

January 6, 2021

MAC COVID-19 Campus Protection Plan

This Document Will be Updated As Needed

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1. School Programming Model

Classroom Description

On-Site Programming	Distance Learning Program
<ul style="list-style-type: none"> ● Up to 4 students per classroom (to start). ● Consideration for student participation based on needs and/or those who do not present specific hygiene concerns/vulnerabilities. ● Monday/Tuesday/Wednesday/Thursday schedule (professional cleaning day every Friday). ● 1:1 ratio + 1 additional staff in each classroom for logistical support which may include rotations in DL, technology support, cleaning/disinfecting, etc. 	<ul style="list-style-type: none"> ● Off-site staff facilitating Distance Learning (8:55 am to 2:35pm). ● On-site live group sessions streamed for students at home to participate. ● Synchronous and asynchronous instruction to continue for students in distance learning program (e.g., live groups, 1:1 sessions, etc.).

On Site Students:	DL Students:
<ul style="list-style-type: none"> ● 8:55am - 1:00pm: school hours for students (Monday-Thursday). ● Distance learning programming for all students on Fridays (weekly professional cleaning of school site). ● Continue distance learning programming from 1:00pm - 2:35pm. 	<ul style="list-style-type: none"> ● 8:55am - 2:35pm (Monday - Friday). ● Continue established distance learning program. ● Supplemented by live streaming from the classroom.

On Site Staff:	Distance Learning Staff:
<ul style="list-style-type: none"> ● 8:30am - 8:55am: Live stream staff meeting for on-site/distance staff. ● 8:55am - 1:00pm: staff working with students on-site. ● Staff lunch at 1:00pm. ● 1:00pm - 2:45pm: disinfect campus and/or continue to develop/support distance learning program. 	<ul style="list-style-type: none"> ● 8:30am: Join staff meeting via Zoom. ● 8:55am - 2:45pm: Student programming, curriculum/materials development, etc. ● Continue established distance learning program supplemented by live streaming from the classroom.

2. Safety Plan

Morgan Autism Center is committed to keeping our community safe. We have developed procedures to meet CDC and county guidelines in consultation with Priya Pandya-Orozco, RN, Manager of Infection Prevention and Control at O'Connor Hospital.

a. General Overview

- **Screening:**
 - Mandatory screening procedures for students, parents, caregivers and staff will be implemented.
- **Testing and Positive COVID-19 Cases:**
 - Staff members will be tested for COVID-19 on a monthly basis.
 - Reporting and response considerations will meet or exceed guidelines provided by the Santa Clara County Public Health's Reopening of Santa Clara County K-12 Schools for the 2020-2021 School Year Guidance (Issued 6/30/20, Revised 8/7/20) - (Appendix D).
 - All positive COVID-19 cases shall be reported to Morgan Autism Center COVID-19 Designees:
 - Mark Nielsen (mark@morgancenter.org)
 - Hailey Barker (hailey@morgancenter.org)
- **PPE for staff:**

- PPE will be provided to all staff, including masks, face shields and/or safety glasses, disposable gowns, and gloves.
- **PPE for Students:**
 - All PPE will be available to all students. All students will be encouraged and supported to wear appropriate PPE.
- **Campus Wide Systems:**
 - Acquired Santa Clara County Social Distancing Protocol Certification (available upon request).
 - Establishment of traffic flow, designated entrances, bathrooms and playgrounds for each cohort.
 - Signage posted throughout campus per Santa Clara County guidelines.
 - Visitors will not be allowed on campus.
 - Doors and windows will be kept open for ventilation to the greatest extent possible while maintaining safety and comfort for our students.
 - Handwashing stations to be installed at each playground.
 - Accessible touchless hand sanitizer dispensers mounted throughout the campus.
- **Cleaning and Disinfecting:**
 - High-touch surfaces on the playground and in the classroom will be disinfected frequently.
 - After students leave at 1:00pm, staff will clean and disinfect individual spaces, materials, playground equipment, bikes, bathrooms, tables, and other applicable surfaces.
 - Professional cleaning service will sanitize the campus prior to on-site instruction and every Friday thereafter.

