

In the Building

- *Used for in-person instruction/tutorials/activities, therapy, and assessments.
- *No visitors outside of Aseltine students, staff, and contracted vendors are allowed in the building without prior authorization of the Executive Director.

I. Arrival and Symptom Screening Procedures

Student/Staff Check-In Procedure (from bus to class)

1. Symptom screening and Face Covering Check (FSS Office)
2. Sanitize hands (at all entrances and upon entering FSS)

Policies

A. Symptom screening (with on-site temperature screening)

All individuals entering the building are required to get their temperature checked and will be asked the following questions:

1. Are you feeling sick or have the chills?
2. Do you have a cough or are you having difficulty breathing?
3. Are you feeling really tired (if so, do you know why)?
4. Do you have a headache (that is not normal for you)?
5. Are you feeling achy?
6. Are you not able to taste or smell things?
7. Do you have a sore throat?
8. Do you have a runny or stuffy nose?
9. Are you feeling sick to your stomach or have you thrown up since you were at school?
10. Do you have runny poop?
11. Have you been exposed to anyone who has tested positive for COVID-19 in the last two weeks?

A temperature of 100 F or greater or a “yes” answer to most of these questions above identifies the person as potentially positive for COVID-19. Individuals will be asked to leave the campus and recommended for follow-up testing.

B. Exclusion from School/Work

Individuals who present any of the following symptoms associated with COVID-19 or have been found to have been exposed to a positive COVID-19 case will be excluded from school:

- Fever of 100 F or more
- Chills
- New cough, nasal congestion, or runny nose
- Shortness of breath or difficulty breathing
- New muscle or body aches, or fatigue
- Headache (if abnormal for you)
- New loss of taste or smell
- Sore throat

- Nausea, vomiting, abdominal pain
- Diarrhea

C. If COVID-19-Like Symptoms Develop During the Day

If a student or staff member develops COVID-19 like symptoms during the day (screening question is now answered “yes” when previously answered “no” or develops a temperature of 100.0 degrees Fahrenheit or above):

1. The symptomatic person will wear a face covering if tolerated. Adults are required unless breathing is too restricted. Students are strongly (vigorously) encouraged.
2. Isolate the individual until sent home. Quarantine area under tent in yard by flag pole.
3. Attending staff will wear appropriate PPE (face covering, shield, gloves and protective covering over clothes, if available).
4. A symptomatic individual will be instructed to isolate and contact his/her healthcare provider for further instructions. Isolation instructions include:
 - a. Stay home except, if needed, to get medical care.
 - b. Separate yourself from other people in your home.
 - c. Wear a face covering if you will be around others. If you are unable to do so due to breathing problems or intolerance, people who live with you should not be in the same room with you and must wear a face covering when in the same room as you.
 - d. Cover coughs and sneezes.
 - e. Avoid sharing household items.
 - f. Keep your hands clean. Use soap and water for at least 20 seconds or hand sanitizer with at least 60% alcohol.
 - g. Clean all “high touch” surfaces every day.

CRITERIA TO RETURN-MUST meet ONE of the following

- a. Proof of negative viral test result (PCR only) if both fever and symptoms are gone (without fever-reducing medications) for 24 hours/1 day.
- b. 10 days from the day symptom(s) first appeared, AND improved symptoms AND no fever (or use of fever-reducing medications) for the last 24 hours/1 day.
- c. A licensed MD/DO/NP/PA (who manages the condition) confirms in writing the diagnosis of a chronic condition, and that the symptoms are unrelated to COVID-19. A signed authorization for school to interact with the medical provider to verify the diagnosis only, not the specifics of the diagnosis, must also be provided.

D. Close contact with COVID-19 positive (C19+) or presumed C19+ case

If a student or staff member lives with or has had *close contact with a person who has:

(*Close contact is any individual who is within 6 feet of an infected person for at least 15 minutes, starting from two days before illness onset until the time the patient is isolated **or**, if the individual who tested positive was asymptomatic, and you had that much contact with them two days prior to their positive test.)

