recycling Bins.....	71

#### **Section VI: New Procedures for Student Materials**

A. Soiled Clothing.....	72
B. Tablets/Electronics and Other Items from Home.....	74

#### **Section VII: New Policies/Employee Guidance**

A. Sick-Time.....	75
B. Failed Screening Due to Covid-19 Symptoms.....	78
C. Recent Exposure to Confirmed or Suspected Case of Covid-19.....	79
D. Missing Work Due to Need to Care For Another Individual.....	80

#### **Section VIII: Employee Training Plan**.....81

## Section I: Introduction

This manual has been developed to support the understanding and execution of critical actions aimed at keeping students, families, and employees of AMS safe and healthy while AMS attempts to resume in-person instruction following the mandated Covid-19 School Building Closure.

The content of this manual has been developed by an interdisciplinary team of professionals (with input from parents of Autism Model School students) and is based on the guidelines provided by:

- The Center for Disease Control
- The State of Ohio
- The Ohio Department of Education
- Local Health Departments

Parents and employees are encouraged to be mindful that AMS provides educational services to a unique population of students requiring varying degrees of support related to a diagnosis of Autism or other Developmental Disability. AMS has taken a deliberately cautious approach to the return to in-person instruction based on the vulnerable nature of the population of students that we serve. Our planning for re-opening has remained cautiously thoughtful based on our commitment to the safety of our students and the fact that many recommended measures for reducing the spread of Covid-19 (i.e. masks, hand-washing, and physical distancing) can be particularly difficult for our students to manage independently. With this in mind, additional emphasis has been placed on improved sanitation of our building and increased supervision/support for our students throughout the re-opening plan.

Guidelines and procedures included within this document are subject to change as new information is provided from the CDC, The State of Ohio, The Ohio Department of Education, or based on information from Local Health Departments. Additionally, procedures within this document are subject to revision based on new information gathered over the course of implementation within the unique context of AMS. Parents and employees reading this manual are encouraged to remain mindful of the need for flexibility and continued commitment to partnership in order for AMS to respond to the current, uncharted circumstances with the greatest probability of continued health and educational success.

**\*\*\*As of 7/30/2020, the Lucas County Board of Health president has recommended that schools begin the year virtually based on current rates of infection, issues with the testing system, a Level 3 designation, and wide community spread. AMS will continue to monitor recommendations from the Lucas County Health Department and align its re-opening plan with these recommendations.**

## SECTION II: GENERAL INFORMATION

### IIA- Instructional Scenarios

AMS's re-opening plan will include 3 possible scenarios:

- 1) Fully in-person system
- 2) A hybrid-system in which students attend on alternating days of the week
- 3) A fully remote scenario

The decision to operate in either one of these scenarios will be determined based on current community circumstances and guidance from Federal, State, and Local Health Departments. The primary determinant for which system of instruction AMS will implement will be Lucas County's status within the State of Ohio's Public Health Advisory System. Each level of the State of Ohio's Public Health Advisory System is outlined below along with the corresponding instructional system that will be implemented by AMS:

<u>Hybrid Instructional System</u>		<u>Remote Only Instructional System</u>	
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"><li>• Conduct a daily health/symptom self-evaluation and stay at home if symptomatic.**</li><li>• Maintain social distancing of at least 6 feet from non-household members.</li><li>• Wear face coverings in public, especially when social distancing is difficult to maintain.</li><li>• Increase caution when interacting with others not practicing social distancing or wearing face covers.</li><li>• Avoid traveling to high-risk areas.</li><li>• Follow good hygiene standards, including:<ul style="list-style-type: none"><li>◦ Wash hands frequently with soap and water for at least 20 seconds.</li><li>◦ Use hand sanitizer frequently.</li><li>◦ Avoid touching your face.</li><li>◦ Cover coughs or sneezes (e.g., into a tissue, or elbow).</li><li>◦ Symptom self-evaluation monitoring.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Same guidelines as in <b>Level 1</b>.</li><li>• Avoid contact with anyone who is considered high-risk.</li><li>• High-risk individuals* should take extra care to follow precautions.</li><li>• Decrease in-person interactions outside household.</li><li>• Seek medical care as needed, but limit or avoid unnecessary visits to hospitals, nursing homes, and residential care facilities to see others as much as possible.</li></ul>	<ul style="list-style-type: none"><li>• Same guidelines as in <b>Levels 1-2</b>.</li><li>• Decrease in-person interactions with others.</li><li>• Consider necessary travel only.</li><li>• Limit attending gatherings of any number.</li></ul>	<ul style="list-style-type: none"><li>• Same guidelines as in <b>Level 1-3</b>.</li><li>• Stay at home/ necessary travel only.</li></ul>
Households should assume that if one person is sick every person living there is as well and should take appropriate measures to control the spread, which should include self-quarantining and contacting a doctor.			

AMS will plan to return to a full 5-day schedule of in-person instruction when Lucas County is no longer under a yellow, orange, red, or purple advisory level.

In the event that AMS must shift between instructional systems, these adjustments will be announced via the school's "All Call System" and all efforts will be made to give parents/families adequate time for planning and readjustment.

It should be noted that AMS will continue to monitor the development of the Coronavirus pandemic and may adjust this plan at a later time in accordance with new information that may arise.

Additionally, AMS may need to make adjustments between the three instructional systems based on current scenarios unfolding within the school building such as the number of confirmed cases of Covid-19 amongst staff and/or students or the number of staff/students that are required to self-quarantine due to possible Covid-19 symptoms or possible exposure to a confirmed or suspected case. AMS administration will make these decisions based on the impact that staff/student absences have on the ability of the school to operate safely.

### **Hybrid Instructional System**

During the hybrid instructional system, classrooms will provide in-person instruction based on the schedule below. This schedule was developed in an attempt to allow for the greatest degree of resources for supervision, sanitation, and improved space in shared locations such as vehicles, hallways, and restrooms. During the hybrid phase of re-opening, the classroom schedule below will be implemented:

Group A Tuesdays & Thursdays	Group B Wednesdays & Fridays
Jupiter	Leo
Orion	Gemini
Saturn	Pegasus
Ursa Minor	Aquarius
Archer	Mercury
Hercules	Centaurus
Cygnus	Delphinus
SuperNova	Apollo
	Venus
	Polaris

Students attending in-person instruction will continue to attend school during their regularly scheduled hours (i.e. 8:00 a.m.-2:00 p.m. OR 9:30 a.m.- 3:30 p.m.).

### **Remote Instructional System**

There are 3 scenarios in which AMS may implement remote-only instruction:

1. A student/family elects to receive remote-only instruction on an individual basis (due to discomfort with a return to in-person instruction or due to underlying health risks that place them at “high-risk” of complications resulting from exposure to Covid-19
2. The Ohio Health Advisory System identifies Lucas County as being coded either Red or Purple
3. The number of confirmed or suspected cases of Covid-19 within AMS impedes the school’s ability to operate safely

If AMS must adjust to a fully remote system for reasons 2 or 3 above, all classrooms will shift to remote only instruction.

During both hybrid and remote instruction scenarios, remote instruction will be guided by AMS’s Remote Learning Plan which includes the development of an Individual Remote Learning Plan (IRLP) for each student. More information about AMS’s Remote Learning Plan can be found in the board-approved document which is available on the AMS Web Site.

## **IIB- Staff Working Hours**

### **Hybrid Instructional System**

If AMS is implementing a hybrid system, all AMS employees will be expected to report to work 5 days per week unless otherwise notified. On any day an employee is not involved in classroom instruction, these non-instructional staff members will be re-assigned from their typical instructional duties to support a variety of sanitation, supervision, substitute instruction, training and hygiene activities. It is anticipated that instructional staff will maintain their typical working hours, however, adjustments may be needed in order to support the operational needs of the school and overall safety.

### **Remote Instructional System**

During Remote Instruction, employees will not report to the school building unless provided with specific directions related to any need for on-site activities.



## II C- Staffing Patterns and Procedures for Substitutions

Staff substitutions are necessary for the appropriate supervision and support of students. In an effort to reduce (student and staff) risk of exposure to and the spread of contaminants, classrooms will be arranged in pods, small groupings of classrooms. Each classroom is assigned to one of five pods. The tables below define the pods.

Administrative staff will review daily student and staff absences to access classroom needs. To the greatest extent possible, classrooms in need of additional staff coverage will receive staff support from a classroom within their assigned pod.

Pod 1			
Pod 1A (Tuesday/Thursday)		Pod 1B (Wednesday/Friday)	
Saturn	Mary H	Gemini	Pam B (Stacy S to cover for Leo LOS)
Cygnus	Kaitlyn A	Mercury	Kari E
	Yoriko D	Venus	No staff available (Stacy S covering in Gemini for Leo LOA)
	Kristin L		
Jupiter	Krista H		

Pod 2			
Pod 2A (Tuesday/Thursday)		Pod 2B (Wednesday/Friday)	
Ursa Minor	Dawn B	Delphinus	David T
	John W		Vacant
	Melissa W	Aquarius	Kim B
	Patrice H	Leo (Pam to cover LOS)	David G
	Vacant		

Pod 3			
Pod 3A (Tuesday/Thursday)		Pod 3B (Wednesday/Friday)	
Archer	Arie W	Centuarus	Patty R
	Vacant		Tori K
	Vacant	Apollo	Trish B
Super Nova	Melissa S	Pegasus	Amanda P
	Josie V		
	Vacant		

Pod 4			
Pod 5A (Tuesday/Thursday)		Pod 5B (Wednesday/Friday)	
Orion	Katie G	Polaris	Anne N
	Michelle D		Kim W
	Nicole S		Alyssa A
	Liz H		Alyssa R
	Hallie J		Kaitlyn P
Hercules	Cathy H		Sara T
	Donella R		
	Brent S		
	Deana M		
	Vacant		

- Classrooms that are not highlighted attend from 8 a.m. to 2 p.m.

\*\* Classrooms highlighted in yellow attend from 9:30 a.m. to 3:30 p.m.

## II-D- Employee Personal Protective Equipment

The wearing of masks while at work has been mandated for all staff by the State of Ohio. In addition to masks, the following table should be referenced as a guide to help personnel at The Autism Model School determine the appropriate Personal Protective Equipment to use for various activities that may typically occur throughout their workday. These guidelines will be posted throughout the building in easy to reference locations. **All AMS employees will complete a minimum of a 1-hour competency-based training in the use of PPE.**

<b>Routine Work Activities</b>	<b>Required</b>
1. Planning period before student arrival (staff only).	<input type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
2. Greeting students during their arrival.	<input type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
3. Walking in the hallway	<input type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
4. Playground supervision- outside of 6 feet.	<input type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
5. Playground supervision- within 6-feet.	<input type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
6. Eating lunch in break room (outside of 6 feet) .	<input type="checkbox"/> GL <input type="checkbox"/> GO <input type="checkbox"/> M <input type="checkbox"/> Sh
7. During Break- within 6 feet of others on school grounds.	<input type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
8. During Break- outside of 6 feet of others on school grounds.	<input type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
9. During Break-off school grounds.	<input type="checkbox"/> GL <input type="checkbox"/> GO <input type="checkbox"/> M <input type="checkbox"/> Sh
10. During classroom sanitation activities.	<input checked="" type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
11. Supporting students at lunch- supervision only.	<input checked="" type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
<b>Self-Care and Hygiene Support</b>	<b>Required</b>
12. Supporting students in restroom- hands-on toileting (Splash Risk).	<input checked="" type="checkbox"/> GL <input checked="" type="checkbox"/> GO <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Sh
13. Supporting students in restroom- hand-washing only or supervision only.	<input checked="" type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
14. Supporting students at lunch- meal prep or feeding support.	<input checked="" type="checkbox"/> GL <input checked="" type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
15. Supporting students during tooth brushing (Splash Risk).	<input checked="" type="checkbox"/> GL <input checked="" type="checkbox"/> GO <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Sh
16. Supporting student safety through physical restraint.	<input checked="" type="checkbox"/> GL <input checked="" type="checkbox"/> GO <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Sh
17. Supporting students with dressing.	<input checked="" type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
18. Supporting injuries involving bodily fluids-including nose bleeds (Splash Risk).	<input checked="" type="checkbox"/> GL <input checked="" type="checkbox"/> GO <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Sh
19. Laundering clothes.	<input checked="" type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
<b>Classroom-Based Instruction</b>	<b>Required</b>
20. Delivering small group instruction (DI).	<input type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
21. One-on-one classroom instruction with physical contact likely needed.	<input checked="" type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh
22. One-on-one instruction without physical contact likely.	<input type="checkbox"/> GL <input type="checkbox"/> GO <input checked="" type="checkbox"/> M <input type="checkbox"/> Sh

**L= Gloves**

**GO= Gown**

**M= Mask**

**Sh= Shield/goggles**

## **II- E- Student Protective Equipment**

Autism Model School is well aware of the potential complications of mandating that students wear facemasks and other forms of personal protective equipment throughout the school day. Students with autism may experience several challenges with respect to adhering to various PPE requirements including but not limited to specific sensory issues or barriers related to developmental readiness that may accompany an autism diagnoses. As a result, the following guidelines will be implemented for all students attending Autism Model School.

1. All students are encouraged to wear face masks while on school transportation.
2. All students are encouraged to wear face masks while in the school building (with exceptions made for lunch time while students are eating).
3. Autism Model School will provide masks to students who need them and are unable to provide their own.
4. Students who are unable to wear facemasks due to health issues, sensory issues, or developmental readiness will **not** be required to wear facemasks as a prerequisite for attending in-person instruction.
5. Due to the likelihood that many students attending Autism Model School may not be able to initially tolerate wearing a mask, increased emphasis will be placed on social distancing strategies, adherence to hygiene protocols, and intense sanitation of the school environment.

### **For Students Who Are Unable to Wear Face Masks**

1. Autism Model School teachers will make all reasonable efforts to ensure that each student receives an opportunity to trial a variety of facemasks or faceshields (i.e. various colors, fits, materials, styles) in an effort to best accommodate a student's personal preferences and achieve their highest levels of mask tolerance. Masks (or faceshields) for sampling will be provided by Autism Model School.
2. For students who are currently unable to tolerate wearing a mask, Autism Model School will strongly advocate that each student's IEP team add specific goals to the student's IEP to focus on increasing tolerance for mask wearing.
3. Teaching students to tolerate mask wearing will be accomplished through the use of well documented evidence-based instructional procedures that include the use of positive reinforcement and gentle shaping steps that are carefully tailored to each individual student's needs.

## **II-F- General Classroom Set-Up Guidelines**

In order to maintain social distancing recommendations, certain aspects of the classroom will likely need to be adjusted in both physical placement of materials and furniture as well as procedures for routine tasks that require movement within the classroom. It is important that the class-room set-up remain individualized and flexible in order to support the unique learning needs of any particular classroom. The following guidelines are intended to provide direction in planning the classroom set-up for student's return to school.