b. Campus Wide and Classroom Systems

- Each classroom will have their own entrance/exit to the campus area with designated parking (Appendix A).
- Students and transportation providers will be screened by classroom teachers in their caregiver's vehicle before being allowed onto campus.
- Only asymptomatic students will be allowed on campus.
- Implementation of a shortened on-site programming day to allow for daily cleaning- 8:55-1:00.
 - Ongoing disinfecting periodically throughout the day and after use of communal equipment.

- Students and staff use outside entry points for each room to minimize cross-classroom contact. (Appendix A)
- Designated bathrooms:
 - All staff and students from each classroom use the assigned bathroom.
- Dedicated symptom area established for students who are exhibiting any symptoms.
- Establish campus traffic flow patterns (floor dots, arrows, etc.).
- Designated playgrounds/areas with hand washing and sanitizing stations.
- Arrival routine for staff/students.
 - Staff members will take the temperature of both students and caregivers at the car and assess symptoms prior to allowing access to campus.
 - Before entering the classroom, staff will verify each student is wearing a mask as able, and facilitate hand sanitization or washing.
- Encourage open windows all day, run HVAC fans with UV air scrubbers at all times.
- Spend as much time as possible outside (outside tables assigned to classrooms).
- Students work in assigned cubbies during sessions and staff disinfect communal items/areas after each use (including AAC devices).
 - Staff rotate to students.
- Eating/socialization considerations for staff and students:
 - Staff and students to eat outside when possible, minimum of 6' apart if in the classroom.
 - Procure additional outdoor activities for socialization time (tire swing, cornhole, blongo ball, bocce ball, etc.).

c. Screening

- Daily Screening for all staff, students, parents and/or caregivers (See Appendix B).
- A “fever” is defined as a temperature reading of 100.4 or above.
- When a student is on campus (i.e., after drop off) and registers a fever, they will be immediately isolated from the rest of the classroom.
 - Their temperature will be taken an additional time after 30 minutes (possibly with a different thermometer) while in isolation.
 - If they continue to register a fever, parent/guardian will be contacted for immediate pick-up.
- Prior to returning to on-site instruction all parents must sign and acknowledge the MAC Parent Agreement regarding screening (Appendix C).

d. Staff Testing

- Staff will be required to get tested on a monthly basis and submit results to the Morgan Autism Center Keeper of Records.
- Testing resources will be provided and will be made available for all staff.

3. Staff Training and Caregiver/Guardian Education

a. Staff COVID-19 Training

- All staff receive training regarding hygiene best practices and exposure risk considerations from Priya Pandya-Orozco, RN, Manager of Infection Prevention and Control at O'Connor Hospital.
 - Proper handling and disposal of PPE, disinfecting execution and frequency, testing needs and efficacy, etc.
- All staff receive training on Morgan Autism Center policies and protocols before returning to work on-site.
 - Each classroom to hold on-site inservice day(s) before students arrive.
- All new staff required to complete COVID-19 training curriculum.
- Training materials and videos (including recorded training conducted by Priya Pandya-Orozca, RN) to be available on an ongoing basis for all new and existing staff members.
- Staff trained on how to conduct symptom screenings including use of thermometers and a symptom checklist.
- Per Santa Clara County Social Distancing Protocol requirements, information packet provided to all staff regarding how to prevent spread, proper hygiene practices, high risk groups, when to stay home, when to seek medical attention, when to return to work, use of PPE, when and how to get tested, COVID-19 related leave policies, and reporting deficiencies.
- Santa Clara County Social Distancing Protocol provided to all employees per county guidelines.

b. Parent/Guardian Packet

- Parents, caregivers, and group homes to receive Parent Information Packet detailing their own responsibilities, including: following CDC guidelines at home, conducting symptom screenings before bringing their student to campus, acknowledging potential exposure risks between students, exposure disclosure requirements, etc. (Appendix C).
 - Parents/caregivers must sign an agreement before a student is considered for on-site instruction.

