ACES CASSD/SAILS FALL RE-OPENING PLAN

Leslie Peters Principal
Version 1.0
8-3-20
ACES-SAILS Reopening Plan

ACES School Closure and Reopening Guidelines
Based on the guidance provided by the CSDE’s Adapt, Advance, Achieve document, the SAILS program has developed a reopening model that will outline requirements and procedures for students and staff to return to in-person instruction while maintaining a safe environment. Subsequent plans are also included in the case of a change in current public health data, CSDE recommendations, or a suspected/confirmed case of COVID-19 at school.

The decision to suspend or close a school program for some or all participants will be made by the Executive Director or designee. Any ACES school will implement short-term closure procedures regardless of community school spread if an infected person has been in a school building. In the event a situation occurs at an ACES school, the programming will convert to entirely virtual, and the building will be closed to all students and staff for five days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This will enable the Executive Director, in consultation with the local health department, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19. The Executive Director will send out a communication to all ACES staff, families, and school districts affected regularly to keep all stakeholders updated on the situation.

Schools will initiate recommended CDC cleaning procedures following a confirmed COVID-19 case. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with the local health department and school medical advisor, if applicable.

ACES administrators will work with their local health department following a temporary closure to determine when students and staff can safely return to schools.

ACES-SAILS Fall Reopening Model
Low Transmission Risk (Green)
Due to positive containment efforts in Connecticut, the state asserts that reopening schools can be achieved successfully based on the current data. Subsequently, it is the state’s recommendation that districts should plan for all students to return to in-person, full-time instruction for the 2020-21 school year, so long as public health data supports this model. While we plan for primarily in-person instruction, we realize that there may be parents or caregivers who choose not to participate in this model based upon individual considerations. Strategies for remote instruction (synchronous and/or asynchronous) will be developed based on each student’s individual needs.

Moderate Transmission Risk (Yellow)
In order to maximize health and safety protocols to mitigate community spread of COVID-19, a partial reopening may be deemed necessary. In this case, the school/student schedule will switch to an AABB model that would facilitate reducing the number of people in the building by approximately 50% at any one time. For example, students designated to group A would be on a Monday-Tuesday, in-person schedule. While students in group B would be on a remote learning schedule on Mondays and Tuesdays. Wednesdays would be reserved for building-wide cleaning and the school building will be closed; all learning would be remote (distance-learning) on Wednesday. Students in group B would return on Thursday-Friday for in-person learning, while group A students would participate in remote learning.
High Transmission (Red)
A determination for a school population to shift to a full remote learning model will depend on specific circumstances regarding transmission of COVID-19. Such an order could take the form of a statewide emergency order or if it is determined an outbreak is geographically concentrated in a school, town, or district. Also, if there is a suspected/confirmed case within the SAILS program. This decision would be made in consultation with the Department of Public Health, the Connecticut State Department of Education, and local Health Departments. In the case of a closure, instruction would move to a distance-learning model. Instruction, based on each students’ individual needs, would be determined for synchronous and/or asynchronous learning.

Health Monitoring Plan

ACES requires that staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms, including Fever (100 degrees* Fahrenheit or above) chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

Health Screening:
The first day faculty and staff are in session; they will be required to fill out a form that will ask them to respond to several questions and acknowledgments about their health. After the initial completion of the form, faculty and staff (this includes interns and student teachers) will be asked the same questions. Some questions will be asked weekly and others daily. Going forward from the first day faculty and staff are in session, all faculty and staff will continue to attest to their initial responses each day they log in to work. ACES will ask the following questions.

- Have you knowingly had contact (Contact is defined as being within 6 feet (2 meters) for more than 15 minutes with a person, or having direct contact with infectious fluids from a person with confirmed COVID-19 - for example being coughed or sneezed on) with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days? (Y/N)

- Have you or someone you’ve been in contact with traveled domestically or internationally in the last 14 days? (Y/N)

- Have you or someone you’ve been in contact with traveled to a state designated as a hot spot by the State of Connecticut within the last 14 days? (Y/N)

- Have you or someone you’ve been in contact with attended a gathering where proper social distancing protocol was not followed in the past 14 days? (Y/N)

- Have you had a fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell that cannot be attributed to another health condition in the past 2-14 days? (Y/N)

- I certify, I will follow my employer’s COVID-19 policy.
• I certify that all answers are true and correct to the best of my knowledge.
• I certify that I will contact my direct supervisor immediately should any health concerns arise.

If an employee or intern/student-teacher answers yes to any of the questions, ACES will

• Not let the staff or visitor enter the workplace.
• Immediately separate the employee from other people and arrange transport for home or to a medical facility if indicated.
• Strongly recommend timely testing. If they had close contact with a person with COVID-19, Employees should be tested no sooner than 48 hours after exposure. The employee will contact HR for testing site identification support.
• Not have the employee return to work until the person completed their quarantine or isolation period.
• Staff or students who are sent home or stay home for any of these symptoms will be required to submit a note from their health care provider before returning. Staff or students with negative COVID test should remain home until 48 hours after symptom-free. Staff or students with positive COVID test results should stay at home for 14 days and 48 hours after symptom free.

