

## ACES Health and Safety Protocols Summer Reopening 2020

Will reopening be consistent with applicable state and local orders?

**Yes**, the reopening is consistent with applicable state and local orders.

Is the school ready to protect children and employees at higher risk for severe illness?

- **Yes**, students at a higher risk will be offered an entirely virtual experience with no in-person instruction.
- **Yes**, the staff at a higher risk will be offered to support the virtual ESY experience from home.

Is ACES able to screen students and employees upon arrival for symptoms and history of exposure? **Yes**, see below.

### Health Screening:

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.

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.

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

- Use touchless or disposable (preferred) or oral thermometers with single-use disposable covers. (ACES will ensure adequate disinfection between individual uses.)
- The health screener (such as the school nurse) will wear a facemask and a face shield while performing screening for illnesses.
- ACES schools 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 a room designated for sick students.

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- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- Students will never be left unattended in an 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, 911 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.

Are the recommended health and safety actions in place?

**Yes**, see below.

### **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
  - 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

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### 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 while they are in class, 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.

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- 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).
- Face shields may also be worn by students 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).

### **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, stay at least 6 feet (about two arms’ length) from other people.

Six-foot distancing should always be maintained. In the few cases where distancing is not possible, appropriate face coverings and other protection (such as face shields) will be available.

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 toileting or ambulation).
- Conducting health assessments or screenings (e.g., taking a temperature or listening to lung sounds by the school nurse).

In these circumstances, appropriate face coverings and other protection will be available and utilized.

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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 each other in all classroom and community spaces in the school.

In situations where social distancing cannot be maintained, the students and staff members will be wearing face coverings (disposable masks, cloth masks, or face shields).

### **Group sizes**

- Class groups: Group size in every classroom should be limited to no more than one teacher and ten additional individuals.
- Individual student needs should determine the exact student to teacher ratio.
- ACES will follow the recommended ratio for students with specialized learning needs of 5:1, but no greater than 7:1.
- ACES will count both children and additional support professionals towards the 10:1 group size limit.
- ACES will adjust the group size based on the size of the classroom to ensure that the instructional area is large enough to allow for six-foot social distancing between individuals. In classes where this is not feasible, ACES will decrease the ratio to meet the requirement.

### **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.

- Groupings will be assigned at the start of each day.
- Staff will stay with the same group of students throughout the day as much as possible.
- Students will stay with the same group of students throughout the day as much as possible.
- Staff will keep a log of any mixing that may occur throughout the day.

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### **Physical distancing in the lavatory:**

#### **ACES will:**

- designate a separate bathroom for any student that becomes ill.
- tape off some stalls or sinks and place a sign indicating they should not be used if lavatories, where the sinks or stalls are not 6 feet apart,
- assign lavatories by students or classes by zone wherever possible.
- determine bathroom occupancy by the number of persons who can use the facility while maintaining 6 feet social distance; therefore, it will vary based on the size and layout of each bathroom.
- not allow personal items should be stored within the bathroom (including staff bathrooms).
- attempt to minimize the time in the lavatory
- encourage staff and students to close the lid when flushing where possible.

### **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 materials in a given school day.
- All materials will be appropriately cleaned, disinfected, or sanitized materials at the end of each school day with approved cleaning supplies.

### **Storage:**

**ACES will** provide each student with a specific cubby or locker to store their personal belongings where possible.

### **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.

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## **ACES Bus Transportation:**

### **ACES will:**

- employ a bus monitor to ride on each ACES transportation vehicle at all times it is transporting students to monitor student density and ensure the use of facemasks.
- allow for social distancing and adhere to the following restrictions: (No more than one student seated per row, unless from the same household; Students seated no closer than every other row; Students sitting in a diagonal formation, where if one student is sitting on the right side of the bus, the next student is seated on the left side of the bus.)
- require the use of and provide facemasks for all as described above that are required on bus rides, except among exempt individuals.
- communicate transportation vehicle cleaning protocols to all staff, including measures to prevent harmful human exposure to chemicals. (Buses will be disinfected before the run begins in the morning and before the students are picked up in the afternoon.)
- require bus drivers and bus monitors must wear facemasks when transporting students.

## **Promoting Health Hygiene Practices, Cleaning & Disinfection:**

### **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 children, 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 without supervision.

### **Respiratory hygiene:**

**ACES will** encourage all staff and children to cover coughs and sneezes with tissues or the corner of the elbow. Dispose of soiled tissues immediately after use.

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### **Training:**

**ACES will** provide in-person or video training that covers social distancing, cleaning protocols, and hygiene practices for all students and staff.

### **Cleaning & Disinfection**

**Cleaning logs:** Implement the use of a cleaning log to track cleaning frequency at each school.

### **Bathroom cleaning:**

**ACES will** ensure that lavatories are sanitized at least twice a day or as needed.

**ACES will** designate separate bathrooms for different classes where possible. Where not possible schools will set up schedules for classes to use the bathroom (and thus avoid mixing of classes).

### **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.
- use the least amount of disinfectant recommended.

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.

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## **School Closure and Reopening:**

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.

## **Mandated Reporting**

All ACES staff work under the mandated reporting requirements set forth by the CSDE in the virtual learning space. Therefore, all staff are mandated by law to report any suspicion of abuse or neglect.

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If you have any questions or concerns, you can contact a member of the Compliance Liaison Team

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