- a. Tested positive for COVID-19 or
- b. Been advised by their doctor that they are presumed to have COVID-19 and will not be tested or has tested negative.
 1. The parent/guardian of the student, staff member or individual who was on campus or in contact with the student or staff member (examples, bus driver, DIS provider) **MUST** provide information about the contact to the school.
 2. The individual **MUST** quarantine at home.
 - a. Stay home except, if needed, to get medical care.
 - b. Separate yourself from other people in your home.
 - c. Wear a face covering if you will be around others. If you are unable to do so due to breathing problems or intolerance, people who live with you should not be in the same room with you and must wear a face covering when in the same room as you.
 - d. Cover coughs and sneezes.
 - e. Avoid sharing household items.
 - f. Keep your hands clean. Use soap and water for at least 20 seconds or hand sanitizer with at least 60% alcohol.
 - g. Clean all “high touch” surfaces every day.
 3. Contact their healthcare provider for further instructions.
 4. Notify close contact members personally via direct phone call.

CRITERIA TO RETURN-MUST meet ONE of the following

- a. 14 days from initial exposure if the individual did not develop symptoms. If symptoms develop, delay return until the individual is 10 days past the onset of symptom(s) and has not had a fever (or use of fever reducing medications) during the 1 day/24 hours prior to return.
- b. Proof of a negative viral test (PCR only) for COVID-19 taken at least 4 days after the last exposure to the C19+ individual and no fever or symptoms during that time.

IMPORTANT: An individual must continue to quarantine if in contact with C19+ household member, until 14 days after last close contact with the individual in an infectious state.

E. C19+ or Presumed C19+ Student or staff member

A student or staff member has:

- a. Tested positive for COVID-19 or
- b. Been advised by their doctor that they are presumed to have COVID-19 and will not be tested

1. The parent/guardian or staff member must provide information to the school. If presumed C19+, ask the individual's medical provider to provide a note indicating C19 is probable.
2. Identify and notify students and staff who had close contact.
3. Keep close contacts home to quarantine.
4. Contact his/her healthcare provider for further instructions.
5. Notify students and other individuals by phone and letter (including staff members, school district personnel, DIS providers, etc.) who had close contact.

CRITERIA TO RETURN-MUST meet ONE of the following

- a) 14 days from initial exposure if the individual did not develop symptoms. If symptoms develop, delay return until the individual is 10 days past the onset of symptom(s) and has not had a fever (or use of fever-reducing medications) during the 1 day/24 hours prior to return.
- b) Proof of a negative viral test (PCR only) for COVID-19 taken at least 4 days after the last exposure to the C91+ individual and no fever or symptoms during that time.

IMPORTANT: An individual must continue to quarantine if in contact with C19+ household member, until 14 days after last close contact with the individual in an infectious state.

F. Face Covering

A significant portion of individuals with COVID-19 lack symptoms and even those who eventually develop symptoms can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity -- for example speaking, coughing, or sneezing -- even if those people are not exhibiting symptoms. The Centers for Disease Control and Prevention (CDC) recommends wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain. The intent of wearing face coverings is to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings may be fashioned from household items or made at home from common materials and should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to the shape

Other Notes:

- All Aseltine staff will be offered 5 reusable face coverings and upon request, a face shield.
- All Aseltine students and visitors will be offered a disposable face covering upon entering the school campus.
- All individuals on campus, may use their own face covering if preferred but must be worn appropriately and meet the requirements listed above.