Health Screening Students

Protocols for health screening at school are in place, but the most critical screening will be done by parents/guardians. By placing a student with symptoms on the bus or bringing them to school, you are risking the health of all faculty, staff, and students your child comes into contact with. Parents/Guardians, please NOTE that when you put your child on the bus each morning, you are certifying that:

• Your student has NOT knowingly had contact (Contact is defined as being within 6 feet (2 meters) for more than 15 minutes with a person, or having direct contact with infectious fluids from a person with confirmed COVID-19 (for example, being coughed or sneezed on) with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days?

• You or someone your student has NOT been in contact with traveled domestically or internationally in the last 14 days?

• You or someone your student been in contact with has NOT traveled to a state designated as a hotspot by the state of Connecticut within the last 14 days?

• Your student has NOT had a fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell that cannot be attributed to another health condition in the past 2-14 days?

• You will follow ACES COVID-19 policies.

• All answers are true and correct to the best of your knowledge.
• You will contact the school immediately should any health concerns arise.
The health screening at home will put the school in the best position to minimize the risk of transmission and allow us to educate students in-person as safely as possible.

When conducting a screening, ACES schools will use the following protocols:

- Use touchless thermometers to take temperature (If the temperature is 100 degrees or above, staff will be required to leave the building immediately. For students, parent/guardian will be contacted to pick up the student as soon as possible.)

- The health screener will wear a face covering and a face shield while performing screening for illnesses.

- All ACES schools will implement a sick plan for students and staff who develop an elevated temperature or who may become ill during the school day. The primary components are listed below.

- Students or staff will be isolated in a room designated for symptomatic people.

- The areas used by a staff member or student with symptoms will be closed off and will not be used until the area is deep cleaned and disinfected by facilities or designated personnel.

- Students will never be left unattended in an isolation room.

- **Parents and/or guardians will be called to pick students up from school immediately.**

- **If a parent/guardian cannot pick up the student promptly, the school will contact individuals on the student’s contact list until a pick-up person is confirmed.** If a student is showing severe signs of illness and school is unable to reach a parent, guardian, or person on the contact list, emergency medical technicians will be contacted.

- The school nurse or designee will identify all students and staff who were exposed to the student/staff member and make information available for the health department if necessary.

- The building administrator or designee will notify a member of the central office compliance team.

- Notification to all ACES staff and families impacted will be communicated from the Executive Director’s office.

- If the school gets information indicating the staff member or students tested positive for COVID-19, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and HIPPA.

- ACES will inform those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

**Face Mask Exemptions**

1. Mask Exemption will be based on documented, diagnosed health issue including physical, physiological, behavioral, and mental health issues.

2. Exemption decision will be made by the appropriate school professional:
   - School Nurse
   - School Social Worker, psychologist, or guidance counselor
BCBA
School Principal or Assistant Principal
OR
Student’s Health Care Provider (HCP)

3. The Student’s parent/guardian and HCP will be informed of mask exemption.

4. Mask exempt status will be noted in Power School, including an alert that will appear next to student’s name if mask exempt.

5. School nurse will briefly document reason for mask exemption in Nurse’s Log in Power School. The person making the decision about exemption (as above) will be responsible for informing nurse of exemption and reason so it can be documented in Power School.
   (This can be one sentence: “Student exempt from wearing face mask due to _______.”)

Rationale:
The CT Reopening Plan does not define any of the exceptions mentioned. We will make every effort to consider each case professionally and objectively, keeping the guidelines in mind. Trouble breathing could be asthma; incapacitated could be based on cognitive ability; medical reason could include autism or anxiety. Many special education students fall into one or more of these categories.

<table>
<thead>
<tr>
<th>The CT Reopening plan states:</th>
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<tr>
<td>For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, per CDC guidance.</td>
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<tr>
<td>For anyone who has a medical reason making it unsafe to wear a face covering, masks should not be required. P 21</td>
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<tr>
<td>AND</td>
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<td>Exceptions may also be necessary for certain special education students or other special populations. P22</td>
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### Suspected COVID 19 Incident:

Building/Program Administration:

If there is a student or staff member that is exhibiting COVID-19 symptoms, the building

If a staff or visitor to the building presents with symptoms of COVID-19 or responds “yes” to any of the indicators above, the following actions will be taken:

- The staff or visitor will not be allowed to enter the workplace.
- The staff/visitor will be immediately separated from other people and will be advised to return home or transportation will be arranged to take the individual home or to a medical facility if indicated.
- Timely testing will be strongly recommended. If they had close contact with a person with COVID-19, employees should be tested no sooner than 48 hours after exposure. If the employee does not have a doctor or healthcare provider: free or low-cost testing is available at several locations to anyone, regardless of immigration status. https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/TestingSiteOnlineResourcesLHJ.pdf.
• The employee will not be allowed to return to work until that person completed their quarantine or isolation period.
• **Staff or students who are sent home or stay home for any of these symptoms will be required to submit a note from their health care provider before returning.** Staff or students with negative COVID test should remain home until 48 hours after symptom-free. Staff or students with positive COVID test results should stay at home for 14 calendar days (10 school days) and 48 hours after symptom-free.