1. Procedures should be in place to eliminate or reduce, to the greatest extent possible, simultaneous student movements about the classroom.
2. Each classroom should develop procedures to eliminate the overcrowding in any area of the classroom during student arrival. Consider developing routines for simultaneous arrivals of students, movement through the room for putting personal belongings away, tending to refrigerated items from lunches, etc.
  - a. Storage areas for student's personal belongings should provide enough space to maintain 6' between student's items or be completely self-contained as in a locker. If either of those conditions are not possible, each student should be provided their own storage container large enough to fit their belongings (backpack, lunch bags, jackets, reinforcements, etc.)
  - b. Items requiring refrigeration should be taken out of the student's lunchbox and placed into student specific storage containers with a snap-tight lid then placed in the classroom refrigerator
3. Teacher desks and staff areas within the classroom should be off-limits to students and a visual indicator should be applied to the floor indicating the restricted area.
4. Student desks should remain 6' apart for a complete 360 degrees. Students within instructional groups should be arranged so that all students are facing the same direction.
5. Small group tables (e.g. kidney tables, round tables, etc.) should be marked with visual cues indicating where a student should sit. Designated seating areas should maintain a 6' distance between participants.
6. If seating arrangements within any particular classroom will not allow for a 6' distance between students, the teacher should consult with a Clinical Management Team Supervisor for alternative seating solutions.
7. Porous seating options should be removed from the classroom and from student access (e.g. cloth bean bag chairs, cloth chair covers, etc.) and replaced with non-porous, wipeable options.
8. Each classroom should develop procedures to manage student toys, reinforcers, materials, etc., collect contaminated items and put into a designated "Dirty" container (marked in red). Once

materials are cleaned/disinfected, return items to their designated “clean” area within the classroom.

- a. In order to reduce the amount of time spent on unnecessarily disinfecting, each classroom should be inventoried prior to re-start to eliminate items, such as reinforcers, toys, games, books that are rarely used.
  - b. Every effort should be made to eliminate student’s sharing of materials (pencils, erasures, toys, etc.)
  - c. Student’s specific items such as reinforcers that are frequently used throughout the day, should be stored in individual container’s and labeled appropriately for re-use by the student. At the end of the day, the materials and the container should be disinfected according to the classroom guidelines and schedule of disinfection.
9. Developmentally appropriate visual cues and directional indicators should be prominently displayed (on walls, objects, floors, etc.) based on preferred patterns of movement within the classroom.

## II-G- General Classroom Sanitation Guidelines

All AMS classrooms will undergo thorough disinfecting on days in which students are not in attendance for in-person instruction. The following checklists should be used by AMS staff to guide sanitation of their classrooms. All disinfectant used in the processes below will be CDC approved to disinfect surfaces from the Covid-19 virus.

<u>Action Item</u>	<u>Yes</u>	<u>No</u>	<u>NA</u>
Prior to Disinfection			
1. Check supply of gloves to ensure adequate supply of all sizes are available.			
2. Check supply of cleaning products to ensure adequate amount for the day.			
3. Check supply of disinfectant/wipes to ensure adequate amount for the day.			
4. Check supply of garbage bags to ensure easy disposal of waste materials.			
5. Check supply of hand sanitizer to ensure adequate amount for the day.			
Disinfection Items			
6. Disinfect all surfaces in the classroom (e.g. tables, desktops, inside of desks, chairs, cabinets, doorknobs, handles, drawer pulls, light/fan switches, etc.)			
7. Disinfect all student materials (e.g. binder covers, book covers, toys, reinforcers, iPads & cases, pencils, calculators, crayons, markers, etc.)			
8. Disinfect all instructor materials (e.g. binder covers, book covers, timers, tokens & token charts, clickers, pointers, etc.			
9. Use the washing machine to launder fabric classroom items such as towels, clothing, aprons, blankets, sheets, etc.			
10. Sweep and mop floors			
After Disinfection			
11. Restock cleaning supplies as necessary			

### Multi-Purpose Room (MPR) Sanitation Checklist

Classroom staff instructing students using the MPR as a primary instructional space should be responsible for the majority of disinfecting and maintaining items within the MPR.

Specific staff should be assigned to disinfect safe room stalls used for de-escalation purposes or other approved use by students not using the MPR as a primary instructional space.

Reinforcement activities (e.g. foosball, stationary bike, etc.) will be closed to students not assigned to the MPR for instruction. Any exception to this rule must be approved and developed with specific protocols with a Clinical Management Team Supervisor.

<u>Action Item</u>	<u>Yes</u>	<u>No</u>	<u>NA</u>
<b>Prior to Disinfection</b>			
1. Check supply of gloves to ensure adequate supply of all sizes are available.			
2. Check supply of cleaning products to ensure adequate amount for the day.			
3. Check supply of disinfectant/wipes to ensure adequate amount for the day.			
4. Check supply of garbage bags to ensure easy disposal of waste materials.			
5. Check supply of hand sanitizer to ensure adequate amount for the day.			
<b>Disinfection Items</b>			
6. Disinfect all surfaces in the MPR (e.g. tables, chairs, cabinets, drawer pulls, light/fan switches, refrigerator door handle, microwave handle, key pad, and interior, etc.)			
7. Disinfect all student materials (e.g. binder covers, book covers, toys, reinforcers, iPads & cases, pencils, calculators, crayons, markers, etc.)			
8. Disinfect all instructor materials (e.g. clipboards, data storage containers, timers, tokens & token charts, clickers, pointers, markers, cart handles, etc.			
9. Disinfect all equipment (foosball, steps/rails, stationary bike, therapy balls, etc.)			
10. Use the washing machine to launder fabric items such as towels, clothing, aprons, blankets, sheets, etc.			
11. Safe room stalls (all three walls, inside door, inside window, outside door handle, outside window) Display Green "Clean" sign after cleaning.			
12. Sweep and mop floors			
<b>After Disinfection</b>			
13. Restock cleaning supplies as necessary			



### Safe Room Stall Sanitation Checklist

In the event that a student requires use of the Safe Room stalls for de-escalation, the following protocol will be implemented immediately following use of the stall.

<u>Action Item</u>	<u>Yes</u>	<u>No</u>	<u>NA</u>
Prior to Disinfection			
1. Upon student entry in a safe room stall a red “Do Not Use” sign should be displayed to indicate the room is no longer disinfected.			
Disinfection Items			
2. After each use, disinfect all three walls, inside door, inside window, outside door handle, outside window then Display Green “Clean” sign.			
3. Sweep and mop stall floors			
4. Disinfect all materials at the Safe Room information station (e.g. clip boards, pens, signs etc.)			

## **SECTION III: NEW PROCEDURES FOR DAILY SCHOOL ROUTINES**

### **III- A – Staff Arrival Procedures**

Staff members should self-screen at home before coming to work for possible Covid-19 symptoms and notify the front office if they are experiencing any of those symptoms (including fever over 100 degrees, cough, sore throat, repeated shaking with chills, muscle pain, headache, new loss of taste or smell or trouble breathing in the last 72 hours). Staff should stay home if they are experiencing symptoms of being sick. This self-screening process is to be followed each day prior to staff coming to work and is based on the most current guidelines from the CDC, State of Ohio, and Lucas County Health Department.

Upon arrival at the AMS building, staff members should don a face mask prior to entering the school building and will be required to wear a mask while working at AMS until further notice. Keep the number of personal items that you bring into the school building to a minimum and only related to your work needs throughout the day.

Staff should enter by the front office door only! (do not use the van drop off doors or gym doors).

If you are an hourly employee, please clock in near the front office door. The time clock will be near the front door before you reach the front office. Then proceed to have your temperature checked and to complete the health screening questionnaire/interview.

If you are a salaried employee, stop by the time clock to have your temperature checked and to complete the health screening questionnaire/interview.

If no one is stationed to take your temperature or screen you before entering past the front office door, ring the bell or request that the person behind the front desk assist you. DO NOT ENTER THROUGH THE INSIDE DOUBLE GLASS DOORS UNTIL AFTER YOUR TEMPERATURE HAS BEEN CHECKED AND YOU HAVE COMPLETED THE STAFF QUESTIONNAIRE/INTERVIEW AND ARE CLEARED TO WORK EACH DAY.

Temperature checks and completion of a health screening questionnaire/interview are mandatory each work day before being permitted past the interior double glass doors.

A hand sanitizer station will be available at the health check screening station and should be used before you pass the double glass doors.

Maintain social distancing while standing in line to await your health and temperature checks (minimum of 6 feet between each person).

If you do not pass your temperature/health screening check and are not allowed to work for the day, leave the school premises immediately and go directly home and follow the guidelines for failed screenings located within this plan.

After you pass your temperature and health screening, if you are storing personal items in a locker, proceed directly to the locker area to secure your items. Otherwise, go directly to your classroom for your work assignments for the day.

Except in the case of an emergency (need to call 911, etc.), DO NOT STOP in the office upon your initial arrival in the building. Morning is a very busy time of the day as staffing and other school essential activities are often taking place at this time. In addition, office staff may not be available to meet your needs due to assisting with the staff health check-in process. Specific instructions for accessing the office throughout the day have been developed and staff should refer to them for additional details.

#### **Van Driver Schedule of Disinfecting Vans and Related Activities**

1. Upon arrival at work, before getting into your assigned school van, put on your face mask, complete the Health Check form and have your temperature taken by the Transportation Director (or assigned alternate). Give your completed Health Check form to the Transportation Director.
2. Wait until the Transportation Director gives you the OK to Drive before proceeding to your assigned van. If you are NOT given the OK to Drive, follow the Autism Model School policy regarding Isolation or Quarantine. **(see guidelines...)**
3. If OK to Drive, put on your face mask and double check to make sure all your supplies are loaded into the van in sufficient quantities for the day. Then begin your route.
4. At each student pick up, each student must have their temperature taken with a temperature at 100 degrees F or lower to be admitted onto the van.
  - a. Parent/Adult must bring the student to the driver's window for the driver to take the student's temperature.
  - b. Driver does not leave his/her seat to take the student's temperature. The driver keeps all doors locked until the student is Okayed to enter the van
  - c. If the student's temperature is 100 degrees or less, the driver prompts the student to wear a facemask if possible, and permits the student to enter the van.
  - d. If the student's temperature is higher than 100 degrees, the driver informs the student and parent/adult that the student is not permitted on the van or to attend school that day. The driver hands the parent/adult the printed guidelines for riding the van and attending school. **(See printed guidelines).**
  - e. Prior to continuing on the route, the driver records the student's name and temperature on the daily route log for any student who is denied entry to the van by the driver. **(See Daily Log Form)**
5. After completion of your route, the driver waits in the assigned parking spot at school for staff member to escort students off the van.
6. After the last student is escorted off the van, the driver sanitizes the van according sanitizing directions.

7. The van driver repeats from #3 through #7 for each route.
8. For student's being driven from school to home, no temperature check is needed.
9. After the final student drop off of the day, the van driver sanitizes the van according to directions one final time.

### Section III A (i)- Employee Screening Questionnaire

Employee Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Have you had any of the following in the past 72 hours:

- Fever over 100 degrees      Yes \_\_\_\_\_      No \_\_\_\_\_
- Coughing      Yes \_\_\_\_\_      No \_\_\_\_\_
- Difficulty Breathing      Yes \_\_\_\_\_      No \_\_\_\_\_
- Flu-like Symptoms  
(fever, chills, muscle pain,  
headache, sore throat)      Yes \_\_\_\_\_      No \_\_\_\_\_
- New loss of taste or smell      Yes \_\_\_\_\_      No \_\_\_\_\_

Have you been in contact with  
someone known or presumed to  
have COVID-19 within the past  
14 days?

Yes \_\_\_\_\_ No \_\_\_\_\_

Employee Signature: \_\_\_\_\_

### AMS Health Screening Questionnaire Log

Date	Name	Temp-100 or above  Scan with thermometer	Cough?	Diff Breathing?	Flu Symptoms (fever, chills, muscle pain, headache, sore throat)	New loss of taste or smell?	Contact with Covid?

### **III-B- Student Arrival Procedures**

Parents/guardians should pre-screen students at home before coming to school for possible Covid-19 symptoms and notify the Autism Model School front office if the student experiences any of those symptoms (including fever over 100 degrees, cough, sore throat, repeated shaking with chills, muscle pain, headache, new loss of taste or smell or trouble breathing in the last 72 hours). Parents should keep students home if they are experiencing symptoms of being sick. This home screening process should be followed each day prior to students coming to school and is based on the most current guidelines from the CDC, State of Ohio, and Lucas County Health Department. If anything changes, families will be notified immediately.

Students who ride the AMS school van transportation will have their temperature checked before boarding school vans by van drivers and are strongly encouraged to wear masks during the ride to school. Students will not be allowed on the school transportation with a temperature over 100 degrees.

Upon arrival at the AMS building, all students will receive a temperature/health check prior to being allowed to enter the school building past the double glass doors. This procedure will include ALL students regardless of how they arrived at school (i.e. school van transportation, parent transport, 3<sup>rd</sup> party transportation service). All students should only enter by the van drop off door in the back of the school when arriving at school. (this includes regular or irregular arrival times). At no time should students enter through the main office door for drop off at school (this includes school van transportation, parent transport, and 3<sup>rd</sup> party transportation service).

#### **Designated Parking Lot Support Staff:**

- Schoolwide support staff will be designated daily to assist transportation arrival routines and procedures.
- Designed to minimize the number of staff exposed to students who have not yet passed their temperature/health screenings and to maintain social distancing guidelines.
- Designated support staff should wear PPE outlined accordingly for direct student contact.
- Classroom staff should wait in their classrooms for their students to be brought to them.
- Individual exceptions will be made for students who may have behavior or programming needs that require being escorted by specific classroom staff. These decisions will be made in consultation with the Clinical Management Team.

#### **Van transportation:**

- Students who are arriving on school transportation should not leave the vehicle until signaled to do so by school staff/van drivers to maintain social distancing. Students who are unable to walk to the health check screening area independently will be escorted to the temperature/health check area by designated school support personnel.
- Please limit the number of personal student items that come to school and contain them within a single backpack or storage bag.

- Students will retrieve and carry their personal belongings to the temperature/health check area with them.
- A hand sanitizer station will be available at the temperature/health check screening station and should be used by students before passing the double glass doors.
- Once a student passes the temperature/health check area successfully, they will be escorted past the double glass doors by designated school support personnel to their classrooms. No parents or outside personnel are allowed past the double glass doors or temperature/health check station without permission.
- If a student who arrived on school transportation does not pass a temperature/health check upon arrival at school, they will be moved to an isolated area away from other students and supervised by designated school support staff. Their parent/guardian will be notified to come pick them up. The area will be cleaned and sanitized thoroughly after that student's departure. Parents/Guardians should follow the guidelines set forth on page \_\_\_\_\_ of the parent manual for what to do if your student is sick for information about what to do next.

#### **Parent Transport:**

- In order to maintain social distancing, parents who transport their own students should gain staff member attention who will inform them when their students may exit their vehicles. Please do not have the student exit the vehicle until a staff member indicates it is ok to do so.
- Parents of drop off students should remain in their cars while a designated support staff member escorts their student with their personal belongings to the temperature/health check area. No parent should leave the school parking lot until their student has passed the temperature/health check.
- Please limit the number of personal student items that come to school and contain them within a single backpack or storage bag.
- Students will retrieve and carry their personal belongings to the temperature/health check area with them.
- A hand sanitizer station will be available at the temperature/health check screening station and should be used by students before passing the double glass doors.
- Once a student passes the temperature/health check area successfully, they will be escorted past the double glass doors by designated school support staff. Parents will be signaled that it is ok to leave at this time. No parents or outside personnel are allowed past the double glass doors or temperature/health check station without permission.
- If a student who arrives via parent transport does not pass a temperature/health check upon arrival at school, the parent will be advised to take the student with them off school property and return directly home. Parents should follow the guidelines set forth on page \_\_\_\_\_ of the parent manual for what to do if your student is sick for information about what to do next.