G. Cough and Sneeze Etiquette

- Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the wastebasket.
- If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- After coughing or sneezing near your hands, wash with soap and warm or cold water for 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

H. Handwashing

Individuals should wash their hands or use hand sanitizer frequently and in the following situations:

- After using the restroom
- Before eating
- When entering a classroom or office
- After taking off or putting on their facemask
- If their hands are visibly soiled
- If the person has encountered chemicals or other items such as soil in a science lab, art room, or other educational venue
- Before and after each task when preparing food

When soap and water are not available and hands are not visibly soiled, CDC guidance adds that alcohol-based, waterless disposable hand wipes or gel sanitizers may be used in place of handwashing on most occasions. Not all sanitizers are effective; a 60% minimum alcohol concentration is necessary to kill most harmful bacteria and viruses.

Other Comments:

- There are 6 hand sanitizing stations throughout the school building in close proximity to entry points and classrooms.
- There are assigned bathrooms available for hand-washing.

I. Social Distancing

Social distancing is the practice of purposefully reducing close contact between people. According to the CDC, social distancing means:

- Remaining out of "congregate settings" as much as possible.
- Avoiding mass gatherings.
- Maintaining distance of about 6 feet from others when possible.

Social distancing is crucial for preventing the spread of contagious illnesses such as COVID-19 (coronavirus). COVID-19 can spread through coughing, sneezing and close contact. By minimizing the amount of close contact we have with others, we reduce our chances of catching the virus and spreading it to our loved ones and within our community.

Social distancing will be strictly monitored and encouraged throughout the school day and throughout the school building. Each classroom and work area has been physically arranged to meet social distancing requirements. COVID-19 occupancy standards per classroom/area are also clearly marked. Classrooms have also been relocated and/or re-assigned additional rooms based on COVID-19

occupancy standards. Mobile screens are also available for classrooms and office use. The school has marked its building to manage flow of traffic and assigned the use of bathroom and other community areas. These additional preventative measures ensure that social distancing requirements are met.

Assigned Bathrooms

Women = Downstairs girls
Men = May office bathroom/Basement
Visitors = Boys bathroom upstairs

Cleaning and Disinfecting High Touch Surfaces

▪ **Cleaning vs. Disinfecting**

Cleaning in this discussion refers to the use of a soap and water or mild detergent and water combinations to clean surfaces. Disinfecting refers to the use of a biocide agent(s), which are typically regulated chemical products, to sanitize surfaces. State law prohibits certain uses of biocide chemical products without proper certification as a pesticide applicator. This includes the use of common products such as disinfectant wipes, but allows hand sanitizer and anti-bacterial soap.

General Considerations

- 1) Disinfect all high-touch surfaces daily, only after students have left for the day.
- 2) Disinfecting should be performed by trained personnel with certification as pesticide applicators, which are typically custodial staff.
- 3) Clean with soap and water desk and table surfaces each time occupancy changes.
- 4) Disinfect surfaces whenever multi-person contact presents probability of contamination.
- 5) Use engineered or administrative controls whenever possible to avoid contamination of common surfaces:
 - When students or staff are entering and exiting a classroom, the door should remain open.
 - Use disposable covering to protect commonly touched surfaces.
 - Remove non-essential furniture and equipment from rooms that would otherwise need daily disinfecting.

▪ **Staff Cleaning**

Cleaning and disinfecting the school, classrooms, and offices on a nightly basis will stretch custodial staff to their limits. To relieve part of this burden, each employee will be required to clean the surfaces of their workstations at the beginning of their shift. Given the threat posed by COVID-19, many employees will want the ability to clean their workspace surfaces when they feel it's necessary. Approved cleaning supplies are readily available in each room and office area.

▪ **Classroom Staff and Student Cleaning**

Limiting student access to shared materials is a proven method of reducing the possibility of disease transmission. When this is not possible, classroom surfaces (particularly student desktops) should be cleaned before the next group of students is seated.