When conducting screenings, ACES SAILS will use the following protocols:

- Use a touchless thermometer that will be cleaned between each use.
- The health screener (such as the school nurse) will wear a facemask and a face shield while performing screening for illnesses.
- ACES SAILS will implement a sick plan for students who develop an elevated temperature or who may become ill during the school day.
  - Students will be isolated in Room 103, designated for sick students.
  - Close off areas used by the sick person and do not use these areas until after cleaning and disinfecting
  - Students will never be left unattended in the isolation room.
  - **Parents and/or guardians will be called to pick student up from school immediately.**
  - If a parent/guardian cannot pick up the student up promptly, the non-emergency support number will be called.
  - School nurse or designee will identify all students and staff who came into contact with the student/staff member and make information available for the health department if necessary.
  - The building administrator or designee will notify the central office compliance team.
  - Notification to all ACES staff and families impacted will be communicated from the central office.
  - **If the school gets information indicating the staff member or students tested positive for COVID-19 school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)**
  - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

• If a student or staff member is exhibiting COVID-19 symptoms while in the building, the person must be immediately isolated. Room 103 on the lower level of the SAILS building is the designated isolation room. Staff will attend to the student who is brought to the isolation room until the parent arrives to pick them up.
• William Rice, ACES Asst. Exec. Director, will be contacted immediately
• A communication will be sent to Emergency@ACES.org email; this will initiate a response from all departments (e.g., Executive Leadership Council, Head Nurse, Facilities, Transportation, & Security).
• Staff and family notifications will be prepared and sent out via Parent Square, once approval is obtained from Central Office.
• Recommend to student’s parent or staff member that they communicate with their health care provider and be tested for COVID-19. Confidentiality will be maintained throughout all communication. Anyone who had close contact with the person suspected of having COVID-19 will be asked to stay home for 14 calendar days (10 school days) after exposure based on the time it takes to develop the illness. **COVID-19 testing is recommended.**

**Transportation Response:**

• Students and staff will be dismissed from the facility as quickly as possible with their devices to support distance learning (staff should not be dismissed before students and students should leave with their devices).

• Staff will be dismissed immediately after students prepared to transition to distance learning the next day.

• ACES transportation department will coordinate the transporting of non-exposed students to their homes. Students in the same cohort or group as the suspected student or staff member must be picked up by a parent or guardian.

**Facilities Response:**

• The building areas the person came into contact with will be disinfected by ACES facilities or other designated personnel per the CDC/Health Department guidelines.

• The building will be locked down once everyone has exited the facility.

• **Building is Closed Do not Enter** signs will be posted at all entrances.

• Additional actions will be taken based on guidance from the health department and the outcome of the staff or student’s COVID 19 test results.

**If COVID 19 test is positive:**

If the test result is **Positive** or there are **No Test Results** are available:

• Students and staff cannot return until notified by Central Office.
• Schools and programs will transition to distance learning plans.

**Building/Program Administration**

• Will send notification of results of the COVID 19 test to the emergency response team via Emergency@ACES.org.
• Will forward copies of the COVID 19 tracing logs to security, facilities, nursing, and human resources.

**Building/Program Nurse or designee**

• Will report the situation to the Local and State Health Department
- **Security**
  - Will review tracing logs and begin contact-tracing notifications.

- **Facilities**
  - Will close the building.
  - Will complete deep building disinfection.
  - Will notify everyone when the facility has been disinfected and available for occupancy.

**ELC:**
- Will coordinate with the local health department and authorize the re-opening of the facility.
- Communicate with sending districts, ACES staff, school/program staff, and families throughout the process and provide regular updates on decisions made.

If the test result is **Negative:**
- Students and staff cannot return until notified by Central Office.
- Schools and programs will transition to distance learning plans.

**Building/Program Administration**
- Will send notification of results of the COVID 19 test to the team via [Emergency@ACES.org](mailto:Emergency@ACES.org).
- Will forward copies of the COVID 19 tracing logs to security, facilities, nursing, and human resources.

**Building/Program Nurse or designee**
- Will report the situation to the Local and State Health Department

**Security**
- Will review tracing logs and begin contact-tracing notifications.

**Facilities**
- Will close the building.
- Will implement standard disinfection procedures.
- Will notify everyone when the facility has been disinfected and available for occupancy.
ELC:

- Will coordinate with the local health department and authorize the re-opening of the facility.
- Communicate with sending districts, ACES staff, school/program staff, and families throughout the process and provide regular updates on decisions made.

General Questions

For general and/or non-emergent questions about safety and security, contact any member of the Compliance Liaison Team below or email us SAFETY@aces.org.