#### **3<sup>rd</sup> party Transportation:**

- Students who arrive via 3rd party transportation will be escorted by designated AMS support staff to the temperature/health check area. The 3rd party transportation driver should not leave the school parking lot until their student(s) have passed their temperature/health checks.
- Please limit the number of personal student items that come to school and contain them within a single backpack or storage bag.
- Students will retrieve and carry their personal belongings to the temperature/health check area with them.
- A hand sanitizer station will be available at the temperature/health check screening station and should be used by students before passing the double glass doors.
- Once a student passes the temperature/health check area successfully, they will be escorted past the double glass doors by designated school support staff. No parents or outside personnel are allowed past the double glass doors or temperature/health check station without permission.
- If a student who arrives via 3<sup>rd</sup> party transportation does not pass a temperature/health check upon arrival at school, the student will be returned to the transportation vehicle and asked to leave school property and return directly home. Parents/home staff should follow the guidelines set forth on page \_\_\_\_\_ of the parent manual for what to do if your student is sick for information about what to do next.

#### **Irregular Arrival Times:**

- ALL student arrivals will be handled through the back drop off area of the school. No students should be dropped off through the front office entrance.
- Parents should call at least 15 minutes ahead of their expected arrival time to the front desk to notify school staff. Parents and students will be met at the back door for temperature checks and health screening by designated school support personnel.
- Students should not leave their vehicles until signaled by school staff to do so.
- Parents of drop off students should remain in their cars while a designated support staff member escorts their students with their personal belongings to the temperature/health check area. No parent should leave the school parking lot until their student has passed the temperature/health check.
- A hand sanitizer station will be available at the temperature/health check screening station and should be used by students before passing the double glass doors.
- Once a student passes the temperature/health check area successfully, they will be escorted past the double glass doors by designated school support staff. Parents will be signaled that it is ok to leave at this time. No parents or outside personnel are allowed past the double glass doors or temperature/health check station without permission.
- If a student who arrives via parent transport does not pass a temperature/health check upon arrival at school, the parent will be advised to take the student with them off school property and return directly home. Parents should follow the guidelines set forth on page \_\_\_\_\_ of the parent manual for what to do if your student is sick for information about what to do next.

### Section III B (i)- Student Health Questionnaire

## Daily Health Check

Student Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Ask about or observe for the following symptoms:

- Fever over 100 degrees                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- Coughing    Yes \_\_\_\_\_                      No \_\_\_\_\_
- Difficulty Breathing                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- Flu-like Symptoms  
(fever, chills, muscle pain,  
headache, sore throat)                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- New loss of taste or smell                      Yes \_\_\_\_\_                      No \_\_\_\_\_

Have you been in contact with  
someone known or presumed to  
have COVID-19 within the past  
14 days?

Yes \_\_\_\_\_                      No \_\_\_\_\_

\_\_\_\_\_ Staff or parent signature

### AMS Student Health Screening Log

Date	Name	Temp-100 or above  Scan with thermometer	Cough?	Diff Breathing?	Flu Symptoms (fever, chills, muscle pain, headache, sore throat)	New loss of taste or smell?	Contact with Covid?



### III-C- Staff Lunch Routines

In order to maintain safe levels of social distancing, cleanliness and sanitation and in an attempt to limit the spread of infectious particles, staff lunch areas have been expanded. In order that maintain sanitation during lunch periods, the following procedures should be implemented in regards to staff lunch.

1. Hourly staff members will need to punch in and out using the timeclock located outside the front office. Please follow social distancing guidelines while waiting to access the timeclock.
2. Appropriate social distancing of a minimum of 6 feet must be followed in all break areas.
3. All staff must wash their hands prior to eating.
4. All staff must wash their hands after eating and upon return to the classroom.
5. Cleaning and sanitation supplies will be available for use in all staff break areas.
6. If a staff member leaves the building during their lunch break, they should sanitize their hands prior to entering the school building and must wash their hands after entering.
7. There are five areas in which staff may take their lunch break on the days that their students are in attendance. These include the following:
  - a. The original staff break room, maximum \_\_\_\_ occupants.
  - b. The multimedia/library, now additional staff break and work area, maximum \_\_\_\_ occupants.
  - c. The gymnasium, maximum \_\_\_\_ occupants .
  - d. Outdoor picnic tables located on the front playground, maximum \_\_\_\_ occupants at tables.
  - e. Staffs personal vehicles.
8. Staff members whose students are not in attendance may take their lunch break in their assigned classroom.
9. Staff are not permitted to eat their lunches in any classroom that students will be using later that day. On days that students are in attendance, staff must utilize one of the identified/approved break areas for their lunch break.
10. Staff are encouraged to utilize cold packs in a packed lunch verses storing their lunch in the classroom refrigerator. The refrigerator in the original staff break room will be available for staff lunch storage. Staff and student lunch storage should not mix.
11. Microwaves will be available for staff use and located in the original staff break room, the new staff break area formerly the multimedia/library, and the gymnasium.
12. Food must be covered while in the microwave.
13. Microwave surfaces must be sanitized after each use by the staff member using it.
14. Staff should remove face coverings while actively eating.
15. Staff should continue to wear face coverings in break room areas while they are not actively eating.
16. All waste items, including food, liquids, and recyclables, should be placed in a lined garbage can.
17. Packed lunch items including storage containers and utensils should be returned to the staff member's locker.
18. Eating surfaces should be cleaned and sanitized before and after each use.

19. Table and chairs should be sanitized after each use.

### **III- D- Student Lunch Routine**

In order to maintain safe levels of social distancing, cleanliness and sanitation and in an attempt to limit the spread of infectious particles, student lunch periods will take place in the classroom. In order to maintain sanitation within the classroom during lunch periods, the following procedures should be implemented within the classroom in regards to lunch.

1. Upon arrival, student's lunch boxes/bags should remain in their backpacks/locker/shelf until lunch time.
2. Items requiring refrigeration should be taken out of the student's lunchbox and placed into student specific storage containers with a snap-tight lid then placed in the classroom refrigerator.
3. Students should have their own area and surface for eating and need to maintain 6 feet of social distance while eating.
4. Student eating surfaces should be cleaned and sanitized prior to use for lunch.
5. Students should wash/sanitize their hands prior to eating lunch. Follow social distancing guidelines for bathroom use when washing hands prior to lunch.
6. Students should remove their face covering while eating.
7. Staff must wash their hands prior to preparing students food.
8. Staff must wear gloves when preparing student food and change gloves between each student's meal/snack preparations. This includes preparing student reinforcer containers.
9. Staff must wash their hands after preparing student foods.
10. Staff must wash their hands prior to applying gloves to assist a student with eating.
11. Staff must wear gloves when assisting students with eating.
12. Staff who assist a second student should change their gloves between helping each student.
13. Staff must wash their hands after assisting a student with eating.
14. Staff must wear appropriate PPE when assisting students with eating (See Staff PPE Guidance document).
15. All waste items, including food, liquids, and recyclables, should be placed in a lined garbage can. This trash bag should be tied and taken to the dumpster after the lunch period.
16. Unopen manufacturer sealed items should be sanitized and stored in the students backpack to be sent home. Any non-manufacturer opened items should be disposed of in the garbage.
17. Reusable containers from home should be returned to the student's lunch box and backpack.
18. Disposable utensils should be used instead of reusables.
19. Large portions of food for an individual student should be stored in container and individual servings should be prepared using disposable utensils/plates.
20. Student's lunch surface should be cleaned and sanitized after eating.
21. Students should wash their hands after eating.
22. Student-specific refrigerator lunch containers should be cleaned and sanitized after use. Cleaning can occur on the days that the students are not in attendance.
23. Food must be covered in the microwave. If you need a microwave in your classroom, please add it to your Amazon order.
24. Microwave surfaces must be cleaned and sanitized between each uses.

25. Classrooms should order and use disposable utensils, plates, cups, etc. These items should not be shared and should be disposed of after a single use.

### III-E-Recess Routines

In order to maintain safe levels of social distancing, cleanliness and sanitation and in an attempt to limit the spread of infectious particles, the following procedures and guidelines should be followed in regards to outdoor recess.

	Non-DI Classrooms (Tuesday/Thursday)	DI Schedule Classrooms (Wednesday/Friday)
11:15-11:45	Cynus Orion Ursa Minor	Aquarius Delphinus Pegasus Polaris
11:45-12:15	Archer Hercules Jupiter Saturn Supernova	Apollo Centaurus Gemini Leo Mercury Venus

1. To transition from the classroom to the playground, each classroom should follow the Hallway Procedures for Group Transitions.
  - a. Teachers should call students to line up, one at a time.
  - b. Students should be wearing masks while walking in the hall. (exceptions will be permitted for students that are not able to wear a mask or are not able to wear a mask for the entire time)
  - c. Students should line up in the assigned area with designated spaces with visual cues (e.g. on the wall or on the floor) that are 6' apart.
  - d. Students should remain in line until the whole class has lined up and wait for a staff member to walk them out to the playground.
  - e. Staff member will monitor students to ensure they maintain a 6' distance between them.
  - f. Staff member will monitor students to ensure they remain on or inside of a visual cue (line or arrow on the floor) on the right-hand side of the hallway.
  - g. Staff and students will exit the building through the playground door located near the gymnasium.
  - h. A staff member should hold the door open for the students to lessen the possibility of cross contamination.
2. While on the playground, students and staff are expected to continue to wear a mask.
3. While on the playground, students should be monitored and encouraged to maintain 6' of social distancing and staff should intervene to remind students when necessary.

4. A visual choice board of available playground equipment should be used with the students in lieu of allowing students to look for and choose items out of the storage containers. This is to limit the amount of cross contamination of materials. Limiting the number of people who access the playground equipment will cut down on the likelihood of cross contamination. Available choices of materials and equipment should be presented to students verbally or using the visual choice board. As equipment is used, these choices should be removed from the board. Likewise, as materials are sanitized, the visual choice should be sanitized and placed back on the board. This will be monitored by a designated recess staff member. (One staff member per recess period)
5. After equipment is used, it should be placed in the large “unavailable” (red indicator) storage container until it is sanitized by the designated recess equipment staff member.
6. Once the recess equipment staff member has sanitized the previously used equipment, it should be placed back into the recess equipment storage containers for use.
7. Students may engage in group activities that allow for social distancing and equipment sanitation. Activities that involve or lead to close person-to-person contact are prohibited.
8. To transition from the playground to the classroom, each classroom should follow these procedures.
  - a. A designated staff member will blow the whistle to indicate that it is time for students to line up.
  - b. Students should line up across from their classroom sign while maintain 6’ social distance within their classroom line and from other classrooms.
  - c. Visual indicators will be available.
  - d. Individual classrooms will be called to enter the building per usual.
  - e. Prior to entering the building, a staff member will provide hand sanitizer to each student. Assist students as needed.
  - f. Upon entering the building, classrooms should follow the Hallway Procedures for Group Transitions and return directly to their classroom.
9. If a classroom prefers a recess time other than the times listed below, please inform your Clinical Management Team member so this time can be added to playground schedule.
10. When accessing the playground at any time, please follow all the guidelines listed above.

### III-F- Ordering School Supplies/Walmart Outings

In order to maintain social distancing standards and to reduce the amount of in person public contact staff and/or students have, as well as continue to provide opportunities for transition aged students to participate in aspects of shopping for goods/items as part of the school's transition program, all shopping for classroom groceries and supply needs will be converted to an online ordering system and "staff only" pick up system. The following procedures and guidelines will be utilized when ordering classroom groceries and supplies:

Submitting classroom orders for approval

1. Each classroom will submit a list of their classroom needs to Administrator 1 on a bi-weekly basis. The size of lists (amounts) should take into consideration that shopping will only be taking place approximately every two weeks instead of the previous schedule of weekly shopping.
2. Upon approval, Administrator 1 will decide which items fall into the "grocery" category and continue to be shopped for by AMS/staff students online and which supplies need to be ordered via Amazon or some other internet shopping source. Administrator 1 will forward the "grocery lists" from each classroom to the designated transition/HS classroom that will then complete the online shopping.

Life skills development by students to interact with online ordering systems

3. The designated/transition HS classroom(s) staff will work with Administrator 1 to create an online account for AMS through the Walmart website for the purposes of grocery shopping/pick up.
3. Approved "grocery" items will be shopped for online by designated students with support and supervision by classroom staff and an online cart will be created within the AMS Walmart account. (Substitutions will be automatically applied if the exact item described cannot be located within the grocery app.)
4. Once the school grocery order is completed and saved in the Walmart online cart, the designated HS/transition classroom staff will notify Administrator 1 who will log into the account and pay for items with designated school funds/payment source that only she will have access to.

Completion of the order

5. Administrator 1 will select a first available pick up time during school hours that does not interfere with the school's van transportation needs and notify school staff of when the expected pick up time will occur. (It should be noted that online grocery shopping demand during quarantine has resulted in delays of several hours or even several days.)
6. Once a convenient pick up time is selected, Administrator 1 (with the assistance of the Clinical Management Team) will determine which staff is available to go and pick up the order based on school staffing needs. It should be noted that the person who is selected to pick up the order shall have current van driver credentials as well as abide by sanitation and PPE guidelines outlined for van drivers.

#### Picking up the order

7. The person designated to pick up the grocery order shall drive directly to Walmart, follow pick up procedures and protocols including parking in designated pick up areas, and deliver the groceries back to school property to a designated area.

8. Upon arrival back at school, the designated HS/transition classroom will be notified that the groceries are on property and will use sanitized grocery carts to remove the groceries from the vans and deliver them to the classroom based on their original orders using all precautions for handwashing, masks and sanitizing set forth according to school guidelines.

#### \*\*\*\*Exceptions\*\*\*\*

In individual cases, Administrator 1, along with the Clinical Management Team, may determine that there are immediate needs within the classroom that cannot wait until the next grocery or supply shopping cycle because of possible dire behavior or programming consequences, if that determination is made, the need to shop at Walmart or another store in person by AMS staff will be decided and planned on an individual basis. No in-person shopping for AMS classroom needs should take place without previous authorization.



### III-G-Departure Routines-Students

#### School Departure Procedure- Students

In order to maintain social distancing, avoid crowd congestion, and to facilitate boarding school transportation vehicles, parent-driven vehicles, and 3<sup>rd</sup> party transportation as efficiently as possible, procedures for school dismissal have been outlined below:

##### **Designated Parking Lot Support Staff:**

- Schoolwide support staff will be designated daily to assist transportation departure routines and procedures.
- Designed to minimize the number of staff exposed to family members or outside personnel whose health status is unknown and to maintain social distancing guidelines.
- Designated support staff should wear PPE outlined in the employee PPE manual for direct student contact.
- Classroom staff should wait in their classrooms for their students to be picked up and escorted to vans in an orderly fashion.
- Individual exceptions will be made for students who may have behavior or programming needs that require being escorted by specific classroom staff. These decisions will be made in consultation with the Clinical Management Team.