4. COVID-19 Contingency Planning

a. County Recommended Responses to Scenarios

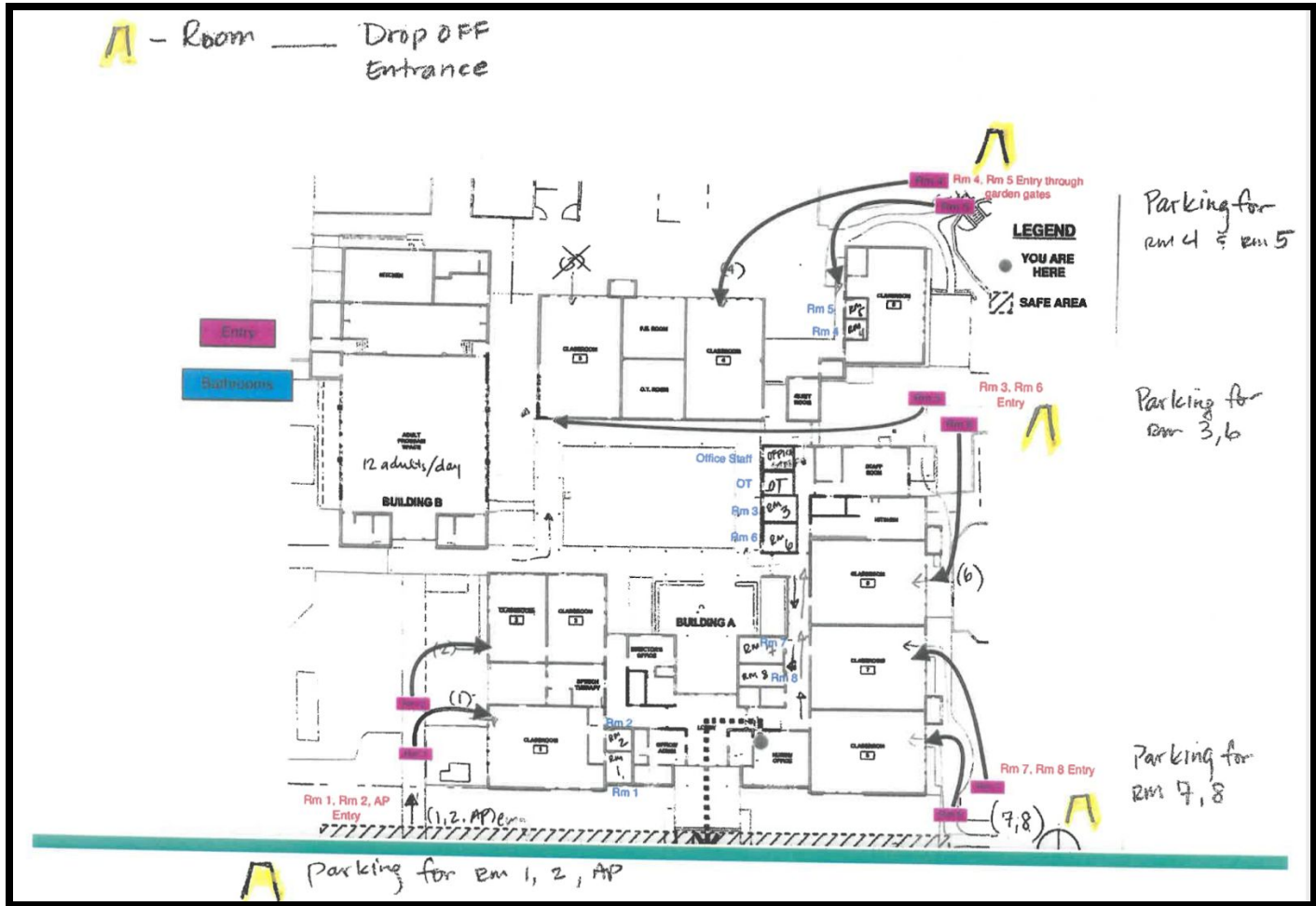
- Morgan Autism Center will follow protocols outlined in Appendix D, as informed by Santa Clara County guidance regarding potential scenarios.
 - In some cases, Morgan Autism Center has implemented more-stringent guidelines to maximize protection of our vulnerable population.
- Staff members and families are required to report confirmed or potential exposures or positive COVID-19 tests to Morgan Autism Center administration.
- Private medical information (e.g., an individual's positive COVID-19 test) will be kept confidential when reported to the designated Keeper of Records and Executive Director. Those administrators will determine further action needed.
 - HIPPA and FERPA guidelines include protections for staff, students, and adult participants unless permission is given by the individual or conservator to disclose medical information.