<table>
<thead>
<tr>
<th>Meg Birmingham</th>
<th>Tim Gunn</th>
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<tr>
<td>Nursing Coordinator/Health Advisor</td>
<td>Director of Facilities</td>
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<tr>
<td><a href="mailto:mbirmingham@aces.org">mbirmingham@aces.org</a></td>
<td><a href="mailto:tgunn@aces.org">tgunn@aces.org</a></td>
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<tr>
<th>Jason Hiruo</th>
<th>William A. Rice</th>
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<tr>
<td>Director of Safety</td>
<td>Assistant Executive of Schools and Curriculum</td>
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<tr>
<td><a href="mailto:jhiruo@aces.org">jhiruo@aces.org</a></td>
<td><a href="mailto:wrice@aces.org">wrice@aces.org</a></td>
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Student Transportation – Drop Off and Pick Up Protocols

- Districts or parents will provide transportation to and from school
- If parents transport, they will be asked to remain outside the school building to ensure the student does not show signs of being ill. Parents will be required to wear a facemask at all times when interacting with staff.
- Parents who transport will be asked to provide the self-administered health screen for their child to staff upon drop off (i.e., temperature taken with touchless thermometer, no symptoms of illness displayed by the student.)
- SAILS staff will be in parking lot to ask transportation to wait for a previous drop off/pick up to be completed or to direct specific students’ rides to their designated drop off/pick up location.
- Staff will don PPE prior to assisting students in and out of vehicles (i.e., facemask, face shield).
- Transportation companies will be alerted prior to school opening regarding new traffic and drop off patterns in the parking lot.
Health, Safety and Hygiene

Hand washing

- Students and staff will have scheduled handwashing several times per day.
- Students will have the opportunity to wash their hands:
  - Upon arrival at school
  - After using the lavatory
  - Before and after breakfast or lunch.
  - After participating in outdoor activities
  - After any physical activities
  - After blowing their nose, coughing or sneezing
  - At dismissal before entering the transportation

Handwashing protocol:

- Wash hands with soap and water for at least 20 seconds
- Wash hands using a hand sanitizer that contains at least 60% alcohol and be sure to cover all surfaces of their hands and rub them together until they feel dry.
- Avoid touching eyes, nose, and mouth with unwashed hands.

Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are challenging to maintain (e.g., grocery stores and pharmacies, schools), especially in areas of significant community-based transmission.

Staff and students will wear face masks in school and on transportation, or at a worksite and anywhere else where social distancing cannot be maintained. This requirement also applies to parents dropping off or picking up children.

The following individuals are exempt from this requirement per CDC guidelines:

- **Anyone for whom the use of a face mask would be contrary to his or her health or safety because of a medical condition (must submit a Doctor’s note to school nurse);**
- **A child whose parent, guardian, or person responsible for the child is unable to remove the facemask safely on their face.**

Providing Face Coverings:

ACES will provide the appropriate face covering to any student or staff member who does not have one. Face covering includes cloth face covering or face masks. (See below on guidance for face coverings)

**Face masks.** Surgical or procedure masks should be reserved for healthcare professionals (HCP), such as the school nurse or school medical advisor, or staff providing direct support to students with special healthcare needs or disabilities.

**N95 respirators.** N95 respirators should be primarily reserved for school nurses who may be involved in aerosol-generating procedures such as, provision of oxygen via high-flow nasal cannula, nebulizer treatments, and open suctioning. Staff not engaged in providing such procedures may wear cloth face coverings (or procedure mask if available).
Face Shields. Face shields protect the eyes, nose, and mouth from contamination from respiratory droplets, along with masks or respirators.

- Face shields should be used by staff (such as school nurses) who are involved in aerosol-generating procedures such as the provision of oxygen via high-flow nasal cannula, nebulizer treatments, and open suctioning.
- Face shields worn with face masks may also be used by staff who support students with special healthcare needs (who are not able to wear masks and who may need assistance with activities of daily living, such as toileting, eating).
- Students may also wear face shields during speech and language exercises when face coverings/masks are not appropriate for the activity.

Protecting High-Risk Educators
ACES will provide educators with surgical masks and face shields in cases where close contact between educators and students is highly likely (such as when interacting with individual students with disabilities who cannot socially distance).

At SAILS, students will be paired with their 1:1 or 2:1 staff, as well as teachers, BAs, and related service staff in order to provide individualized instruction that includes physical prompting, modeling, and other teaching strategies that require staff be within 6 feet of the student. Staff working with students who will not tolerate wearing a mask will be provided with a mask and face shield to wear.

Social Distancing:

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing, SAILS staff will stay at least 6 feet (about two arms’ length) from other staff members or visitors to the building. Six-foot distancing should always be maintained under these circumstances.

In the few cases where distancing is not possible (such as, when working with SAILS students), appropriate face coverings and other protection (such as face shields, disposable masks) will be required to be worn by staff. For students who present with significant challenges with adherence to safety guidelines and PPE, that impacts the health and safety of other students and staff, we will immediately schedule a Program Review PPT to determine the student’s eligibility for in-person instruction.

The only times when distancing may not be possible should be when staff members are:
- Accommodating students with special health care needs or disabilities who may require direct contact (e.g., assisting with instruction, toileting or ambulation).
- Conducting health assessments or screenings (e.g., taking a temperature or listening to lung sounds by the school nurse).

All classroom and community spaces will be set up to promote social distancing.

There will be markings set up throughout the school to identify that students and staff are at least 6 feet away from other students and staff in all classroom and community spaces in the school.
Group sizes

- Individual student needs and maximum amount of people that can be in a room using social distancing have been used to determine the exact student to teacher ratio for classroom groups.