##### **Van transportation:**

- Students who are departing on school transportation should walk directly to their assigned vehicle with a staff member escort but should not enter the van until signaled to do so by school staff/van drivers to maintain social distancing.
- Personal items should be stored in the van in assigned areas that take into consideration limiting cross-contamination when possible.
- Non-assigned staff should not go out of the building past the double glass doors in order to maintain social distancing and minimize exposure to staff or outside personnel whose health status is unknown.
- A hand sanitizer station will be available at the temperature/health check screening station and should be used by students after passing the double glass doors before boarding vans.
- Students are strongly encouraged to wear masks while boarding and riding on school vans.

##### **Parent Transport:**

- Students who are departing via parent transport should walk directly to their parent's vehicle with a staff member escort and get in the vehicle in a timely fashion.
- Designated staff/teachers will not be available for any car-side conferences or discussions

- A hand sanitizer station will be available at the temperature/health check screening station and should be used by students after passing the double glass doors before boarding their parent's vehicle.
- Non-assigned staff should not go out of the building past the double glass doors in order to maintain social distancing and minimize exposure to staff or outside personnel whose health status is unknown.

### **3<sup>rd</sup> party Transportation:**

- Students who depart via 3rd party transportation will be escorted by designated AMS support staff to the transportation vehicle.
- A hand sanitizer station will be available at the temperature/health check screening station and should be used by students after passing the double glass doors and boarding the transportation vehicle.
- Students who are departing 3<sup>rd</sup> party transportation should walk directly to the transportation vehicle and get on the vehicle in a timely fashion.
- Designated staff/teachers will not be available for any car-side conferences or discussions.

### **Irregular Departure Times:**

- ALL student departures will be handled through the back drop off area of the school. No students should be picked up through the front office entrance.
- Parents should call at least 15 minutes ahead of their expected arrival time to the front desk to notify school staff. Designated support staff will bring students to the back door for dismissal.
- Parents of drop off students should remain in their cars while a designated support staff member escorts their students with their personal belongings to the parent's vehicle.
- A hand sanitizer station will be available at the temperature/health check screening station and should be used by students after passing the double glass doors and boarding their parent's vehicle.
- Designated staff/teachers will not be available for any car-side conferences or discussions.

### **III-H- Departure Routines- Staff**

In order to maintain social distancing, staff members are asked to leave school property immediately at the end of their shifts after they clock out or when all of their work related tasks are completed.

- Congregating in the staff parking for socializing, smoking, or waiting for staff members who may be on other shifts is strongly discouraged. (If you must wait for someone else, please do so in your personal vehicle, not outside on school property).
- Staff should maintain 6 feet of social distancing at all times from others while on school property including at the time clock, in the hallways, and in the parking lot.
- All staff must continue to wear a mask until you are in your private vehicle.
- Please limit the amount of personal items you take home and bring back daily to minimize contamination.
- Please take all personal items home each day with you unless they are stored in a locker. Do not leave personal items in your classrooms.
- All staff members should exit through the front door of the school.
- Staff members should not congregate in the front office at the end of their shifts.
- Staff should wash their hands after the departure of their last student for the day even if they still have classroom assignments to complete before clocking out.
- Hand sanitizer will be available at the time clock and should be used by all staff members before clocking out/touching the time clock.

### III-I-Art Club/Dance Till You Shine

In an attempt to limit the spread of infectious particles and to maintain safe levels of social distancing, cleanliness and sanitation, Art Club will continue to be accessed remotely through virtual meetings.

1. Art Club will be offered to students as a remote learning opportunity once weekly on Mondays.
2. There will continue to be three groups with 20-30 minutes sessions. Note the following are changes in times.
  - a. **Voyagers Red** 1:00pm  
Archer, Centaurus, Gemini, Hercules, Jupiter, Leo, Polaris, Saturn, Supernova.
  - b. **Voyagers Blue** 1:30pm  
Apollo, Cygnus, Mercury, Pegasus, Venus.
  - c. **Voyagers Green** 2:00pm  
Delphinus, Aquarius, Orion, Ursa Minor.
3. Interested families will receive a reoccurring Zoom meeting link with an additional weekly email of each week's theme and Art Club guidelines and rules.

Art Club Rules

  - a. Students, Families, and Staff are not to give the link to any person not currently attending the Autism Model School.
  - b. Bullying will not be tolerated.
  - c. Students who require 1:1 staff support should have a caregiver present and help with virtual sessions.
  - d. Students are not required to attend. However, participation is encouraged to provide access to speech, language, and connection between school and home.
4. A survey will be conducted to see if families are in need of art supplies in the home. Current art supplies may be provided to families.

All "Dance Till You Shine" activities will be on hold until further notice.

### **III-J-Guidelines for Meetings and School Visitors**

In order to reduce the risk of exposure and/or spread of potential Covid-19 infection, the following guidelines will be implemented to ensure the greatest possible safety for students and staff attending Autism Model School during the Covid-19 pandemic.

#### **Student Conference Meetings**

Student conference meetings may take place as they have in the past with the following exceptions:

- Meetings participants should maintain a minimum of 6 feet of distance.
- Meeting participants must wear masks/facial coverings during the meeting.
- Any shared equipment used during the meeting (i.e. tables, chairs, computers, monitors, etc.) must be completely disinfected immediately following the meeting.
- If a location for the meeting that will allow 6 feet of distance cannot be identified, meeting participants should conduct the meeting remotely.

#### **IEP Meetings/ETR Meetings**

All IEP and ETR meetings will be conducted remotely. Parents and/or individuals from outside organizations will not be permitted into the school building to participate in any IEP or ETR meetings in person. Autism Model School staff may gather in a single location for the meeting provided all of the social distancing, personal protective equipment precautions, and sanitation guidelines used for Student Conference Meetings can still be implemented. In the event that meeting space cannot be located to allow proper social distancing, remote meeting options should be explored. In order to support parental involvement, AMS teachers should engage in the following steps:

1. At least 2-weeks prior to the IEP meeting the teacher should contact the parent to discuss and confirm options for meeting remotely. Options for remote learning can include but may not be limited to use of video conferencing platforms (such as Zoom) or telephone.
2. Teachers should take additional steps to ensure that remote meeting invites are also sent to members of a child's IEP team from outside organizations such as (but not limited to) support staff from the County Board of Developmental Disabilities, mental health service providers, advocates, etc. If conference calling will be used for the meeting, teachers should be sure to obtain proper contact information for meeting attendees from outside agencies.
3. No less than 5 days prior to the meeting, Teachers should send a draft copy of the student's IEP and/or ETR documents to families. Teachers are encouraged to send any copies of documents home electronically. If parents cannot receive the documents electronically, teachers may mail them home or send the documents home with the student. Efforts should be made to avoid having parents need to come up to the school to obtain documents. Additional planning may be necessary to ensure that documents reach parents with enough time for thorough review prior to the meeting.

4. Electronic signatures of IEP's are now possible within the SameGoal software program. Whenever possible, IEP teams are encouraged to obtain signatures electronically. When electronic signatures are not possible, teachers may send copies of documents home for signing via mail or with the student. Efforts should be made to avoid having parents enter the school to pick-up, sign, or deliver documents.

### **Classroom Staff/Team Meetings**

Individual classroom/team meetings may take place as they have in the past with the following exceptions:

- Meetings participants should maintain a minimum of 6 feet of distance.
- Meeting participants must wear masks/facial coverings during the meeting.
- Any shared equipment used during the meeting (i.e. tables, chairs, computers, monitors, etc.) must be completely disinfected immediately following the meeting.
- If a location for the meeting that will allow 6 feet of distance cannot be identified, meeting participants should conduct the meeting remotely.

### **All Staff Meetings**

In order to reduce the gathering of large crowds in indoor spaces, any instances which previously would have warranted "All Staff Meetings" will now be accomplished via remote meeting options. Whenever possible, communication to "All Staff" will be accomplished via mass email communication. In the event that email communication is determined to be less than satisfactory for the content of the meeting, school administration will engage remote meeting options via online platforms such as Zoom.

Additional equipment may be necessary to allow all classrooms to join meetings with camera functionality.

### **Non-School Personnel Visitors**

Entrance of Non-School personnel to Autism Model School will be significantly monitored and all efforts will be taken to reduce entrance of non-AMS personnel into the school building during school hours. The chart below outlines guidelines for entrance of non-school personnel to Autism Model School.

Type of Visitor	Requirements
Parent/Guardian	May enter in administrator-approved emergency situations related to student health and safety only. They are to remain outside the front double-glass doors unless instructional staff require their presence inside. Must wear a mask.
Service Provider Listed on Student's IEP	Exhaust options for remote service delivery first. If not possible, service provider may enter only after passing AMS screening procedures. Any entrance to the school will require the use of a mask and adherence to social distancing guidelines.
University Professors Conducting Supervision of Student Teachers	Not permitted. AMS will work with University personnel to identify remote supervision options.
Representatives from County Board of Developmental Disabilities and other Service Agencies	Not permitted. Remote observation possibilities must be utilized.

## **School Tours**

Autism Model School will not be providing tours of the school to community members or potential students during the Covid-19 pandemic.

## **New Student Intakes**

New student intakes are vital to the continued operations and success of Autism Model School. Due to the essential nature of this activity to AMS operations and service-delivery, intake appointments for new students may continue to occur throughout the Covid-19 pandemic. The following guidelines will be followed for all student intake appointments.

- All attempts to conduct the intake remotely will be exhausted prior to the scheduling of any in-person intakes.
  - Remote intakes may be conducted in two separate sessions:
    - Parents interview
    - Remote observation of the student/child within their home setting
- If an in-person intake is absolutely necessary (as determined by The Clinical Management Team), the following precautions must be taken:
  - All intakes will be scheduled on days in which there are no students in the building (Mondays)
  - The parent interview portion of the intake will be completed remotely prior to the family visit.
  - During the visit, parents will be instructed to call the school office when they arrive in the school parking lot.
  - AMS intake team members will greet the family in the school parking lot.
  - The student arriving for the intake must pass the Covid-19 Screening procedure used for all AMS students prior to entering the building.
  - The AMS intake team and the student will enter the school together. Parents will be required to wait in the car or otherwise remain outside of the school building.
  - Upon completion of the intake process, AMS intake members will escort the student back to the parents outside of the school building.
  - Upon completion of the intake process, all environments, materials, surfaces encountered during the intake will be sanitized by the participating intake team members.

## **Section IV: NEW PROCEDURES FOR SHARED COMMON AREAS**

### **IV- A- Restrooms**

During the initial re-opening of in-person instruction, Autism Model School will take increased precautions to ensure that restrooms receive increased supervision, sanitation, and are organized for increased social distancing. The following practices will be in-place in addition to the typical end-of-day restroom sanitation completed by building maintenance staff.

- 1. During instructional hours, each bathroom will be monitored on a full-time basis by an assigned attendant. The attendant will support implementation of the following precautions:**
  - For all students capable of independently using the restroom
    - Attendant will monitor and support student hand-washing consistent with CDC guidelines.
    - Attendant will monitor and ensure needed supplies (gloves, wipes, disinfectant, toilet paper, soap, etc.) are stocked and well organized.
    - Attendant will disinfect sinks, toilet seats, and toilet handles after each use.
    - Attendant will monitor social distancing guidelines to ensure that no more than X students enter a bathroom at once
  - For all students who require direct toileting assistance
    - Attendant will monitor and support students so that assigned staff members can properly dispose of PPE and wash their own hands
    - Attendant will monitor and ensure needed supplies (gloves, wipes, disinfectant, toilet paper, soap, etc.) are stocked and well organized.
    - Attendant will disinfect sinks, toilets, and toilet handles after each use
    - Attendant will monitor social distancing guidelines to ensure that no more than X people (X students, X adults) occupy the bathroom at once.
    - *Some exceptions to social distancing guidelines may occur in the event that students who are currently toilet training NEED to use the restroom and/or to prevent a toileting accident for students who are incapable of waiting to use the restroom.*
- 2. Gymnasium restrooms will be closed to students and staff and reserved for emergencies only in order to allow proper monitoring of restrooms.**
- 3. One of the women's restrooms will be re-designated from "student use" to use by "female staff members only".**
- 4. Signage will be posted to remind staff and students to thoroughly wash hands after using restroom.**
- 5. Staff bathrooms will be stocked with gloves and disinfectant for sanitation purposes.**
- 6. Classrooms will be assigned to specific restrooms during in-person instruction days to reduce traffic to restrooms and minimize the number of students who use any particular restroom. (SEE BELOW)**



7. **Members of the community who are attending a funeral must be wearing a mask to enter the building and should be directed to the bathrooms across from the Aquarius classroom. A staff member will be assigned to monitor entrance of community-members on days in which a funeral is scheduled.**

Classroom Bathroom Assignments

Group A	Boys Bathroom Assignment	Girls Bathroom Assignment
Ursa Minor	Aquarius BR	Mercury BR
Hercules	Aquarius BR	Mercury BR
Orion	Aquarius BR	Mercury BR
Saturn	Orion BR	Mercury BR
Archer	Orion BR	Mercury BR
Cygnus	Orion BR	Mercury BR
Jupiter	Orion BR	Mercury BR
Supernova	House BR	House BR

Group B	Boys Bathroom Assignment	Girls Bathroom Assignment
Leo	Orion	Mercury BR
Gemini	Orion	Mercury BR
Pegasus	Orion	Mercury BR
Aquarius	Orion	Mercury BR
Mercury	Orion	Mercury BR
Centaurus	Orion	Mercury BR
Delphinus	Orion	Mercury BR
Apollo	Orion	Mercury BR
Venus	Orion	Mercury BR
Polaris	Aquarius BR	Mercury BR

\*\* Women's restroom across from Jupiter to be converted to "staff only" bathroom.

### **Checklist for Bathroom Attendant**

<b><u>Action Item</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>NA</u></b>
<b>PRIOR TO START OF SCHOOL DAY/SHIFT</b>			
1. Check supply of gloves to ensure adequate supply of all sizes are available.			
2. Check supply of gowns to ensure adequate supply.			
3. Check supply of disinfectant to ensure adequate amount for the day.			
4. Check soap dispensers to ensure they are full.			
5. Check supply of wet wipes to ensure an adequate supply for the day.			
6. Check supply of garbage bags to ensure easy disposal of waste materials.			
7. Check supply of paper towels to ensure adequate supply for the day.			
8. Check to ensure proper signage is posted.			
<b>DURING SCHOOL DAY/SHIFT</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Monitor bathroom occupancy to ensure no more than ____ occupants at once.			
2. Monitor and support student handwashing to ensure adequate hygiene.			
3. Sanitize sink handle, toilet seat, toilet handle, and stall door following each use.			
4. Support students so that supervising staff may wash hands thoroughly.			
5. Sanitize garbage can lid frequently throughout the day.			
6. Change gloves after each disinfection.			
7. Remain at your assigned location for the duration of your shift/use radio to call for support if additional materials are needed or for a bathroom break.			
<b>AFTER END OF SCHOOL DAY/SHIFT</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Organize and stock supply of gloves.			
2. Organize and stock supply of gowns.			
3. Organize and stock supply of disinfectant.			
4. Organize and stock wet wipes.			
5. Check supply of garbage bags to ensure easy disposal of waste materials.			
6. Check supply of paper towels.			
7. Notify _____ of any supply shortages.			

