



AMERICAN
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DEAF

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American School for the Deaf
Adaptability and Flexibility Reopening
Plan
2020-2021



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COVID-19 Adaptability and Flexibility Reopening Plan

The American School for the Deaf (ASD) is committed to providing a safe and healthy workplace for all our staff, students, contractors, and visitors. To ensure we have a safe and healthy workplace, ASD has developed the following COVID-19 Adaptability and Flexibility Reopening Plan in response to the COVID-19 pandemic. All staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workspaces, classrooms, and dormitories, and that requires full cooperation from management, staff and students. Through teamwork we will be able to establish and maintain the safety and health for our ASD community.

This COVID-19 Adaptability and Flexibility Reopening Plan has been reviewed and approved by the Executive Leadership Team and the plan will be posted throughout the campus and made readily available to employees. It will be updated as necessary by Patricia Schoenfeld, Director of Human Resources.

The COVID-19 Adaptability and Flexibility Reopening Plan is administered by Andrea Dillon, Compliance Officer, who maintains the overall authority and responsibility for the plan, in collaboration with the Executive Leadership Team. However, management and staff are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this plan. ASD's supervisors have our full support in enforcing the provisions of this plan.

Our staff are our most important assets. ASD is serious about safety and health and protecting our staff. Staff involvement is essential in developing and implementing a successful COVID-19 Adaptability and Flexibility Reopening Plan. In March of 2020, ASD created a COVID-19 Task Force, to address staff concerns, and to communicate updates, guidance, and information as it became available. The task force addressed the status of student health, staff health and safety, academic needs and concerns, the PACES program, the PACES Student life program, fiscal matters, and buildings and grounds (facilities, maintenance, custodial needs). The committee has consistently asked for and received staff feedback and staff ideas, and those ideas and feedback have been addressed through communications, and when appropriate, have been integrated into developing this and other plans.



ASD's COVID-19 Adaptability and Flexibility Reopening Plan follows guidance developed by the Department of Public Health (DPH), the Center for Disease Control (CDC), OSHA, the Department of Children and Families (DCF), the Connecticut State Department of Education (SDE), and any other state agencies as appropriate. This plan will address:

- Employee screening form and check in at the Student Health Center;
- Ensuring sick staff stay home and prompt identification and isolation of sick persons;
- Physical distancing;
- Staff hygiene, including face coverings;
- Buildings and ventilation protocol;
- Buildings cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol;
- Communications and training practices and protocol; and
- Health and wellness.

Employee screening form and check-in at the Student Health Center

All staff, contractors, and visitors are required to fill out the ASD Facility Entry COVID-19 Screening Protocol form before arriving to campus. The form can be found on the ASD website, at

https://docs.google.com/forms/d/e/1FAIpQLSdLkLhs-1yw_DemjA3J1-hJZA_xMValRYb-11zXAeZGxaPjJw/viewform. The form is sent electronically to the Student Health Center (SHC), and stored in a spreadsheet to track all people requesting to come to campus.

Once the Screening form is complete, staff, contractors, and/or visitors must report to the SHC, located in the main building on campus, the GCEC building. Staff, contractors, and/or visitors must stay outside the SHC and wait for the nurse to come to give a temperature check. Anyone with a temperature over 100.4 degrees will be re-checked within thirty minutes, and if the temperature has not gone down, will be sent home.



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Ensure sick employees stay home and prompt identification and isolation of sick persons

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.

Many times, with the best of intentions, employees report to work even though they feel ill. ASD provides paid sick leave and other benefits to compensate employees who are unable to work due to illness. Please refer to our Employee Handbook regarding our sick leave, short term disability and FMLA policies. The Families First Coronavirus Act (FFCRA) addresses additional issues not necessarily covered by traditional FMLA. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions will be addressed on a case by case basis.