- ACES-SAILS will adjust the group size based on the size of the classroom or environment to ensure that the instructional area is large enough to allow for social distancing to the greatest extent possible between students and staff.

- Doors to all rooms will be marked with the maximum number of students with their staff who can be in the room and maintain appropriate social distancing to the greatest extent possible.

Mixing of Groups

When more than one adult is required in a classroom, staff will work in consistent teams to minimize cross-contamination of student groups.

- Each classroom will establish students who will be assigned to either group A or group B. Each group will begin their day either working in the environments in the lower level (after going to their locker) or the classroom(s) on the upper level (after going to their locker). The staff assigned to work in each group will remain as staff for that group to the greatest extent possible.

- Staff and student pairing or grouping will be assigned prior to student arrival each day.

- Lockers have been color coded to represent Group A or B students. Each color coded locker alternates and is 6 feet from the closest locker. Locker times between students may need to be staggered if the students are not able to maintain social distance while at their locker.

- Staff will stay with the same student or small group of students and staff throughout the day to the greatest extent possible.

- Students will stay with the same group of students (i.e., Group A or B) throughout the day as much as possible (i.e., for small group lessons, morning meeting, lunch, etc.)

- Staff will keep a log if any mixing occurs during the day.

Material Sharing:

ACES will restrict the sharing of educational materials between individuals. These materials include, but are not limited to, books, computers, calculators, writing utensils, and art supplies.

- No two individuals should use the same instructional materials in a given school day.
- All materials will be appropriately cleaned, disinfected, or sanitized at the end of each school day with approved cleaning supplies.
• Computer keyboards will be wiped down with approved disinfecting wipes after each use.

Storage:

• ACES-SAILS will provide each student with a specific cubby or locker to store their personal belongings.

Facilities:
As much as possible, ACES will adjust facilities to minimize the risk of infection:
ACES will:
• Adjust indoor air ventilation as conditions allow
• Use outdoor instruction where safety conditions and physical space allow.
• Ensure that all water and ventilation systems are safe to use after a prolonged facility shutdown.

Use of Outdoor Space
As much as possible and weather permitting, ACES-SAILS will utilize outdoor space for the following purposes:
• Instruction
• Breaks during transition from one location to another while the previous and next location are sanitized.
• Meals
• Movement breaks
• While waiting for pick up in the event of a suspected case of COVID-19

Healthy Hygiene Practices
ACES will promote healthy hygiene practices by posting signs on how to “Stop the Spread” in all school buildings in easily seen locations.

Hand hygiene:

ACES will:
• Reinforce to staff and students, regular handwashing with soap and water for at least 20 seconds should be done regularly.
• Provide alcohol-based hand sanitizer at every school entrance and in every classroom, kept secured in classrooms where children can safely use sanitizer with supervision.

Respiratory hygiene: ACES will encourage all staff and students to cover coughs and sneezes with tissues or the corner of the elbow. Dispose of soiled tissues immediately after use.

Training: ACES-SAILS will provide in-person or video training that covers social distancing, cleaning protocols, and hygiene practices for all staff.
Cleaning & Disinfection

Cleaning logs: ACES will implement the use of a cleaning log to track cleaning frequency at each school.

Cleaning practices:

ACES will ensure that bathrooms are thoroughly cleaned and disinfected twice a day and will follow CDC disinfecting and cleansing protocols.

Specifically, ACES will:

- Use disinfectants correctly
- Clean surfaces before use. Disinfectants cannot penetrate the dirt barrier.
- Use green products. Green products are certified by an independent third party.
- Conduct disinfection in the absence of children or periods of lowest occupancy.

In addition to full cleaning and disinfection twice daily, ACES staff will spot-disinfect high-touch surfaces throughout the day. ACES will also place signs near sinks reminding students and staff to wash hands before and after using the restroom.

ACES Transportation

ACES will:

- Where there is low transmission risk (Green) in the community and some restrictions are in place in schools, ACES buses and vans will operate up to full capacity.
- LEAs who believe they may need to operate buses at high capacity levels should prioritize assessing alternative options and increase monitoring of the mitigating strategies.
- All students (if they do not have a diagnosed medical condition to prevent them from doing so) and staff on the van will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit.
- The students or staff face covering must be in place prior to boarding the bus and must be kept in place until they are completely off the bus.
- Passenger density will be reduced significantly when there is moderate spread (Yellow), because schools will be employing remote blended learning when in this status. During moderate spread bus passengers will be spaced with family members sitting together and non-family members should be spaced 6 feet apart utilizing alternating diagonal seating.
- Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The rider’s face covering must be in place prior to boarding the bus and must be kept in place until they are completely off the bus. Students should load into the bus from the back row to the front (where the first passengers onto the bus sit in the back row) and then unload the bus in a controlled manner upon arrival at the school from front to back by seat. This will reduce the number of people passengers pass by as they get on the bus and will prevent crowding in the center aisle when the bus arrives for unloading.
- Students must not change seats during the route.
• ACES will employ temporary monitors on student transportation at the beginning of the school year to facilitate successful compliance with school health policies on the bus.
• ACES will provide back-up masks if students do not have face coverings when boarding the bus or van.
• ACES asks that parents place face covering on the student before the student enters the transportation. The temporary monitor will assist when necessary, but the employee is there to encourage students to keep their face covering on not to assist because assisting the students will place the temporary monitor in close contact with the student.