Signage for Staff Bathrooms

**Help keep your co-workers and yourself safe!**

**Please follow these steps when using the restroom:**

1. Upon entering the restroom, wash your hands for 20-seconds.
2. Dry your hands before you turn the water off.
3. Use your paper towel to turn off the water.
4. Throw the paper towel away.
5. Use the restroom.
6. After using the restroom, wash your hands for 20 seconds following steps 1-4 above.
7. After washing your hands, grab a pair of gloves and a disinfecting wipe.
8. Use a disinfecting wipe to wipe off the toilet handle and toilet seat.
9. Use a new disinfecting wipe to wipe off the sink handles.
10. Remove your gloves by pulling off the first glove from the palm with your other gloved hand.
11. Remove your 2<sup>nd</sup> glove by sliding your fingers on your ungloved hand underneath the cuff of the glove.
12. Discard gloves into the garbage.
13. Exit the bathroom.
14. Use the hand-sanitizer located outside of the bathroom.

**THANK YOU FOR CARING!!!**

#### IV- B- Gymnasium

In order to maintain safe levels of cleanliness and sanitation, as well as continue to provide opportunities for physical activity, communication and learning opportunities throughout the school building, the following procedures and guidelines will be utilized when accessing the gymnasium for non-lunch activities.

##### Gymnasium Schedule

1. Each classroom will be given a designated 20-30 minute time slot, 1-2 times weekly, for structured activities. This schedule can be subject to change.
2. Upon the need for a student to use the gymnasium on an individual basis during the time slot of another classroom, that student must be accompanied by a classroom staff member.
3. A 15 minute time period is included for a designated staff member to clean and sanitize between classrooms.
4. Autism Model School administration will assign gym sanitation duties to non-instructing staff on a daily basis.

##### Social Distancing

1. Students and staff must maintain a 6 foot distance from other gym occupants while in the gymnasium, including in the supplies closet.
2. Activities that naturally do not allow for following the social distancing guidelines of 6 feet are prohibited at this time and until further notice (i.e. basketball, tag, football, etc.).
3. Students who require 1:1 staff support should remain with their assigned staff member who is required to assist the student in maintaining a 6 foot distance from others to the best of their ability.
4. Facemasks and appropriate PPE are required to be worn by staff and by those students are able to wear them.

##### Management of Shared Materials and Cleaning/Sanitation Procedures

1. A visual choice board of available materials and equipment should be used with the students in lieu of allowing students to look for and choose items in the storage closet. This is to limit the amount of cross contamination of materials. Limiting the number of people who access the materials will cut down on the likelihood of cross contamination. Available choices of materials and equipment should be presented to students verbally or using the visual choice board. As materials and equipment are used, these choices should be removed from the board. Likewise, as materials are cleaned and sanitized, the visual choice should be sanitized and placed back on the board. This will be monitored by a designated gym cleaning and sanitizing staff member.
2. A designated staff member will be assigned to the gymnasium for cleaning and disinfecting between classes. This includes cleaning items that are visibly dirty and sanitizing gym toys and materials, bleachers that have been used by previous participants, and any surface areas used. This staff member should use the Cleaning and Disinfecting Checklist for the Gymnasium that is attached to this document.

3. Materials and equipment that are visibly dirty should be cleaned with soap and warm water prior to being disinfected.
4. Cleaning and sanitizing supplies will be provided for and available to use in the gymnasium and located in a central area.
5. All plush materials and items that are not easily cleaned and sanitized will be removed and will not be available.
6. Gym toys and materials will be divided into “Available” (Green visual indicator) and “Unavailable” (Red visual indicator).
  - a. “Available” materials are those materials that have been cleaned and/or sanitized after previous use.
  - b. “Unavailable” materials are those materials that have been used by a previous student/staff and have not yet been cleaned and/or sanitized by a staff member.
7. Large bins will be located in the storage closet and marked with a red “Unavailable” indicator. Teachers and classroom staff should ensure that materials and equipment used during their gym time are placed into the red “Unavailable” bins after use. Materials and equipment in the “Unavailable” bins should not be used by any other student/staff prior to them being cleaned and/or sanitized and placed back into the green “Available” area.
8. After materials and equipment is cleaned and/or sanitized by the designated gym staff member, they should be returned to the “Available” side of the storage closet.
9. Students may bring classroom gym toys/materials into the gym that may not be stored in the gymnasium closet. However in this case, teachers must implement procedures to clean and sanitize any materials that are brought into the gymnasium. Teachers and classroom staff should clean and sanitize these materials after they are used in the gymnasium and returned to the classroom.

### Hygiene

1. Students and staff must wash their hands prior to using gym materials and equipment.
2. Students and staff must wash their hands after leaving the gymnasium, prior to reentering the classroom.
3. The gymnasium bathrooms may not be used by staff or students who are currently using the gymnasium. These bathrooms are reserved by emergency use.

### CLEANING/DISINFECTING CHECKLIST FOR GYMNASIUM

<u>Action Item</u>	<u>Yes</u>	<u>No</u>	<u>NA</u>
<b>PRIOR TO START OF SCHOOL DAY</b>			
1. Check supply of gloves to ensure adequate supply of all sizes are available.			
2. Check supply of cleaning products at ensure adequate amount for the day.			
3. Check supply of disinfectant/wipes to ensure adequate amount for the day.			
4. Check supply of garbage bags to ensure easy disposal of waste materials.			
5. Check supply of hand sanitizer to ensure adequate amount for the day.			
6. Clean any and all surfaces and materials that are visibly dirty with soap and water.			
7. Sanitize all surfaces in the gymnasium, including bleachers, kitchen counter, storage closet door handles, etc.			
8. Sanitize all equipment located in the "Unavailable" (marked in red) storage containers.			
9. Once equipment is cleaned/disinfected, place it in the "Available" (marked in green)			
10. Set "available" and "unavailable" materials visual choice board.			
<b>DURING SCHOOL DAY/BETWEEN GROUPS</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Monitor and assist staff and students putting used equipment into the "Unavailable" (green) containers.			
2. Clean all surfaces that are visibly dirty with soap and water.			
3. Sanitize all surfaces after each classroom use.			
4. Sanitize all equipment located in the "Unavailable" (marked in red) storage containers.			
5. Once equipment is sanitized, place it in the "Available" (marked in green)			
6. If an area is not cleaned/sanitized upon the arrival of another classroom, this area must be marked as "Unavailable" with a red sign indicator.			
7. Maintain "available" and "unavailable" materials visual choice board.			
8. Replace any cleaning and sanitizing supplies as needed.			
<b>AFTER END OF SCHOOL DAY/SHIFT</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Organize and stock supply of gloves.			
2. Organize and stock supply of cleaning materials.			
3. Organize and stock supply of sanitizing materials.			
4. Organize and stock supply of hand sanitizer.			
5. Clean and disinfect all visibly dirt surfaces and areas.			
6. Empty trash cans and check supply of trash bags. Restock as necessary.			
7. Close and lock storage closet.			

**Draft AMS Gymnasium Schedule – Group A- Tuesday/Thursday**

Time	Tuesday	Thursday
8:00-8:30	Supernova	Supernova
8:30-8:45	Clean and Sanitize	
8:45-9:15	Archer	Archer
9:15-9:30	Clean and Sanitize	
9:30-10:00	Jupiter	Jupiter
10:00-10:15	Clean and Sanitize	
10:15-10:45	Saturn	Saturn
10:45-11:00	Clean and Sanitize	
11:15-12:15	Staff Lunch	
12:15-12:30	Clean and Sanitize	
12:30-1:00	Hercules	Hercules
1:00-1:15	Clean and Sanitize	
1:15-1:45	Ursa Minor	Ursa Minor
1:45-2:00	Clean and Sanitize	
2:00-2:30	Orion	Orion
2:30-2:45	Clean and Sanitize	
2:45-3:15	Cygnus	Cygnus
3:15-3:30	Clean and Sanitize	

**Draft AMS Gym Schedule- Group B Wednesday/Friday**

Time	Wednesday	Friday
	Clean and Disinfect	
8:10-8:30	Mercury	Centaurus
8:30-8:45	Clean and Disinfect	
8:45-9:05	Venus	Polaris
9:05-9:20	Clean and Disinfect	
9:20-9:40	Open	Open
9:40-9:55	Clean and Disinfect	
9:45-11:15	DI Classes	
11:15-12:15	Staff Lunch Breaks	
12:15-12:30	Clean and Disinfect	
12:25-2:00	DI Classes	
2:00-2:20	Gemini	Aquarius
2:20-2:35	Clean and Disinfect	
2:35-2:55	Pegasus	Apollo
2:55-3:05	Clean and Disinfect	
3:05-3:25	Leo	Delphinus



#### IV – C- Kitchen

In order to maintain safety and cleanliness, the gymnasium kitchen will remain closed to ALL cooking/food prep activities during the initial reopening of school. Decisions regarding individual student programming and goals related to cooking/meal preparation will be made by the clinical management team supervisors, in consult with the student's classroom teacher, as necessary. Students who regularly participate in dish-washing activities as part of their instructional programming, may continue to do so, provided that only unused/clean dishes are used to simulate/practice relevant dishwashing skills (i.e. loading/unloading the dishwasher). All areas used as a work space for these practice/simulations should be sanitized be cleaned and sanitized after use according to school policy. Until further notice, utensils from the gymnasium kitchen may NOT be used by staff or students during mealtimes/breaks.

#### IV – D – Laundry Facilities

In an effort to reduce opportunities for contamination/touch, students will not be permitted to use the washing machines or dryers until further notice. Laundry areas will be for staff use only. Decisions regarding individual student programming and educational goals related to laundry completion will be made by the clinical management team in consultation with the classroom teacher as needed. In order to maintain an effective level of safety and hygiene in shared laundry areas, the following procedures and guidelines will be implemented:

##### *Social Distancing*

1. Classroom staff will use their assigned laundry area on their assigned dates, according to the posted schedule.
2. No more than one staff member at a time in laundry areas.
3. Staff will use the red/green visual cards provided to indicate when the laundry area is in use, and when it is clean and available for use.

##### *Hygiene*

1. Staff will wash hands before and after handling laundry.
2. Staff will wear gloves when handling laundry.
3. Gloves should be removed and disposed of properly after using the laundry room. Staff will wash hands after removing gloves.
4. Staff will clean and disinfect laundry machines after each use, including inside and outside machine surfaces.
5. Each classroom will have a designated laundry container for dirty and clean clothing.
6. Laundry items soiled with bodily fluids should be kept separate from general laundry until they can be washed, or contained and sent home according to classroom guidelines.
7. On a daily basis, Autism Model School Administration will assign a non-instructing staff member to be responsible to monitor the laundry areas at the beginning and end of each day using the checklist below.
8. Staff members who use the laundry facilities during their scheduled times will be responsible for following the checklist below before and after their use.

### CLEANING/DISINFECTING CHECKLIST FOR LAUNDRY AREAS

<u>Action Item</u>	<u>Yes</u>	<u>No</u>	<u>NA</u>
<b>PRIOR TO START OF SCHOOL DAY</b>			
1. Check supply of gloves to ensure adequate supply of all sizes are available.			
2. Check supply of disinfectant/wipes to ensure adequate amount for the day.			
3. Check supply of garbage bags to ensure easy disposal of waste materials.			
4. Check supply of hand sanitizer to ensure adequate amount for the day.			
5. Disinfect all surfaces in the laundry area, including light switches and door knobs.			
6. Wipe down/disinfect inside and outside surfaces of laundry machines.			
7. Once room is cleaned, flip sign to "green."			
<b>DURING SCHOOL DAY/BETWEEN USE</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Wipe down/disinfect all surfaces.			
2. Wipe down/disinfect inside and outside surfaces of laundry machines.			
3. Remove any trash and replace trash bags.			
4. Replace any cleaning supplies as needed.			
5. Once room is cleaned, flip sign to "green"			
<b>AFTER END OF SCHOOL DAY/SHIFT</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Organize and stock supply of gloves.			
2. Organize and stock supply of disinfectant/wipes.			
3. Organize and stock supply of hand sanitizer.			
4. Wipe down all surfaces.			
5. Empty trash cans and check supply of trash bags. Restock as necessary.			
6. Notify _____ of any supply shortages.			

### Weekly Laundry Area Schedule/Groupings

	<b>Main Building Laundry</b>	<b>Supernova Laundry</b>
<b>Monday</b>	8:00-11:15 Orion	8:00-11:15 Supernova
	11:30-2:00 Ursa Minor	11:30-2:00 Hercules
<b>Tuesday</b>	8:00-11:15 Polaris	8:00-11:15 Centaurus
	11:30-2:00 Jupiter	11:30-2:00 Saturn
<b>Wednesday</b>	8:00-11:15 Orion	8:00-11:15 Supernova
	11:30-2:00 Ursa Minor	11:30-2:00 Hercules
<b>Thursday</b>	8:00-11:15 Polaris	8:00-11:15 Centaurus
	11:30-2:00 Jupiter	11:30-2:00 Saturn
<b>Friday</b>	8:00-9:15 Jupiter	8:00-9:15 Supernova
	9:30-10:45 Saturn	9:30-10:45 Archer
	11:00-12:30 Gemini	11:00-12:30 Mercury
	12:45-2:00 Leo	12:45-2:00 Centaurus

\*Laundry facilities on Fridays are reserved for washing student work shirts.

#### IV – E – Computer Lab/Library

In order to maintain an effective level of safety and hygiene, as well as provide our students with continued access to the computer lab, the following procedures and guidelines will be utilized when accessing the computer lab during the school day:

##### *Social Distancing*

1. The computer lab will be closed to student use, with the exception of approved D.I. classes.
2. Classes using the computer lab during D.I. instruction will remain in their designated instructional area.
3. An area of the lab will be designated for staff to use as break room space during their assigned break times. Please allow for social distancing of at least 6 ft. between yourself and others when using the assigned break area in the computer lab.
4. Avoid forming lines at the copier/printer and follow social distancing guidelines while waiting as indicated on the floor.
5. Avoid forming lines at iPad charging stations and follow social distancing guidelines while waiting as indicated on the floor.
6. Art Club will be held virtually until further notice.

##### *Management of Materials*

1. All folders, binders, and other student-specific instructional materials will be kept in classrooms.
2. Classrooms will be responsible for bringing their own pens/pencils and other supplies lab, and will take these materials with them when they leave. There will be no shared items available in the computer lab.

##### *Hygiene*

9. All staff and students will wash hands before entering and after leaving the computer lab.
10. Hand sanitizer will also be available in the lab at all times. \*Not as a substitute for hand-washing.\*
11. Any soiled items (tissues, paper towels, etc) should be disposed of immediately in the lab trash cans.
12. Staff will be assigned to clean and disinfect the computer lab at the beginning and end of the day, between D.I. groups, and before/after staff lunches.
13. Cleaning and disinfecting supplies will be provided for staff using the computer lab as a break area. Please wipe down your seating area and throw away all trash before leaving.