During this COVID-19 pandemic, it is critical that employees do not report to work while they are ill and/or experiencing at least two of the following symptoms: fever of 100.4 or greater, chills, uncontrolled new cough, shortness of breath, difficulty breathing, and loss of taste and smell. Currently, the CDC recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

If a staff person should fall ill during the course of a workday, that person will be sent home. If there is a need for that person to stay at work for a limited amount of time, an isolation room or a private space will be available in each building for use until that person is able to go home.

If staff are out sick or show symptoms of being ill, it may become necessary to request information from the staff person and/or the health care provider. In general, we would request medical information to confirm the need to be absent, to show whether and how an absence relates to COVID-19, and to know that it is appropriate for staff to return to work. As always, we expect and appreciate staff cooperation if and when medical information is sought.



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Our policy is to treat any medical information as a confidential medical record. Any disclosure of medical information is in limited circumstances with supervisors, managers, and Student Health Center personnel.

Illness Specific to COVID-19

It may happen when a staff member could test positive for COVID-19, or have a strong presumption that he/she may have COVID-19. The following protocols are in place for any employee who may fall into any of these categories:

1. The staff member has COVID-19 symptoms, but has NOT had close contact with a person diagnosed with COVID-19.
2. The staff member has COVID-19 symptoms AND had close contact with to a person diagnosed with COVID-19.
3. The staff member does not have COVID-19 symptoms BUT had close contact to a person diagnosed with COVID-19.

If an employee believes any of the following applies to his/her situation, ASD will implement the following guidelines:

1. Personnel from the Student Health Center, and/or a Human Resources Professional will speak to the employee.
2. If the employee is at work, the employee must return home.
3. The employee will be encouraged to seek medical attention.
4. Inform the employee that the point of contact is Patricia Schoenfeld, Director of Human Resources, and Andrea Dillon, Director of Student Health Center/Compliance Officer.
5. Human Resources and/or the Student Health Center will ask employee to provide a list of other employees that the employee may have come into close contact with over the previous 14 days. **Close contact is defined by the CDC as "being within approximately 6 feet of someone with COVID-19 for a prolonged period of time, or having direct contact with infectious secretions from someone with COVID-19 (being sneezed or coughed or spit on in the face).** Staff who have been in close contact, using the above definition will be notified that a staff member may have a confirmed or presumptive case of COVID-19. Contact Tracing is an effective method of preventing the spread of

COVID-19. Following guidelines from the DPH, ASD will ask if you have had close contact with any students or staff. In order to maintain confidentiality, Patricia Schoenfeld and Andrea Dillon will be the contact for gathering and tracking contact tracing information.

6. Staff who have been in close contact may be sent home and advised to self-quarantine. See below regarding Special Protocol for Critical Infrastructure Workers and quarantine.
7. Advise the employee to speak with Tracy Pelletier, Benefits Specialist, to learn of the protections in place related to COVID-19, such as FMLA, or government leave benefits enacted by FFCRA, and/or use of paid sick leave, personal leave, vacation leave.

Additional Protocols

1. All employees will be informed via an “all staff email” of the potential exposure, once any staff who satisfies requirement number 5 listed above have been notified by the SHC or HR. The email will not reveal the identity of the potentially affected staff.
2. If an employee is working remotely and has a diagnosis or a presumptive diagnosis of COVID-19, and has worked from home at least 14 days, other employees do not need to be informed.

Special Protocols for Critical Infrastructure Workers

The CDC has advised that employees who are essential workers (critical infrastructure workers) may be permitted to work following potential exposure to COVID-19, as long as they do not display any symptoms. However, those staff should:

1. Continue daily screening as required by ASD.
2. Continue to practice physical distancing.
3. Continue to wear a cloth face covering.

Physical distancing

Physical distancing of at least six feet will be implemented and maintained between staff, students, contractors, and/or visitors on campus by following administrative controls.