Operations Plan
The CSDE has provided guidance on limiting the number of students who are exposed to or may be diagnosed with COVID-19 if there is community transmission in a school. It is advised that maintaining stable cohorts helps to mitigate the risk of spreading COVID-19. The sample of student and staff groupings and schedule below provide an example of how the cohorts will be divided and scheduled at SAILS. The AB schedules would alternate locations (classroom level/environment level) one time per day.

Daily Operations for In-Person Instruction – Example:

<table>
<thead>
<tr>
<th>Room 205</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students*</td>
</tr>
<tr>
<td>Group A</td>
</tr>
<tr>
<td>AB</td>
</tr>
<tr>
<td>CD</td>
</tr>
<tr>
<td>EF</td>
</tr>
<tr>
<td>GH</td>
</tr>
<tr>
<td>Group B</td>
</tr>
<tr>
<td>IJ</td>
</tr>
<tr>
<td>KL</td>
</tr>
<tr>
<td>MN</td>
</tr>
<tr>
<td>OP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A</td>
</tr>
<tr>
<td>KB</td>
</tr>
<tr>
<td>JL</td>
</tr>
<tr>
<td>CR</td>
</tr>
<tr>
<td>VA</td>
</tr>
<tr>
<td>Group</td>
</tr>
<tr>
<td>KL</td>
</tr>
<tr>
<td>SR</td>
</tr>
<tr>
<td>FF</td>
</tr>
<tr>
<td>KT</td>
</tr>
</tbody>
</table>

*Remaining students in classroom opt for remote learning.
### In Person Instruction Schedule – SAMPLE

<table>
<thead>
<tr>
<th>Monday (Sample Schedule)</th>
<th>Monday (Sample Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A – Upstairs</td>
<td>Group B - Downstairs</td>
</tr>
</tbody>
</table>

**ORANGE LOCKERS 8:30-9:00**  **YELLOW LOCKERS 9:30-10**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival – Enter through front door</td>
<td>8:30-9:00</td>
<td>Arrival – Enter through back foyer by gym</td>
<td>8:30-9:00</td>
</tr>
<tr>
<td>AM Classroom time</td>
<td>9:00-11:30</td>
<td>AM Environment time</td>
<td>9:00-11:30</td>
</tr>
<tr>
<td>Rotate b/t copy room, classroom,</td>
<td></td>
<td>Rotation schedule b/t environments</td>
<td></td>
</tr>
<tr>
<td>music room, cafeteria</td>
<td></td>
<td>Related Services time</td>
<td></td>
</tr>
<tr>
<td>Related Services time</td>
<td></td>
<td>Alternate outdoor time</td>
<td></td>
</tr>
<tr>
<td>Outdoor time opposite</td>
<td></td>
<td>opposite Group A when appropriate</td>
<td></td>
</tr>
<tr>
<td>Group B when appropriate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch 11:30-12:00 in assigned classrooms/environments</td>
<td></td>
<td>Classrooms/environments sanitized upon student departure</td>
<td></td>
</tr>
<tr>
<td>12:00-12:10 Movement Break throughout the building in large spaces or outside. Social distancing will be maintained.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM Classroom time</td>
<td>12:10-2:30</td>
<td>PM Environment time</td>
<td>12:00-2:30</td>
</tr>
<tr>
<td>b/t copy room, classroom,</td>
<td></td>
<td>Rotation schedule b/t environments</td>
<td></td>
</tr>
<tr>
<td>music room, cafeteria</td>
<td></td>
<td>Related Services time</td>
<td></td>
</tr>
<tr>
<td>Related Services time</td>
<td></td>
<td>Alternate outdoor time</td>
<td></td>
</tr>
<tr>
<td>Outdoor time opposite</td>
<td></td>
<td>opposite Group A when appropriate</td>
<td></td>
</tr>
<tr>
<td>Group B when appropriate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismissal – Exit through front</td>
<td>M, T, Th, F: 2:30</td>
<td>Dismissal – Exit through back foyer by gym</td>
<td>M, T, Th, F: 2:30</td>
</tr>
<tr>
<td>door</td>
<td>W: 1:00</td>
<td></td>
<td>W: 1:00</td>
</tr>
<tr>
<td>Group A – Downstairs</td>
<td>Group B - Upstairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ORANGE LOCKERS 8:30-9:00</strong></td>
<td><strong>YELLOW LOCKERS 9:30-10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Arrival – Enter through front door and use stairs to lower level</strong></td>
<td><strong>Arrival – Enter through back foyer by gym</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30-9:00</td>
<td>8:30-9:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AM Environment time</strong></td>
<td><strong>AM Classroom time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotation schedule b/t environments Related Services time Alternate outdoor time opposite Group B when appropriate</td>
<td>Rotate b/t copy room, classroom, music room, cafeteria Related Services time Alternate outdoor time opposite Group A when appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00-11:30</td>
<td>9:00-11:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lunch 11:30-12:00 in assigned classrooms/environments</strong></td>
<td><strong>Classrooms/environments sanitized upon student departure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
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<td><strong>PM Environment time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
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</tr>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>M, T, Th, F: 2:30 W: 1:00</td>
<td>M, T, Th, F: 2:30 W: 1:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Considerations for students who require 1:1 staffing or physical prompting may include: Prompting from behind, elbow guiding from behind during transitions to avoid face-to-face contact, use of gloves, and extra space allotments in settings and halls to avoid upsetting students with sensory processing issues.
- When using edible reinforcers with a student, the staff member must wear gloves in addition to the face mask and any other applicable PPE.
- Maximum room capacities will be posted for each space on the outside of the door with capacities lowered and adequate space allotted for those students who may need an emergency intervention necessitating additional staff support.
- On both the upper and lower level of the SAILS facility, larger spaces have been identified to allow for movement breaks within the building for those students who, due to asthma, allergies, or other medical conditions, are unable to access the outside environment.
- Visual signage and floor markings will be used to support flow of traffic in hallways. Instructional spaces and social distancing space will also be visually marked.
- Visitors will not be allowed in the building during student hours with the exception of providers essential to the provision of IEP services.
- For students who wear masks during the day, scheduled mask breaks will be provided in a safe environment where the student will be socially distanced from the staff or others.
• Related services (Speech, OT, PT) will also be provided in-person. Related service staff will schedule sessions in the student’s classroom or in a designated space that has been sanitized.