### CLEANING/DISINFECTING CHECKLIST FOR COMPUTER LAB

<u>Action Item</u>	<u>Yes</u>	<u>No</u>	<u>NA</u>
<b>PRIOR TO START OF SCHOOL DAY</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Check supply of gloves to ensure adequate supply of all sizes are available.			
2. Check supply of disinfectant/wipes to ensure adequate amount for the day.			
3. Check supply of garbage bags in lab to ensure easy disposal of waste materials.			
4. Check supply of hand sanitizer in lab to ensure adequate amount for the day.			
5. Disinfect all tables and chairs in the lab, including break and instructional areas.			
6. Wipe down cabinet handles, light switches, door knobs and all high-touch surfaces in the lab.			
7. Wipe down printer/copier surfaces, as well as handles on charging carts.			
8. Wipe down computers, keyboard, and mouse for each computer.			
9. Arrange tables and chairs for adequate social distancing.			
<b>BETWEEN D.I. CLASSES</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Wipe down tables, chairs, and other surfaces in student instructional area.			
2. Disinfect high-touch surfaces in student instructional area.			
3. Replace any cleaning supplies as needed.			
4. Re-set all supplies and materials so that they can be easily accessed.			
5. Empty trash cans and replace bags, if necessary.			
<b>BEFORE/AFTER STAFF BREAKS</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Wipe down/disinfect tables, chairs, and other surfaces in staff break area.			
2. Replace any cleaning supplies as needed.			
3. Re-set all supplies and materials so that they can be easily accessed.			
4. Empty trash cans and replace bags, if necessary.			
5. Wipe down computers, keyboards, and computer mouse after staff use.			
<b>AFTER END OF SCHOOL DAY/SHIFT</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Organize and stock supply of gloves.			
2. Organize and stock supply of disinfectant/wipes.			
3. Organize and stock supply of hand sanitizer.			
4. Wipe down <u>all surfaces</u> .			
5. Empty trash cans and check supply of trash bags. Restock as necessary.			
6. Notify _____ of any supply shortages.			

#### IV – F- Direct Instruction Class Stations

In order to maintain safe levels of social distancing, cleanliness and sanitation and in an attempt to limit the spread of infectious particles, the following procedures will be in effect. Emphasis will be on the reduction of student movement within the classroom and mitigation of cross contamination risk with instructional materials.

##### Teacher Materials

1. Teacher presentation books and instructional materials should be completely separate from student materials and maintained in an area that is off-limits to students.
2. Each curriculum set of teacher presentation books and instructional materials should be neatly organized, sanitized and stored in a designated area, labeled as “clean”.
3. Hard cover, non-porous books and binders should be stored in separate containers from porous materials such as paper-back workbooks, spiral notebooks, bound notebooks, etc.
4. Each curriculum set should have a distinct and separate “clean” area in which to be stored and may look different within each classroom (e.g. one curriculum set per shelf, each curriculum set on a shelf separated by dividers, each curriculum in a different cart drawer, each curriculum contained in a separate storage container, etc.).
5. At the conclusion of each DI class period, teacher presentation books and instructional materials should be put in a bin labeled as “dirty”.
6. Materials should be disinfected with approved spray/wipes and returned to the designated “clean” storage area in accordance with the classroom sanitation checklist and should remain out of circulation for next 24hrs.

##### Student Materials

7. Student materials should be stored separately from teacher instructional materials and maintained in an area that is off-limits to students.
8. Hard cover, non-porous books and binders should be stored in separate containers from porous materials such as paper-back workbooks, spiral notebooks, bound notebooks, etc.
9. Each curriculum set of student materials should be neatly organized, sanitized and stored in a designated area labeled as “clean”.
10. Each curriculum set should have a distinct and separate area in which to be stored and may look different within each classroom (e.g. one curriculum set per shelf, each curriculum set on a shelf

separated by dividers, each curriculum in a different cart drawer, each curriculum contained in a separate storage container, etc.).

11. Student books and materials should be assigned and labeled for each student.
12. Students should not share instructional books or materials to include, but not limited to writing utensils, calculators, erasures, notebooks, glue and etc.
13. Upon arrival to class, students will remain seated and Instructors will distribute student books and instructional materials.
14. At the conclusion of each DI class period, instructors will collect student materials and put them in a bin labeled as “dirty” (marked in red).
15. Materials should be disinfected with approved spray/wipes and returned to the designated “clean” storage area in accordance with the classroom sanitation checklist and should remain out of circulation for next 24hrs.

DURING DI CLASSES/BETWEEN GROUPS	YES	NO	NA
1. Monitor staff and students for use of items that may become contaminated throughout the period.			
2. Collect contaminated items and put into the designated “Dirty” container (marked in red)			
3. At the conclusion of each class period, collect all teacher instructional materials and put into the designated “Dirty” container (marked in red)			
4. At the conclusion of each class period, collect all student instructional materials and put into the designated “Dirty” container (marked in red)			
5. After dismissal and prior to entry of the next group of students, disinfect all desktops, insides of desks, chairs, and high-touch areas (doorknobs, light switches, timers, teacher iPads, etc.)			
6. Once materials are cleaned/disinfected, return items to their designated “clean” area within the classroom.			
7. Replace any cleaning and sanitizing supplies as needed.			

## Overview of Adjustments to Transition Services and Job Training Activities

Fully Operating Activities	Activities with Modified Operation	Postponed/Non- Operating Activities	Proposed New Activities
<ul style="list-style-type: none"> <li>▪ Recycling (on-site)</li> <li>▪ Classroom-based social/leisure activities</li> <li>▪ Gym/fitness activities</li> <li>▪ Outdoor recreation</li> </ul>	<ul style="list-style-type: none"> <li>▪ PAES Lab</li> <li>▪ E-Commerce</li> <li>▪ Laundry</li> <li>▪ Delivery/courier tasks</li> <li>▪ Hands-on tasks</li> <li>▪ Shredding</li> <li>▪ Walmart shopping (online)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coffee Cart</li> <li>▪ Cooking</li> <li>▪ Humane Ohio</li> <li>▪ Agility Angels</li> <li>▪ Kaslly's Kitchen</li> <li>▪ Pre-ETS classes (on-site)</li> <li>▪ Toy disinfecting</li> <li>▪ Lunch bin pickup</li> <li>▪ Rue21</li> </ul>	<ul style="list-style-type: none"> <li>▪ TeachTown for Transition</li> <li>▪ Grounds care/cleanup</li> <li>▪ Pre-ETS classes (virtual)</li> <li>▪ Job soft-skill workshop</li> <li>▪ Clerical tasks</li> </ul>



#### IV – G- PAES LAB

In order to maintain an effective level of safety and hygiene, as well as provide our students with continued access to the PAES lab, the following procedures and guidelines will be utilized when accessing the PAES lab during the school day:

##### *Social Distancing*

1. Classes will stick to their designated PAES lab time in order to avoid contact with other groups.
2. No more than 1 staff and 3 students in the lab at a time.
3. No more than 1 student per table.
4. Do not permit students to wander unnecessarily around the lab.
5. No more than 1 person at a time in the PAES store.
6. No more than 1 person at a time in the upstairs restroom.
7. PAES tasks that involve cooking food will not be available at this time.

##### *Clock In/Assignment Procedures*

1. To avoid crowding, teachers will clock students in while students wait at an assigned table.
2. Teachers will pre-assign and distribute job cards to students. Students will not select their own job cards, in order to avoid a line at the job card station.
3. Do not assign more than one student to a job area (i.e. Construction, Business) at a time, in order to minimize contact and avoid sharing materials. Students should continue to work in their assigned section for the duration of the lab session. For example, if a student is assigned PA 1 and they complete the job with time to spare, they will move to PA 2.

##### *Clock Out/Exit Procedures*

1. All materials, including job cards, task boxes, and any tools used must be left on the tables when students finish so that they can be disinfected between groups. Do not put boxes, job cards, or tools away.
2. Collect all binders, folders, and student materials for your classroom and take them with you.

##### *Management of Materials*

1. All folders, binders, and other student-specific PAES materials will be kept in classrooms. (including tablets for job card reader app).

2. Classrooms will be responsible for bringing their own pens/pencils for use in the PAES lab, and will take these materials with them when they leave. There will be no shared items available in the lab.

### *Hygiene*

1. Students and staff will wash hands before and after PAES lab.
2. Hand sanitizer will also be available in the lab at all times. \*Not as a substitute for hand-washing.\*
3. Any soiled items (tissues, paper towels, etc) should be disposed of immediately in the lab trash cans.
4. Staff members will be assigned to clean, disinfect, and re-set materials between groups.

### CLEANING/DISINFECTING CHECKLIST FOR PAES LAB

<u>Action Item</u>	<u>Yes</u>	<u>No</u>	<u>NA</u>
<b>PRIOR TO START OF SCHOOL DAY</b>			
1. Check supply of gloves to ensure adequate supply of all sizes are available.			
2. Check supply of disinfectant/wipes to ensure adequate amount for the day.			
3. Check supply of garbage bags in lab to ensure easy disposal of waste materials.			
4. Check supply of hand sanitizer in lab to ensure adequate amount for the day.			
5. Disinfect all tables and chairs in the lab.			
6. Disinfect computers, computer table, and shelves in the lab.			
7. Wipe down stair rails, cabinet handles, light switches, door knobs and all high-touch surfaces in the lab.			
8. Arrange tables for adequate social distancing.			
9. Open windows for ventilation.			
<b>DURING SCHOOL DAY/BETWEEN LAB SESSIONS</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Wipe down/disinfect <u>all items</u> (including boxes) in student "job kits" that were used previously. Throw away any scrap paper or other materials created by the job.			
2. Wipe down/disinfect tables and chairs in lab.			
3. Wipe down surfaces in PAES store.			
4. Wipe down all surfaces (including computers) in the lab.			
5. Replace any cleaning supplies as needed.			
6. Return disinfected job kits to their designated locations.			
7. Re-set all supplies and materials so that they can be easily accessed.			
8. Empty trash cans and replace bags, if necessary.			
<b>AFTER END OF SCHOOL DAY/SHIFT</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Organize and stock supply of gloves.			
2. Organize and stock supply of disinfectant/wipes.			
3. Organize and stock supply of hand sanitizer.			
4. Wipe down/disinfect <u>all surfaces</u> .			
5. Empty trash cans and check supply of trash bags. Restock as necessary.			
6. Notify _____ of any supply shortages.			
7. Close all open windows.			

#### IV- H – E-Commerce LAB

In order to maintain a high level of safety and hygiene, as well as provide our students with continued access to the E-Commerce lab, the following procedures and guidelines will be utilized when accessing the E-Commerce lab during the school day:

##### *Social Distancing*

1. Classes will stick to their designated e-commerce lab time in order to avoid contact with other groups.
2. No more than 3 people (student or staff) in the e-commerce rooms at any time.
3. Students will remain at their assigned table while in the lab.
4. No more than 1 person (unless a staff is required to prompt) in the box room at a time.  
\*This may require students to wait to enter.
5. No more than 1 person in the entered inventory room at a time. \*This may require students to wait to enter.
6. No more than 1 person at a time in the upstairs restroom.
7. Do not permit students to wander unnecessarily around the lab.
8. If students are working at an independent level in the lab, staff should remain in the hallway between rooms (unless checking work).
9. When checking a student's work, keep as much distance between yourself and the student as possible.

##### *Hygiene*

1. Students and staff will wash hands before and after E-Commerce lab.
2. Hand sanitizer will also be available in the lab at all times. \*Not as a substitute for hand-washing.\*
3. Gloves should be worn at all times when working with a student who requires prompting, and will be stocked in the lab. Change and dispose of gloves after each session, or if gloves become soiled. Wash/sanitize hands between glove changes.
4. Any soiled items (tissues, paper towels, gloves, etc) should be disposed of immediately in the lab trash cans.
5. Staff members will be assigned to clean, disinfect, and re-set lab materials between groups.

### CLEANING/DISINFECTING CHECKLIST FOR E-COMMERCE LAB

<u>Action Item</u>	<u>Yes</u>	<u>No</u>	<u>NA</u>
<b>PRIOR TO START OF SCHOOL DAY</b>			
1. Check supply of gloves to ensure adequate supply of all sizes are available.			
2. Check supply of disinfectant/wipes to ensure adequate amount for the day.			
3. Check supply of garbage bags in lab to ensure easy disposal of waste materials.			
4. Check supply of hand sanitizer in lab to ensure adequate amount for the day.			
5. Disinfect all tables and chairs in the lab.			
6. Disinfect computer, computer table, scale, and shelves in the lab.			
7. Wipe down clipboards, folders, pens, baskets, tape dispensers, scissors in lab.			
8. Wipe down light switches and door knobs.			
9. Wipe down all bins and containers in the lab and inventory room.			
10. Ensure spacing of tables in lab.			
11. Open windows for ventilation.			
<b>DURING SCHOOL DAY/BETWEEN LAB SESSIONS</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Wipe down/disinfect tables, door knobs, and light switches.			
2. Wipe down clipboards, folders, pens, baskets, tape dispensers, scissors in lab.			
3. Wipe down all surfaces (including computer and scale) in the lab.			
4. Replace any cleaning supplies (trash bags, disinfectant, gloves) as needed.			
5. Re-set all supplies and materials so that they can be easily accessed.			
6. Empty trash cans and replace bags, if necessary.			
<b>AFTER END OF SCHOOL DAY/SHIFT</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Organize and stock supply of gloves.			
2. Organize and stock supply of disinfectant/wipes.			
3. Organize and stock supply of hand sanitizer.			
4. Wipe down <u>all surfaces</u> .			
5. Empty trash cans and check supply of trash bags. Restock as necessary.			
6. Notify _____ of any supply shortages.			
7. Close all open windows.			

#### **IV- I – Job Training Office**

In order to maintain an effective level of safety and hygiene, the following procedures and guidelines will be utilized when accessing the Job Training Office during the school day:

##### *Social Distancing/Management of Materials*

1. No more than 6 people total (staff or students) at a time in the training office. Please wait to enter if you see that we're approaching capacity.
2. Coffee cart operations will be suspended for the time being.
3. Student time cards will be kept in individual classrooms. All clocking in/out and "payouts" should be done in the classroom.
4. 2 shredders will remain in the office, in order to maintain spacing. No more than 2 students at a time using shredders.
5. Pens, scissors, markers, and other office supplies will not be available for shared use in the training office.
6. Job specific supplies (i.e. bird toy making) will be kept in classrooms.
7. Please be mindful of social distancing while in the training office, and maintain a distance of at least 6 feet between yourself and others.
8. Single-classroom recycling pick up, package pickup/drop off, and supply stocking will still take place in the training office, provided that the above distancing protocols are followed.

CLEANING/DISINFECTING CHECKLIST FOR JOB TRAINING OFFICE

<u>Action Item</u>	<u>Yes</u>	<u>No</u>	<u>NA</u>
<b>PRIOR TO START OF SCHOOL DAY</b>			
1. Check supply of gloves to ensure adequate supply of all sizes are available.			
2. Check supply of disinfectant/wipes to ensure adequate amount for the day.			
3. Check supply of garbage bags in to ensure easy disposal of waste materials.			
4. Check supply of hand sanitizer to ensure adequate amount for the day.			
5. Disinfect all tables and chairs.			
6. Disinfect computers, shredders, and printer.			
7. Disinfect door knobs, light switches, and other high touch surfaces.			
8. Ensure spacing of tables and chairs in office.			
9. Open windows for ventilation.			
<b>DURING SCHOOL DAY</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Wipe down/disinfect tables, door knobs, and light switches.			
2. Check supplies.			
3. Wipe down all surfaces (including computers).			
4. Replace any cleaning supplies (trash bags, disinfectant, gloves) as needed.			
5. Re-set all supplies and materials so that they can be easily accessed.			
6. Empty trash cans and replace bags, if necessary.			
<b>AFTER END OF SCHOOL DAY/SHIFT</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Organize and stock supply of gloves.			
2. Organize and stock supply of disinfectant/wipes.			
3. Organize and stock supply of hand sanitizer.			
4. Wipe down <u>all surfaces</u> .			
5. Empty trash cans and check supply of trash bags. Restock as necessary.			
6. Notify _____ of any supply shortages.			
7. Close all open windows.			