- Repeated application of disinfectant requiring personal protective equipment (PPE), such as gloves, to student workspaces is not prudent given the possibility of respiratory or skin irritation and personnel constraints.
- Students should not be allowed to use disinfecting chemical products as this violates both state and federal laws.
- An alternative as a reasonable and effective solution for student and teacher cleaning is providing a mild multi-surface cleaning detergent (requiring no PPE) for each individual to wash his/her respective work area immediately upon entering the classroom or workspace.
- Teachers or other individuals would apply via spray and students would wipe down their individual space.

Home Visit

Before Home Visit:

- Classroom Staff are responsible for maintaining Home Visit Kit. This includes ensuring all PPEs are stocked up within the kit and planning academic and/or partnership building activities.
- Classroom Staff have a budget of \$100 per month per class (this includes food, snacks, supply/equipment).
- Classroom Staff are responsible to report the need of supplies or money AHEAD of time to Kim (PPEs/\$) and/or Erick (Supply/\$) by making a formal request AHEAD of time.
- Erick/Kim will be responsible for tracking request for \$ and ensuring that money spent is within budget.
- All Staff are responsible for getting screened per COVID-19 Policy.
 - If leaving from home, staff are required to complete the SCREEN FROM HOME form. If there is concern, staff are required to report to Kim directly. Erick will check to see if screening is completed based on Home Visit list. The SCREEN FROM HOME form can be found in the Google Drive called School Forms in its own folder.
 - If leaving from school, staff are required to complete SCREEN in the FSS Office.

During Home Visit:

- Aseltine staff will be required to follow all social distancing protocols and wear a face covering at all times.
- Students will be required to wear a face covering and, if one is not available, students will be offered a disposable one by staff.
- All Home Visits will take place directly outside the student's home and/or in and a prearranged agreed upon community space (agreed upon Aseltine Staff and parent/guardian).

Transportation

It is the district responsibility to offer transportation as written in each student's IEP. When transportation cannot be provided, parents are responsible for transporting their student to and from school. In emergency situations when neither can occur, Aseltine will offer transportation on an individual basis. Using the following procedures:

Procedure

- All Aseltine vehicles being used to transport will include a built in divider to separate student and driver, hand sanitizer, and extra personal protective equipment.
- 1 driver, 1 student per ride
- Prior to boarding, all "riders" will be required to wash or sanitize their hands.
- Drivers will be required to wear face covering and have the option to use personal protective equipment such as gloves, disposable suit, and face shield.
- Students will be required to sit in the 3rd row of the Aseltine vehicle and strongly encouraged to wear a face covering.
- In the event a 2nd staff is required to assist due to safety concerns, the staff will sit in the 2nd row and be required to wear a face covering, gloves, face shield, and disposable suit.
- To increase the circulation of outdoor air as much as possible inside the Aseltine vehicle, windows will be open as much as safely possible.
- Staff are required to change sanitation sign on dashboard (X = needs sanitization, O = indicates van is ready for use).
- Aseltine vehicles will be sanitized after each transport.

In-Person Instruction/Tutorials/Activities, Therapy & Assessments

Per federal and state law, Aseltine will support in-person instruction/tutorials/activities, therapy and assessments when it is determined that needs cannot be met through virtual means in a 1:1 basis. Therapy and assessments sessions will be conducted during school operating hours and by appointment only. Therapy may take place at the school or during a Home Visit. Assessment sessions will take place at school. Parents/guardians will be requested to transport his/her child. If parents/guardians are unable to do so, transportation will be provided by Aseltine following policy and procedures related to COVID-19.

In addition to adherence to the requirements described in the industry guidance, Aseltine School commits to the following when providing in-person assessments and/or therapy services:

- 1) Assessments and therapy services may be provided to individual students only. Work with groups should not occur during this time.
- 2) Physical distancing (6-feet) must be maintained between the school employee and child during the assessment/service.
- 3) The space used for assessments and/or services must be cleaned and disinfected by properly trained personnel prior to each appointment.
- 4) All students and staff will be screened for temperature, symptoms of COVID-19 and exposures, and excluded if they have a temperature 100F or more.