Classroom Management: Teachers, students, Teacher Aides, first shift Residential Counselors, Counselors, Audiologists, and Speech and Language Pathologists will follow the Adaptability Reopening document prepared by Paula Morabito, Director of Education. **See Appendix B for Academic reopening plan**

Administrative Personnel: All departments with administrative functions.

1. The Center for Disease Control has recommended that staff who are able to work remotely from home should continue to work from home. ASD encourages staff who are able, to work remotely when possible. Each department shall not have more than a 50% occupancy at any time. The Department Head will develop a schedule for rotating staff in the office, adhering to the 50% occupancy. Each office will have a maximum occupancy sign displayed. When appropriate, staff may be able to flex their schedules to reduce the number of people in the office. Office doors will remain closed, and it is recommended that staff make appointments rather than drop in. Any office area with desks that are not enclosed will have a plexiglass shield installed.
2. Directional arrows will be placed in all buildings, in hallways, stairways, floors, entrances, lobbies, to ensure that traffic moves in one direction, and that entrances and exits are clearly defined.
3. Elevators in the GCEC, Vocational, and Cogswell, may not be used, unless staff must transport a student, and in those instances, cloth face coverings rules will apply. Staff needing an accommodation must see Patricia Schoenfeld, Director of Human Resources.
4. Staff will be advised not to gather in common areas, or to follow the maximum occupancy requirement for that space. It is recommended that staff eat meals at their desks, in their offices. Staff lounges will have a maximum occupancy. There will be additional space designated for staff breaks, with maximum occupancy signage displayed. There will be tables and



tents set up outside to accommodate staff who would like to take breaks outside of the buildings. Physical distancing will need to be maintained while outside.

5. The cafeteria is closed to all staff, with the exception of PACES students, PACES first shift Residential Counselors, PACES teachers, and Security. Core students, Core Teachers, Core TA's, and any administrative staff may order a meal the day before for delivery the next day. Menu is posted on the website. Your order must be placed by 1:00pm the day before with the designated AA, to be determined.
6. Meetings will continue to be virtual via Zoom or any virtual platform available.
7. Staff should not share office equipment: phones, pens, computer equipment, desks, cubicles, workspaces, offices or other personal equipment, and equipment will not be shared and, if used by more than one person, will be cleaned and disinfected between users.
8. The Student Health Center will continue the practice of rotating their staff on a weekly basis to make sure that there is a full nursing staff in the event of an outbreak on campus.
9. The Student Health Center will inventory and store all necessary PPE, including cloth face coverings, paper masks, clear masks, latex-free gloves, gowns (when necessary, gowns will be distributed), and face shields. Staff may request cloth face coverings, paper masks, latex-free gloves at any time, but other equipment (N-95, gowns) are reserved for more serious situations, such as students in isolation, staff assigned to isolation dormitories, or emergencies.
10. All staff will follow the ASD Contingency plan should there be a severe staffing shortage due to a potential outbreak. **See Appendix C**

Hygiene

Basic infection prevention measures are being implemented at ASD at all times. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All staff planning to work shall wash or sanitize their hands prior to or immediately upon entering the facility.

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in all buildings so they can be used for hand hygiene in place of soap and water, if staff cannot get to a bathroom to use soap and water. ASD will provide personal size hand sanitizers to all staff who request one. Additionally, there will be designated areas where staff may find disinfecting cloths.

Cloth face coverings must be worn at all times, and especially when physical distancing of at least 6 feet is not possible. There will be signage in all buildings which will require all staff, students, contractors, and visitors to wear a cloth face covering or be denied entry to the building.

Staff will be instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Staff are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Trash receptacles are available to all staff and other persons entering the workplace.

All water fountains will be closed with the exception of our touchless refilling stations. Staff are encouraged to bring their own water bottles and cups will be available to fill at designated stations.

Buildings and ventilation protocol

Following the guidance of the SDE and the CDC, The American School for the Deaf has implemented the following recommendations for air quality:

GCEC

- Programming of the computer actuated HVAC system has been modified to allow for air purging of the building 2 hours prior to opening and 1 hour after closure of the building.