#### **IV – J - AMS Vehicles**

Coming Soon- Will be added as soon as equipment for disinfecting arrives. Procedures will be developed based on instructions for using the purchased equipment (i.e. disinfectant foggers)



#### IV- K- AMS Front Office

1. All staff entering the front office must wear a face mask at all times including prior to entry.
2. Staff must socially distance themselves from others by a minimum of 6 feet within the front office.
3. Due to the small square footage, only one person who is not staffed in the front office is permitted in the each of the three front offices at any one time. Example: only one person is permitted into the Administrator 1 and the Student Services Coordinator office at a time. Only one person is permitted in the main front office at a time, and only one person is permitted in the Director's office at one time.
4. Others wishing to enter must wait in the hallway outside the office they wish to enter in a socially distanced line. When the person in the office where the waiting person wants to visit leaves that area, the next person in the hallway may enter. Example: for individuals wishing to speak with the Administrator 1 (Jeana) please line up outside the door to the Administrator 1's office in the hallway—do not line up outside the main office door in this circumstance. Note: this example is different than past practices.)
5. For regular meetings (attendance scheduling of staff) all staff members involved can attend via zoom or attend with social distancing in another larger location such as Jaeger Hall.

#### IV – L- Jaeger Hall

1. Jaeger Hall will be closed to students and staff for all instructional purposes until further notice.
2. AMS employees may enter Jaeger Hall (without students) to fill filtered water pitchers for use within their classrooms.
3. Jaeger Hall is not to be used for staff breaks or lunches.

## Section V: NEW PROCEDURES FOR SHARED & COMMON MATERIALS

### V- A- Computers, Tablets, and Hands-On Tasks

In order to maintain an effective level of safety and hygiene for students and staff, the following protocols will be implemented when using shared items:

#### Hands-On Tasks

1. Avoid cross-contamination between student uses.
  - a. Students and staff will wash or sanitize their hands before and after handling any tasks.
  - b. **Hands-on tasks should not be shared between students prior to disinfection.**
  - c. After a task is used by a student, the task box will be placed in a designated bin of “dirty” items to be disinfected.
  - d. Clean/disinfected tasks will be returned to the task cart.
  - e. If any task includes items that cannot be easily disinfected (i.e. cloth or paper), **do not assign the task to any student until further notice. These tasks will be out of rotation.** Task boxes that cannot be used will be taken out of the classroom and stored in the resource room.
  - f. When assisting a student with hands-on tasks, staff will wear gloves and will dispose of gloves after completing the task.
  - g. Staff will change gloves between hands-on activities and before transitioning between helping students. Staff must wash or sanitize their hands after removing/changing gloves.
2. Disinfecting
  - a. All items in the task boxes (including the containers and lids) must be wiped down and disinfected at the beginning of the day, the end of the day, and in the event that a task would be shared between students (this should be avoided in general, but if absolutely necessary to share tasks, staff are required to disinfect EVERY ITEM in the task box before transferring between students).
  - b. Tasks that require disinfecting should be kept in their designated area, separate from clean & disinfected task boxes, until they can be thoroughly cleaned and sanitized.

#### Computers/Laptops

1. Avoid cross contamination between student uses.
  - a. Staff and students will wash or disinfect hands before and after using computers.
  - b. Whenever possible, assign students to their own computer for the duration of school day.
  - c. Computer desks and chairs should be set up to allow 6 feet of physical distance between users.
  - d. Avoid crowding at computer areas; ideally, there should be an empty seat between anyone who is seated at a computer table whenever possible and practical.

- e. Consider laptops or tablets for students to use in their own separate instructional area as an alternative to a shared computer space whenever possible.
- 2. Disinfecting
  - a. All surfaces of computers, including screens, mouse, keyboard, drives, etc. must be wiped down/disinfected at the beginning of the day, after each use, and at the end of the day.
  - b. Computers must be wiped with a disinfecting wipe and allowed to air dry. Do not use sprays or liquid sanitizers to clean computer/laptop parts, as they could enter a device port and cause the device to malfunction.

## Tablets

### *Staff Tablets for Data Collection*

- 1. Avoid cross contamination between staff uses
  - a. Staff will wash or disinfect hands before handling tablets, between students, and after handling tablets.
  - b. Each staff member will have a specific numbered tablet assigned to them for the purposes of collecting data. **Do not share tablets with other staff members.**
  - c. Staff tablets that require disinfecting will be kept in a separate designated bin apart from clean and disinfected tablets.
- 2. Disinfecting
  - a. Staff tablets will be disinfected at the beginning of the day, between students, and at the end of the day.
  - b. All surfaces of staff tablets must be cleaned using a disinfecting wipe. Do not use liquids or spray cleaners to disinfect tablets as they could enter a device port and cause the device to malfunction.

### *Student Tablets*

- 1. Avoid cross contamination between student uses.
  - a. Students and staff will wash or disinfect their hands before and after using tablets.
  - b. Each student will have a specific tablet assigned to them for the duration of the school day. **Do not share tablets between students.**
  - c. Each student will have a specific tablet case and/or stand assigned to them for the duration of the school day. **Do not share/swap between student tablet cases and stands.**
  - d. Each student will have their own designated bin in the classroom for storing their tablet. Please instruct or assist students to return their tablets to their bin after each use.
- 2. Disinfecting
  - a. Student tablets will be disinfected at the beginning of the day, once per hour during the school day, and at the end of the day.
  - b. Student tablets that require disinfecting will be kept in students' individual bins apart from clean and disinfected tablets.

- c. Student tablets must be cleaned using a disinfecting wipe and allowed to air dry. Do not use liquids or spray cleaners to disinfect tablets, as they could enter a device port and cause the device to malfunction.
- d. Student tablet cases/stands should be wiped down and disinfected at the beginning of the day, and at the end of the day.
- e. Disinfected tablets will be placed in a “clean” bin and stored in the classroom during instructional days. You may charge tablets in the library on your non-instructional days during planning time. Please observe social distancing as indicated by visual markers and allow for one staff member at a time in the charging area.

### **V- B- Drinking Fountains**

In order to prevent the spread of Covid-19 and other illnesses, all drinking fountains in the building will be closed. Staff members are encouraged to bring water from home. Classrooms will be given approval to purchase individual, reusable water bottles for student use, as well as water filtration pitchers to fill and store in classroom refrigerators. Student water bottles will be cleaned and sanitized daily, and bottles must not be shared between students.

### V- C- Recycling Bins

In order to maintain cleanliness and prevent the spread of Covid-19 and other illnesses, the following procedures will be implemented when handling recyclables:

1. Recycling bins will be reserved for paper, cardboard, and non-food containers only.
2. Any containers that have come in direct contact with food or drinks should be disposed of in a trash receptacle. For example, a cardboard outer box for a microwaveable meal can be recycled, but the tray that contained the meal may not be recycled.
3. No glass containers of any kind should be placed in recycling bins.

Students in classrooms who regularly participate in on-site recycling pick-up may still do so, under the following guidelines:

1. Any staff or students who are handling recycling bins must wash/sanitize hands, wear gloves, and change gloves between handling bins.
2. Staff or students should change gloves between “stops” when following a recycling schedule.
3. Staff should monitor and allow for social distancing between students who are picking up recycling, including cart retrieval, moving through the hallways, entering rooms and offices, and at sorting stations.
4. Students will not be participating in off-site recycling drop-off at this time. Off-site drop off of recyclables will be completed by a staff member each Monday, when students are not present

## **Section VI- NEW PROCEDURES FOR STUDENT MATERIALS**

### **VI-A- Soiled Clothing**

In an attempt to minimize the possible risk of transmission of or exposure to Covid-19 between students and/or staff at the Autism Model School, staff should take extra measures to separate and prevent close contact between student belongings including increased use of PPE by staff members when handling student clothing (both clean and soiled) when students are at school. In addition, the following procedures have been outlined for handling student clothing while at school:

#### **Clean Student Clothing**

- Staff should wash their hands before handling student clothing
- Staff should handle clean student clothing with a minimum of gloves and a mask on while at school
- Clothing should be stored separately from other classroom students' belongings in its own container or bag
- Special care should be taken with shoes which are more likely to be worn in different environments without being sanitized in between
- Staff should remove gloves and dispose of them immediately after handling a single student's clothing
- Staff should immediately wash their hands or use hand sanitizer after removing gloves

#### **Soiled Student Clothing (to be sent home)**

- Staff should wash their hands before handling student clothing
- Staff should handle soiled student clothing (urine, feces, sweat, saliva, etc) with a minimum of gloves, a mask, and a gown on
- Staff should remove gloves and dispose of them immediately after handling a single student's soiled clothing
- Staff should immediately wash their hands or use hand sanitizer after removing gloves
- Clothing should be stored separately from other classroom students' belongings in its own container or preferably immediately double bagged and placed in the student's backpack to go home.
- Special care should be taken with shoes which are more likely to be worn in different environments without being sanitized in between.

#### **Soiled Student Clothing (to be laundered at school)**

- Staff should wash their hands before handling student clothing
- Staff should handle soiled student clothing (urine, feces, sweat, saliva, etc) with a minimum of gloves, a mask, and a gown on



- Staff should remove gloves and dispose of them immediately after handing a single student's soiled clothing
- Staff should immediately wash their hands or use hand sanitizer after removing gloves
- Each classroom will have a designated laundry container for dirty and clean clothing. Those containers should be cleaned and sanitized between each use.
- Soiled student clothing should be kept in a separate area from general laundry in its own container or preferably double bagged until a classroom's assigned laundry day.
- Staff should follow all procedures set forth in the shared laundry areas procedures in this manual.

## VI- B- Tablets/Electronics from Home

In order to prevent the spread of Covid-19 and other illnesses, the following procedures will be implemented when handling student items brought to school from home:

1. Any items brought by a student to school from home must be able to be thoroughly cleaned/disinfected upon arrival. \*No cloth or plush items will be permitted. See table below for examples:

Acceptable Items from Home	Non-Acceptable Items from Home
<ul style="list-style-type: none"><li>• Electronics with hard cases (i.e. ipads, tablets, phones)</li><li>• Plastic toys or figurines</li><li>• Videos/video games in hard cases</li></ul>	<ul style="list-style-type: none"><li>• Plush toys/stuffed animals</li><li>• Pillows/blankets</li><li>• Board games/puzzles</li></ul>

\*Exceptions may be made for items that are necessary for an individual student's safety and/or daily functioning, with consultation from the clinical management team and classroom teacher.

2. Items brought from home should not be shared between students.
3. Student items brought from home should be disinfected immediately upon arrival, as well as at the end of the day.
4. In the event that a non-acceptable item is brought to school, that item will remain in the student's backpack or placed in a tied plastic bag and sent home with the student at the end of the day.
5. Concurrent with the school's existing food policies, no food brought by students or staff from home or should be shared with others.
6. Items brought from home should not be shared between students.

## **Section VII- NEW POLICIES AND POLICY GUIDANCE**

### **VII-A- Sick Time**

Autism Model School adopts the Families First Coronavirus Response Act (FFCRA) guidelines for sick leave related to infections with Corona Virus. These policies and procedures are subject to change based on updates within the FFCRA.

#### **Paid Sick Leave—All Employees**

Any employee (regardless of how long they have been employed) is eligible for up to a total of two weeks of paid Sick Leave for any of the following six reasons with the following pay:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
  - a. Available Pay: the employee's regular rate for up to 80 hours (pro-rated for part-time employees based upon their average hours).
  - b. Note: A qualifying quarantine or isolation order may include a governmental shelter-in-place or similar order only if such order causes the employee to be unable to work and the employer otherwise would have work (including remote work) for the employee.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - a. Available Pay: the employee's regular rate for up to 80 hours (pro-rated for part-time employees based upon their average hours).
  - b. Note: The advice to self-quarantine must be based upon the health care provider's belief that the employee has or may have COVID-19 or is particularly vulnerable to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
  - a. Available Pay: the employee's regular rate for up to 80 hours (pro-rated for part-time employees based upon their average hours).
  - b. Note: COVID-19 symptoms that could trigger leave for this reason have been identified by the Centers for Disease Control and Prevention. Leave taken for this reason is limited to the time an employee is unable to work because he or she is taking affirmative steps to obtain a medical diagnosis, such as the time spent making, waiting for, or attending an appointment for a test for COVID-19. Sick Leave under the FFCRA is not available to self-quarantine without seeking a medical diagnosis.
4. To care for an individual who is subject to an order under reason 1 or has been advised to self-quarantine under reason 2.
  - a. Available Pay: two-thirds of the employee's regular rate for up to 80 hours (pro-rated for part-time employees based upon their average hours).
  - b. Note: The individual being cared for must be an immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care

for the person if he or she were quarantined or self-quarantined, such as a roommate. The temporary rule notes that there must be a genuine need to care for the individual.

5. The employee is caring for a child (under 18 years of age or incapable of self-care due to a mental or physical disability) whose school or place of care has been closed, or the childcare provider is unavailable, due to COVID-19 precautions.
  - a. Available Pay: two-thirds of the employee's regular rate for up to 80 hours (pro-rated for part-time employees based upon their average hours).
  - b. Note: Leave is only available for when an employee needs to, and actually is, caring for his or her child, and no other suitable person is available to care for the child during the period of such leave. If the child is 14-17 years old, leave is available only if special circumstances prevent the employee from working or working remotely during normal working hours. If the child is 18 years old or older, the child must be incapable of self-care due to a mental or physical disability to qualify for this reason for leave.
6. The employee is experiencing any other substantially similar condition specified by the US Department of Health and Human Services.
  - a. Available Pay: Two thirds of the employee's regular rate for up to 80 hours (pro-rated for part-time employees based upon their average hours).
  - b. Note: The US Department of Health and Human Services (HHS) has not yet identified any "substantially similar condition" that would allow an employee to take Sick Leave.

**Extended FMLA Leave (EFMLA)—Employees on payroll for at least 30 calendar days prior to the date their leave would begin.**

Employees who have been employed for at least 30 days (or, if laid off on or after March 1, 2020 and rehired, employed for at least 30 of the 60 calendar days prior to the date of layoff) are eligible for up to a total of 12 weeks of EFMLA Leave only for reason 5, as follows:

The first two weeks of EFMLA leave is unpaid, provided:

- If an employee has available paid Sick Leave, such leave will run concurrently with the first two weeks of EFMLA Leave to ensure pay during this time.
- If an employee has used available Sick Leave in full or in part for any qualifying reason other than reason 5, then AMS may elect to, or the employer may require, use of available paid time off under other policies to ensure pay during this time.
- Otherwise, if an employee has no available paid time off under other policies, leave will be unpaid.

The following 10 weeks of EFMLA Leave is paid as follows:

Amount of Pay: two thirds of the employee's regular rate, capped at \$200.00 per day (up to \$10,000.00 in total).

As a result, an employee taking leave for reason 5 will receive no more than 12 weeks of combined paid Sick Leave and paid EFMLA Leave.