b. Morgan Autism Center Triggering Events

- The Board of Directors will meet regularly and respond to any changes in county status, including tier level, and other relevant factors on campus.
- Changes to MAC's on-site programming structure, including staffing, student participation, bell schedule, etc., will be considered in the context of current events.
- The Board of Directors has the authority to make informed changes pending unforeseen circumstances.

5. Appendix

Appendix A - Campus Map



Appendix B- Screening Checklist

Any student demonstrating any of the following symptoms will not be allowed on campus.

TODAY'S DATE: _____

CDC FACILITIES COVID-19 SCREENING <small>Accessible version available at https://www.cdc.gov/screening/</small>		
PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
Have you experienced any of the following symptoms in the past 48 hours: <ul style="list-style-type: none"> fever or 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 diarrhea 	YES	NO
Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?	YES	NO
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	YES	NO
Are you currently waiting on the results of a COVID-19 test?	YES	NO
Did you answer NO to ALL QUESTIONS?	Access to CDC facilities APPROVED . Please show this to security at the facility entrance. Thank you for helping us protect you and others during this time.	
Did you answer YES to ANY QUESTION?	Access to CDC facilities NOT APPROVED . Please see Page 2 for further instructions. Thank you for helping us protect you and others during this time.	



[cdc.gov/screening](https://www.cdc.gov/screening)



[cdc.gov/screening/further-instructions.html](https://www.cdc.gov/screening/further-instructions.html)

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Appendix C- Parent Agreement

Parent Agreement

Please read each bullet point and initial in acknowledgement. Sign and date at the bottom and return to the office ASAP. A signed parent agreement and adherence to the following is mandatory for your student to be considered for onsite instruction.

Thank you for your cooperation in maintaining a safe school environment.

- I agree to screen my child prior to coming to campus.____
- I agree to screen myself and any other members living in my household for symptoms prior to sending/bringing my child to campus.____
- I agree to immediately pick up my child when called.____
- I acknowledge the potentially higher risk of exposure between students and agree to send my child to on campus programming.____
- I agree that it is MAC's decision to deny entry to campus or send a student home.____
- I agree to symptom screening for parent or transportation provider and student upon arrival. I understand that my student will not be allowed on campus if any of the above individuals are displaying symptoms.____
- I agree to inform MAC administration if an exposure occurs outside of the school campus.____
- I agree to follow appropriate CDC guidelines and recommendations at home.____
- I acknowledge that the Morgan Autism Center board of directors may decide to return to distance learning for all students if conditions warrant.____
- I agree that Morgan Autism Center may require covid testing and/or quarantine period if symptoms are observed.____
- I acknowledge that my student's classroom may need to return to distance learning if there is an insufficient number of staff available to be on-site.