Vocational

- Where applicable, the computer actuated HVAC programs have been modified to accommodate the SDE and CDC recommendations for air quality, allowing for 2 hours prior to opening and 1 hour after closure of the building.
- In areas not controlled by computer actuated HVAC system, ASD's Facility and Security teams are physically turning on air conditioners 2 hours prior to opening school and leaving them on 1 hour after closure of the building.

Ward Gym

- ASD is currently upgrading the air handling controls to integrate with computer actuated HVAC system. Until this is completed the Facility and Security teams are manually operating the controls 2 hours prior to opening of school and 1 hour after closure of the building.

Entire Campus

- All Bathrooms campus wide have exhaust fans running 24/7
- ASD had all ventilation duct work professionally cleaned in each buildings this spring.
- ASD has a preventative maintenance schedule with our mechanical contractor to change the filters in all HVAC units on a staggered quarterly basis.

Buildings cleaning and disinfection protocol

The Supervisor of Custodial and Special Projects will follow the DPH/CDC/SDE Guidance for the Cleaning and Disinfection of Schools during the COVID-19 Pandemic. These protocols are subject to change as guidelines and directives from the State, DPH, and OSHA change.

ASD currently has an outside vendor, Horizon, who is responsible for the majority of cleaning campus-wide. Horizon will respond to emergency clean-up during all shifts campus-wide, including dormitories. They will be responsible for emptying all outside trash receptacles, and will clean heavily used areas during staff scheduled breaks.

The following protocols are currently in place:

1. Horizon maintains a 24-hour presence on campus for cleaning/disinfecting.
2. Horizon is responsible for cleaning and disinfecting all buildings and dormitories.
3. ASD currently employs two custodians who have designated areas for cleaning/disinfecting.
4. Electrostatic cleaning is scheduled and will be adjusted as necessary.
5. The cleaning process involves Horizon custodial staff wiping down all contact points to include but not limited to: doorknobs, handrails, faucets, stalls, light switches, chairs, tables/desks, and countertops.
6. All upholstered furniture will be put in storage for sanitary purposes.



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7. All bathrooms have been put on a schedule of cleaning and disinfecting twice a day, with extra attention paid to contact points.
8. Paper seat covers have been ordered for all bathrooms.

General Information regarding cleaning/disinfecting:

1. There are dorms that will be designated as quarantine or isolation dormitories. When a quarantine dorm needs to be cleaned, it will be the last building cleaned and the cleaning staff will not enter any other building once cleaning is complete. If an isolation dorm needs to be cleaned the custodial staff may enter with full PPE, clean and then immediately leave campus.
2. Disinfecting wipes will be distributed to all classrooms and offices throughout campus.
3. Hand sanitizers have been placed in hallways and common areas. Each classroom and office will be supplied with hand sanitizers.
4. There will be large receptacles in designated areas in all building with disinfecting wipes for use by staff, students, contractors, and visitors.
5. Regular inspection will be conducted to ensure adherence to cleaning protocols.
6. Appropriate and effective cleaning and disinfecting supplies have been purchased and are in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with suggested and/or required personal protective equipment for the product.

Drop-off, pick-up and delivery practices and protocol

All deliveries must be dropped at the main entrance of the GCEC building. Advance notice must be given to Security if there is to be a pick-up. Security will coordinate all drop-offs, and pick-ups.

Health and Well-Being

The health, safety and well-being of our staff is a top priority. A reopening plan is the first step in making sure that our buildings and grounds meet or exceed the current CDC/DPH/SDE standards, and we are proud to say that ASD has accomplished that.