**Furloughed, laid off or terminated employees**

This policy does not restrict AMS from carrying out reductions-in-force or furloughing employees after the April 1, 2020, effective date of the FFCRA. Employees are not entitled to FFCRA after the date of furlough, layoff or termination. Furloughed, laid off or terminated employees are eligible to apply for unemployment benefits with the Unemployment Bureau.

## Intermittent or Reduced Leave Schedule

Sick Leave and EFMLA Leave can be used intermittently or on a reduced Leave schedule only if AMS approves, with one exception. If an employee is still working on site and is not working from home and needs Sick Leave for reasons 1,2,3,4,or 6 above **(any qualifying reason other than reason 5)**, when leave is needed due to school closure (other than AMS closure) or child care unavailability, Sick Leave must be taken in full-day increments only until the reason for leave ends or the employee has exhausted his or her Sick Leave benefits.

## Employee Notice and Information to Substantiate the Need for Leave

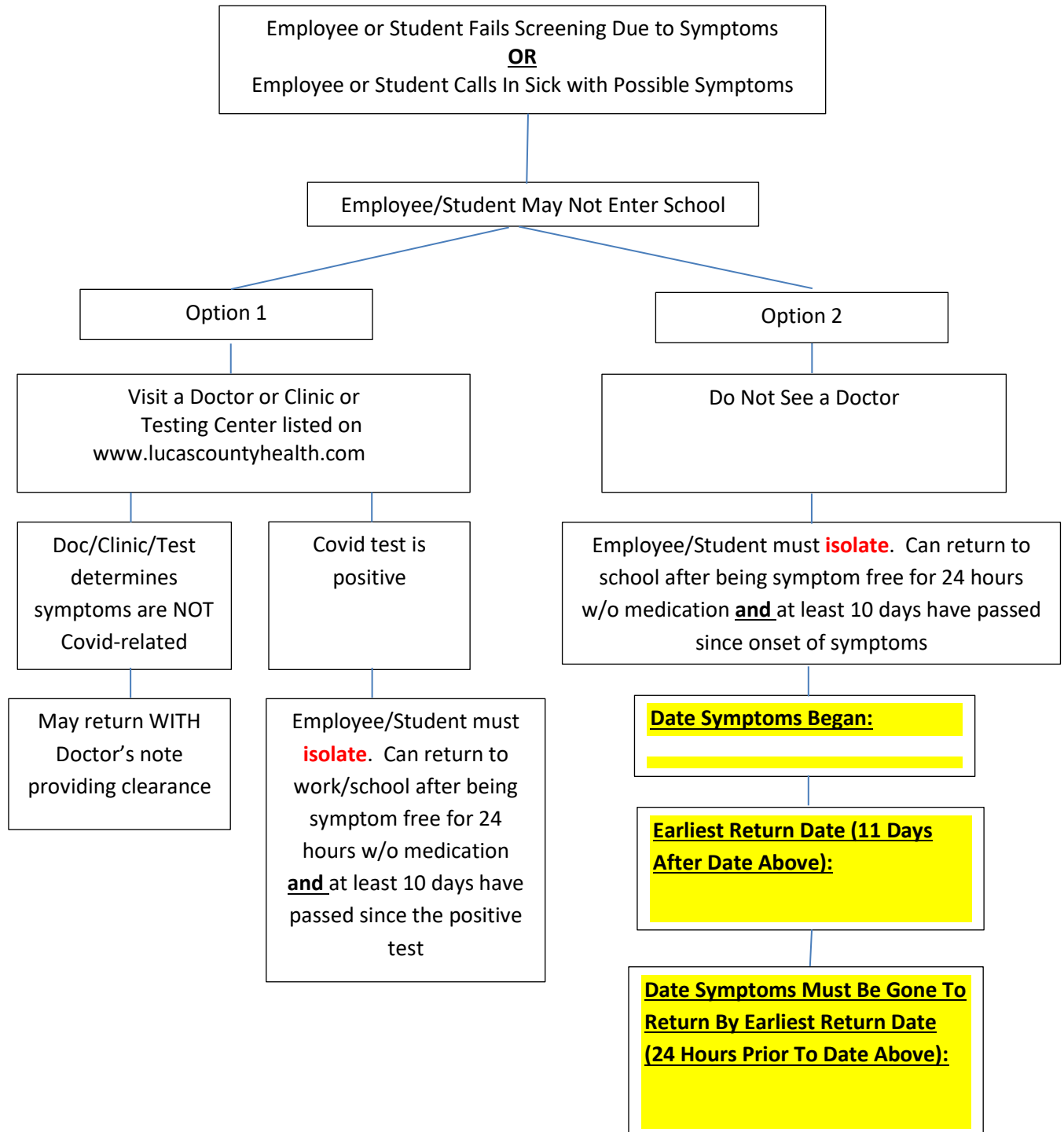
Autism Model School requires written notice as soon as practicable after the first workday (or portion thereof) that leave is taken.

When an employee requests leave, to substantiate the need for leave the following information needs to be submitted from the employee (or the employee's representative, such as a spouse, adult family member, or other responsible party, if the employee is unable to do so personally):

- The employee's name, date or dates for which leave is requested, and the specific qualifying reason for such leave.
- A statement from the employee that he or she is unable to work, including by means of remote work if it is available.
- In the case of a leave request due to a quarantine order or self-quarantine advice (reasons 1 or 4), the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, as applicable, and if the individual subject to the quarantine order advice to self-quarantine is not the employee, that individual's name and relation to the employee.
- In the case of a leave request based on a school closing (Not AMS) or child care provider unavailability (reason 5), the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving leave. Further, with respect to the employee's inability to work or work remotely, because of a need to provide care for a child older than 14 during daylight hours, the employee should provide a statement that special circumstances exist requiring the employee to provide care.

If an employee fails to provide proper notice, AMS will give the employee notice of the failure and an opportunity to provide the required information prior to denying the request for leave.

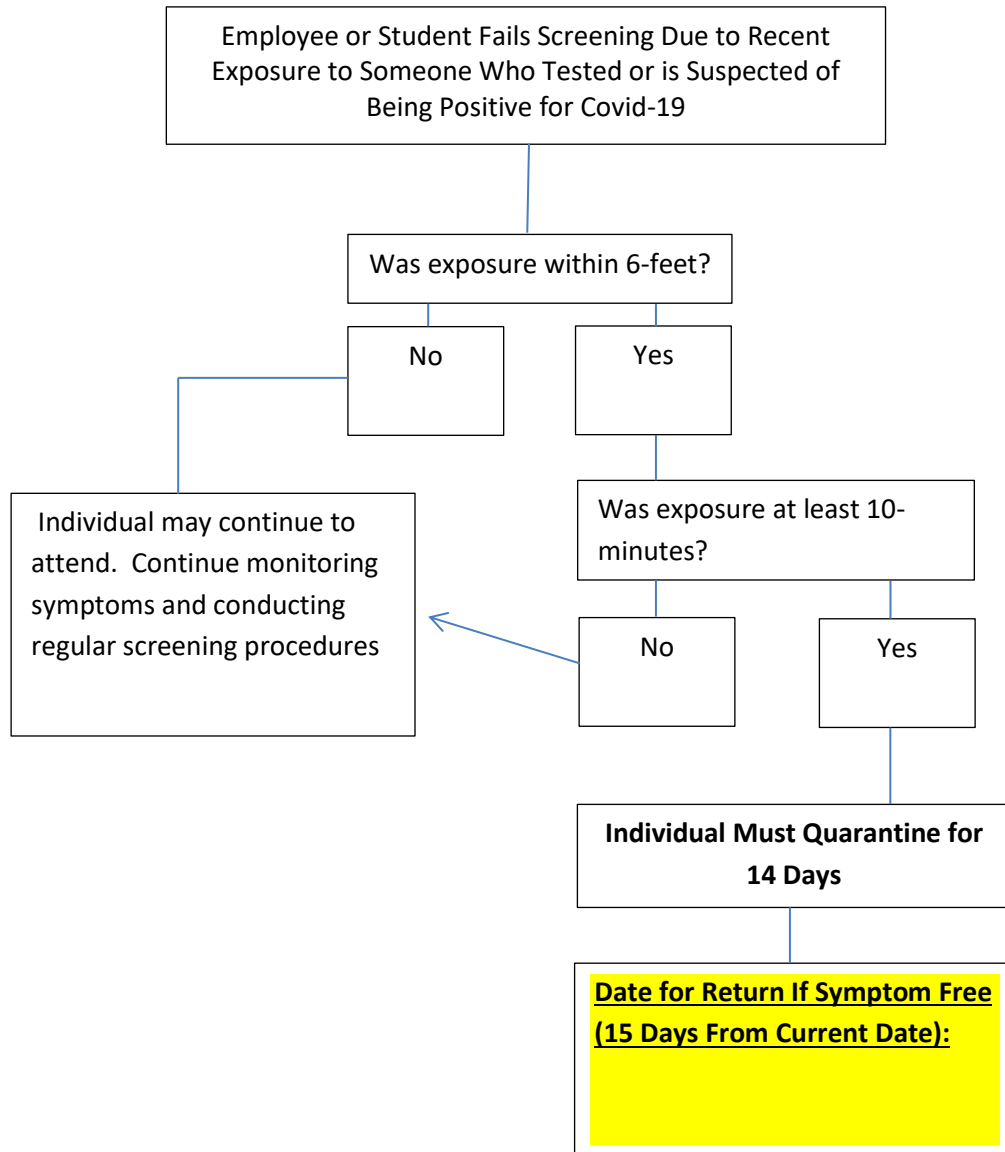
## VII- B- Failed Screening Due to Covid Symptoms



Employees experiencing absences from work due to circumstances listed above may choose to use their regular sick-time hours or access sick hours under the Family First Cornona Virus Response Act.

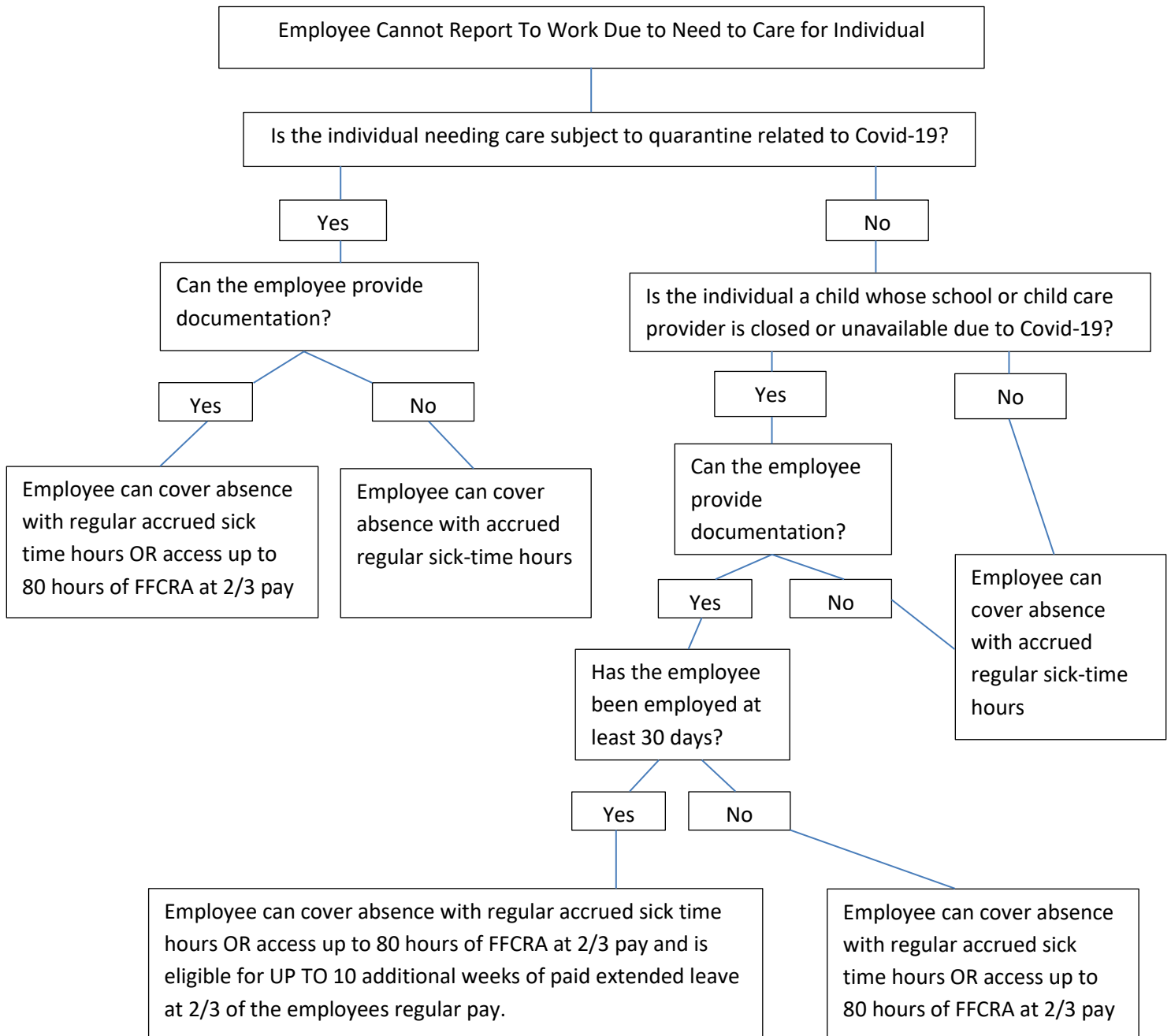
School must complete information needed for Option 2 for any student/employee failing a screening or calling in sick to work with possible Covid-19 Symptoms. The employee and school should each receive a copy.

VII- C- Failed Screening Due to Recent or Exposure to Suspected or Confirmed Case



Employees experiencing absences from work due to circumstances listed above may choose to use their regular sick-time or access sick hours under the Family First Cornona Virus Response Act.

**VII- D- Missing Work Due to Need to Care for Another Individual Subject to Quarantine OR to Provide Care for a Child Who's School Or Child Care Provider is Unavailable Due to Covid-19**





### Section VIII: Employee Training Plan

Monday	Tuesday	Wednesday	Thursday	Friday
		8/19  -Admin and CMT review manual in entirety  -Generate list of materials and environmental set-up needed  -Identify staff arrival needs for Day 1  -Assign roles/task items	8/20  -Set up temp check stations  - Role Play arrival steps  - Establish recording procedures  -Evaluate needs for remote delivery of Re-opening Plan content to teachers	8/21  -Send out communication to teachers regarding procedures for arrival on Monday.  -Generate and send agenda to teachers  -Begin environmental set-up/material development
8/24  -Manual Review with teachers  (70-min. meet/10-min break)	8/25  -Manual Review with teachers  (70-min. meet/10-min break)  Individual Remote Learning Plans Review/Discussion	8/26  - Headsprout Review - TeachTown Review - Begin IRLP's	8/27  - Teachers begin developing IRLP's work with CMTS	8/28  - Teachers begin developing IRLP's work with CMTS
8/31  -Manual review with para's and teachers  (70-min. meet/10-min break)	9/1  Manual Review with para's and teachers  (70-min. meet/10-min break)	9/2  Classroom Setup Review IRLP Follow-Up Material Development Training on Support Roles Group 1 PPE Training	9/3  Classroom Setup Review IRLP Follow-Up Material Development Training on Support Roles Group 2 PPE Training	9/4  TBD