Contact Information

Parent/Group Home Contact information:

Name: _____

Cell Phone: _____

Student's Daily Caregiver Contact Information (if different from above):

Name: _____

Cell Phone: _____

Name of Student: _____ Date: _____

Parent/Guardian Signature: _____

Appendix D- MAC Campus-Specific Response Guidelines

Informed by Santa Clara County Public Health's Reopening of Santa Clara County K-12 Schools for the 2020-2021 School Year Guidance (Issued 6/30/20, Revised 8/7/20)

Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication
<p><u>Scenario 1</u> A student or staff exhibits COVID-19 symptoms (See Appendix B)</p>	<ul style="list-style-type: none"> ● Student/staff sent home ● Administration notified ● Student or staff instructed to get tested ● If student/staff is unable to get a COVID-19 test or doctor's note (see note below), individual is considered a positive case (Scenario 4) ● Student/staff isolate pending negative test results <ul style="list-style-type: none"> ○ See Scenario 7 ● Classroom remains open 	<p>No action is needed</p>
<p><u>Scenario 2</u> A family member or someone in close contact with a student or staff exhibits COVID-19 symptoms (see Appendix B)</p>	<ul style="list-style-type: none"> ● All actions from Scenario 1 apply 	<p>No action is needed</p>
<p><u>Scenario 3</u> A family member or someone in close contact with a student or staff member (outside of the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> ● Student/staff sent home ● Administration notified ● Student or staff instructed to get tested ● Student/staff instructed to quarantine, even if they test negative, for a full 14 days after date of last exposure to 	<p>Template Letters: Letter to Affected Student/Staff AND Letter to Cohort Members</p>

	<p>COVID-19 case</p> <ul style="list-style-type: none"> ● Classroom remains open ● If student/staff tests positive during quarantine, see Scenario 4 below 	
<p><u>Scenario 4</u> A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> ● Student/staff sent home if not already quarantined ● School administration notified ● Public Health Department notified ● Education Reporting Portal: www.sccgov.org/schools ● Student/staff instructed to isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND improvement in symptoms ● If no symptoms present, isolate for 10 days after the date of positive test ● School-based close contacts identified and instructed to test & quarantine for 14 days ● Classroom closes 	<p>Template Letters:</p> <p>Letter to student/staff who is a COVID-19 case</p> <p>AND</p> <p>Letter to Cohort Members</p> <p>AND</p> <p>Letter to Close Contacts</p> <p>AND</p> <p>Letter to All Other Community Members</p>
<p><u>Scenario 5</u> More than one student or staff member tests positive for COVID-19 across more than one cohort</p>	<ul style="list-style-type: none"> ● All actions from Scenario 4 apply ● All classrooms and administrators return to 100% distance learning ● BoD to assess circumstance and determine subsequent action 	<ul style="list-style-type: none"> ● All communication from Scenario 4 applies
<p><u>Scenario 6</u></p>	<ul style="list-style-type: none"> ● Discontinue routine 	<ul style="list-style-type: none"> ● No action is needed

A student or staff member has had COVID-19, has completed their quarantine and returned to school/work	monthly COVID-19 testing for 90 days <ul style="list-style-type: none"> Continue to screen for symptoms daily 	
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Steps to Take in Response to **NEGATIVE** Test Result and Return to In- Person School/Work

Scenario	Immediate Actions	Communication
<u>Scenario 7</u> A student or staff tests negative for COVID-19 after Scenario 1 (symptomatic)	<ul style="list-style-type: none"> Student/staff may return to school 24 hours after resolution of fever and improvement of other symptoms 	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
<u>Scenario 8</u> A family member or someone in close contact with a student or staff tests negative for COVID-19 after Scenario 2 (symptomatic)	<ul style="list-style-type: none"> Student/staff may return to school 24 hours after resolution of fever and improvement of other symptoms of close contact 	No action needed
<u>Scenario 9</u> A student or staff member tests negative after routine screening	<ul style="list-style-type: none"> Continue to attend school/work 	No action needed

- COVID-19 testing requirements may be waived with a doctor's note containing the following items:
 - A medical evaluation was completed (can be telehealth)
 - An alternative explanation for present symptoms
 - Statement that a COVID-19 test is not indicated
- Routine COVID-19 test results to be sent to MAC administration (amy@morgancenter.org). Staff and students continue to attend work/school while waiting for routine testing results if asymptomatic.