**Provision of Related Services**

• Given the possibility of widespread infection due to related service staff servicing large numbers of students which may be from different cohorts across the day, the method of service provision will be determined on a case by case basis. This may include direct service, virtual service, or a hybrid model depending on student needs and current circumstances. Related service staff will schedule students from the same cohort to the greatest extent possible.
• Service delivery will take place in each students’ classroom or environment or in the speech and language room or the studio. Locations will be determined on a case by case basis.
• Staff may be present in the building and teaching in-person or virtually from across the building with instructional staff supporting the sessions. This will be decided on a case by case basis.
• Related service staff will be required to wear masks and face shields when working with students. In the case of related service staff who require that students see their mouth in order to model sounds or language, they will wear a face shield, a face shield and a clear mask, or a clear mask, if available, and based on student’s ability to wear a mask.

**Daily Operations for Students Not Returning for In-Person Instruction:**

In the event that it is decided that a student will not return to in-person learning or, if the state and/or CDC determine that districts need to move to remote learning due to the COVID-19 transmission rate elevating to a high level, in-person learning will move to remote learning. Remote learning will provide SAILS families with the following options:

• Non-digital resources: For all families including those who are unable to access items on-line, ACES Autism Programs will provide, to the greatest extent possible, tangible resources upon request and appointment for pick-up. The request for materials will come after consultation with the classroom leadership. Materials will be prepared and available for pick-up at a scheduled time with the families. Building leadership will arrange pick-up appointment times. Delivery of materials may become an option for families who do not have the ability to pick up. This option is contingent on the building being accessible to staff.
• The ACES Educational Technology department will distribute Chrome Books to students upon request and based on availability.
• Educational Team Meetings: The educational team for each student in the ACES Autism Programs will schedule and hold weekly team meetings with the families. Classroom leadership will work to formulate a schedule of conferences to be followed during the closure. Therapists will be notified of the schedule of team meetings and will participate as able (understanding that therapists have large caseloads). If a therapist is unable to attend a team meeting then the teacher will follow-up with that therapist regarding any specifics from the meeting. The therapist will then follow-up with the family. Meetings can be held utilizing Zoom Technology or through phone conferencing. If available to families, video conferencing is the preferred method. These weekly team meetings will be an opportunity to check in with families and provide feedback and suggestions as needed. These conferences should not be longer than 45 minutes in length.
• Teleservices: Teleservice is defined as the application of telecommunications technology to the delivery of services at a distance by linking the practitioner to a student, parent/caregiver or other service provider for intervention and/or consultation, often through related services identified in a student’s Individualized Education Program. At SAILS, teleservices can be offered to the greatest extent possible in the form of speech therapy, occupational therapy, or physical therapy,
if these services are listed on the student’s IEP. Special education sessions with the teacher may also be provided, when appropriate.

- Further options for remote learning can be discussed between the students’ family and the educational team based on individual student needs.

**Meals at School**

All students will eat in their assigned classroom/environment within their cohort.

If students supply their own meals they will transport their food and utensils in a closed container labeled with the student’s name. The container will be placed in the student’s locker/cubby until meal time and returned immediately following meal time. Students who require adaptive equipment will have their own and each item will be labeled with the student’s name. Following use, these items will be cleaned and sanitized. **When assisting students with feeding, staff will wear gloves, a mask, and face shield.**

Designated staff from each classroom will be assigned to manage meal distribution from the cafeteria to classrooms.

**Breakfast:**

Each classroom’s cart or bin will be labeled with room number.

In the morning, designated staff from each classroom will stock each cart/bin for students who receive breakfast at school based on the orders received from each classroom and deliver to their classroom. Student who begin their day in the environments will have their breakfast delivered to their environment by the staff member designated to retrieve and deliver meals.

Classroom staff will bring the cart/bin into the classroom. Each staff will retrieve the needed food items for their assigned student(s). The designated staff will then deliver any remaining breakfast to the students in the environments.

After breakfast, the empty cart/bin will be returned to the cafeteria kitchen.

**Lunch:**

At approximately 11:15, designated staff from each classroom will stock each cart/bin for students who receive lunch at school based on the orders received from each classroom and deliver to their classroom. Student who are in the environments will have their lunch delivered to their environment by the staff member designated to retrieve and deliver meals.

Classroom staff will bring the cart/bin into the classroom. Each staff will retrieve the needed food items for their assigned student(s). The designated staff will then deliver any remaining lunches to the students in the environments.

After lunch, the empty cart/bin will be returned to the cafeteria kitchen.

**Bathroom Cleaning/Bathroom Use:**

- **ACES-SAILS will** ensure that lavatories are sanitized at least twice a day or as needed.
- **ACES-SAILS will** determine a safe number of students and staff for each bathroom in the building. Bathroom doors will have signs to indicate if the bathroom has reached maximum capacity and others will need to wait in a designated space until they can enter.
- Staff will continue to follow OSHA guidelines related to bodily fluids, handwashing and hygiene, and proper use of PPE. Staff will wear appropriate PPE as indicated while assisting in these activities (face shield, disposable gloves, face covering.)
- The single bathroom in the nurse’s office will be designated as the separate bathroom for any SAILS student that becomes ill or requires a private bathroom based on health related needs.
- Stalls and sinks will be taped off and place a sign indicating they should not be used, where the sinks or stalls are not 6 feet apart,
- Lavatories will be assigned for student use by zone wherever possible.
• Bathroom occupancy has been determined by the number of persons who can use the facility while maintaining the greatest social distance possible; therefore, it will vary based on the size and layout of each bathroom.
• No personal items should be stored within the bathroom (including staff bathrooms)

Physical Interventions and Emergency Protocols
Note: The following guidance is to be used in conjunction with CT regulations regarding emergency restraint and emergency seclusion. The term “emergency physical intervention,” used below, refers to the use of emergency physical restraint, forcible escort, and/or emergency seclusion. Direct service providers should be mindful that seeing staff putting on PPE or being approached by staff wearing PPE can create anxiety in students. Use a student-centered approach and offer reassurance throughout interactions.

Limiting Risk of Infection Prior to an Emergency Physical Intervention
• While administering an emergency physical intervention, staff will wear PPE as indicated (see Table 1).
• A student’s mask must be removed prior to the use of an emergency physical intervention.
• If staff PPE is removed while administering an emergency intervention, a second staff with PPE will be on call to replace staff.
• Protective gowns that can be easily ripped or torn are not advised as they may become a hazard.
• Ensure staff are wearing appropriate PPE (see Table 1).

Limiting Risk of Infection During an Emergency Physical Intervention
• Keep hands clear of eyes, mouth, and nose of self and others.
• Staff should be relieved as soon as possible if not wearing appropriate PPE and/or PPE is compromised, or obvious exposure has occurred.
• Only staff required for safely intervening with a student should be involved; additional staff will monitor and address safety and PPE needs, as necessary.

Limiting Risk of Infection After an Emergency Physical Intervention
• Following these emergency interventions, staff will assist students with recommended hygiene practices.
• Remove and dispose of and/or clean PPE immediately following an emergency physical intervention according to guidelines (see PPE guidelines following an emergency physical intervention).
• Avoid touching your face and limit contact with hard surfaces before immediately washing hands.
• To minimize exposure, it is recommended that staff have a change of clothes available in cases where their clothes become contaminated.
• Contaminated clothes shall be placed in a plastic bag or washed in a washing machine.
• Any rooms or areas that were used during an emergency physical intervention will be cleaned once the student has exited the space.
• Any mats used during an emergency physical intervention will be cleaned once the student is no longer in contact with the mats.
• Once all health and safety issues have been addressed, follow debriefing and reporting procedures for the emergency physical intervention.
Staffing and Personnel

- On August 17th and 18th of 2020, mandatory training will be conducted for staff before the beginning of school that covers: Signs and Symptoms of COVID-19, standard public health protocols, Hygiene Practices, PPE, Reporting Illnesses, and the SAILS Reopening Plan.
<table>
<thead>
<tr>
<th>Classification of Individual Wearing Protective Equipment</th>
<th>N95 or KN95 Respirator</th>
<th>Face Shield</th>
<th>Disposable Gowns</th>
<th>Disposable Gloves</th>
<th>Gowns or Other Body Coverings</th>
<th>Face Covering</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSPs in the same facility but not in the care areas for students with suspected COVID-19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Transportation personnel/monitors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>SPs providing personal care to students without suspected COVID-19 but who may potentially be exposed to bodily fluids</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>SPs (nursing) performing or present during aerosol-generating procedures such as inhalers</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>SP in care of student identified at school with COVID-19 symptoms</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>SP using direct physical contact during emergency restraint or seclusion</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>