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With all that in mind, coming back to school and work in the fall is not easy. All employees have access to our Employee Assistance Program(EAP). The program is completely confidential. There are resources that may be helpful for anyone who may be finding this a challenging time, or may just want someone to speak with. **See Appendix D**

Communications and training practices and protocol

This COVID-19 Adaptability and Flexibility Reopening Plan will be finalized and communicated to staff via e-mail the week of August 24, 2020. Additional communication and training will be ongoing by Andrea Dillon, Director of Student Health Center/Compliance Officer, or any Supervisor responsible for a section of the Accountability and Flexibility Reopening Plan. Initial training will be provided to all staff prior to the beginning of the academic school year, and to any subsequent new hires.

The training topics related to COVID-19 and reopening will include, but may not be limited to:

1. Signs and Symptoms of COVID-19
2. Standard Public Health Protocols
3. Critical Hygiene Practices
4. Protocols for self-health assessment and reporting illness
5. PPE requirements, regarding the use and wearing of masks, gowns and gloves, and the correct procedure to dispose of used PPE
6. Protocols for emergency situations
7. Building and equipment cleaning and sanitizing
8. Review of any new policies and procedures, or changes in job descriptions
9. New building set-ups, including signage, touchless water stations, maximum room capacity, playground procedures, and furniture set-up.
10. Other as designated by appropriate person

This plan will also be communicated to all staff, including employees, temporary workers, and interns. **See Appendix E for sample training grid**

Managers and supervisors will monitor the effectiveness of the plan and how the plan is being implemented.



In order for the Adaptability and Flexibility Reopening Plan to be effective, all staff must take an active role and collaborate in making sure that we are all carrying out the necessary and critical protections, protocols, staff training consistently, as a team. By working together, we remain safe together, and can maintain a work environment where we are confident we are meeting and exceeding all guidelines and that we are putting staff/student safety above all else.

Summary

The ASD Adaptability and Flexibility Reopening Plan is a live document. There will be changes and updates. Staff are encouraged to provide feedback and thoughts. All feedback will be reviewed by the Executive Leadership Team and/or the ASD COVID-19 Task Force Committee.

Highlights of the Plan:

- Limit out of state travel to “hot spot states”; check Connecticut travel advisory website. **See Appendix A**
- Be Respectful, Responsible and Safe! Wear a cloth face covering; remember when you wear one, you are protecting others, and when they wear one, they are protecting you;
- Be responsible and ask questions if you are unsure of a protocol or procedure;
- Be safe and practice excellent hygiene: wash your hands often and for 20 seconds. Use soap and water. Use hand sanitizer when you cannot get to a sink.
- Be responsible and practice physical distancing, in classrooms, offices, common areas, and outside;
- Be respectful by following maximum occupancy signs;
- Limit close face to face interaction, and touching...no fist bumps, handshakes, hugs, or elbow bumps, etc.



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Contact Information

Jeffrey S. Bravin	Executive Director Jeff.bravin@asd-1817.org (860) 944-7644 (cell/text)
Andrea Dillon	Director of Student Health Center/Compliance Officer Andrea.dillon@asd-1817.org (860) 250-8600 (cell/text)

Executive Leadership Team

Elizabeth DeRosa	Director of Institutional Advancement Elizabeth.derosa@asd-1817.org (413) 695-4985 (cell/text)
Jennifer Pizzoferrato	Director of Finance and Operation jp@asd-1817.org (860) 970-9675 (cell/text)
Karen Wilson	Director of PACES Karen.wilson@asd-1817.org (860) 485-7043 (cell/text)
Kristin Feldman	Director of Student Life Kristin.feldman@asd-1817.org (860) 944-9365 (cell/text)
Patricia Schoenfeld	Director of Human Resources Patricia.schoenfeld@asd-1817.org (347) 213-8479 (cell/text)
Paula Morabito	Director of Education Paula.morabito@asd-1817.org (860) 471-4787 (cell/text)

Appendix A - Links

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

ASL Videos from the CDC:

<https://www.youtube.com/watch?v=m4gborCUztk&list=PLvrp9iOILTQatwnqm61jqFrfsUB4RKh6J&index=6>

<https://www.youtube.com/watch?v=J6XaDkMD2NM&list=PLvrp9iOILTQatwnqm61jqFrfsUB4RKh6J&index=9>

<https://www.youtube.com/watch?v=RuVnoVcCd7I&list=PLvrp9iOILTQatwnqm61jqFrfsUB4RKh6J&index=2>

Business

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation –

Federal OSHA – www.osha.gov

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Physical distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html



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Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Connecticut: <https://portal.ct.gov/-/media/Coronavirus/COVID-19-FAQs.pdf>

Connecticut: <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/COVID-19-Testing>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

Travel

Connecticut Travel Advisory: <https://portal.ct.gov/coronavirus/travel>

Appendix B – Academic Reopening Plan



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Adaptability and Flexibility

ASD's Reopening Plans for the 2020-2021 School Year

Date of Submission:	July 24, 2020
School Name:	American School for the Deaf
Reopening Plan Point of Contact:	Paula Morabito, Director of Education
Contact Email:	paula.morabito@asd-1817.org
Contact Phone:	860-471-4787
COVID-19 Health & Safety Compliance Liaison:	Andrea Dillon, Director of SHC
Liaison Email:	andrea.dillon@asd-1817.org



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Introduction

The American School for the Deaf has developed comprehensive plans to open the campus for the 2020-2021 school year. We have established extensive health and safety protocols for our students and staff. Parents will also have the option to keep their children home for remote learning if they feel their child (or someone in their household) is at risk of serious complications from COVID-19. They may also select this option if they are uncomfortable sending their children to school for in-building learning during the pandemic. The plans that we have established for our reopening, align with the [Connecticut Reopening Schools Plan](#) and will continue to be adapted with updates to these guidelines. In the development of our reopening plan, we remain committed to the health and safety of the entire ASD community, including social emotional well-being, as well as maintaining academic excellence for our students.

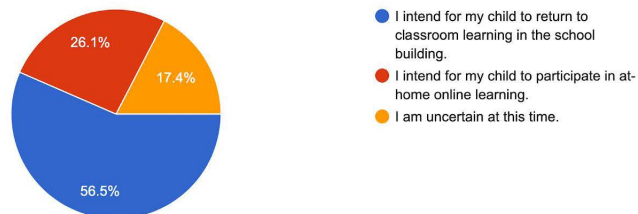
In ASD's [Adaptability and Flexibility Plan](#), we have established three main scenarios for the return to school based on the level of COVID-19 spread:

- **Full in-person** (Minimal COVID-19 spread). ASD's current plan is for a full return to campus, with an option for parents to choose to keep their children home for remote learning due to health concerns or if they are uncomfortable sending their children to school for in-building learning during the pandemic. This is the current state-wide approach established by the Connecticut SDE.
- **Hybrid instruction** (Moderate COVID-19 spread) will be a combination of in-person learning and remote learning.
- **Full remote learning** (High COVID-19 spread). In this scenario, we expect that students will participate in a blend of asynchronous and synchronous learning (access to "live" high-quality teacher support via office hours and instruction on a regularly scheduled basis).

At this time, the State of Connecticut guidelines and expectations indicate that schools should plan to have all students return to schoolhouses for full-time instruction at the beginning of 2020-2021, so long as public health data continues to support this model. We will remain in close communication with the local Department of Public Health (Bloomfield/West Hartford) and will adapt plans accordingly.

In mid-July, we surveyed our families in order to assist in our reopening plans. The survey asked if their intention was to send their child for in-person classes, participate in remote learning, or if they were still undecided (results below). We will be sending the survey to our families again in early August and hope that the release of our full reopening plan will assist those families that are still undecided.

Learning intentions for the 2020-2021 school year
46 responses



ASD Priorities for Reopening

- Health and Safety of students and staff
- Robust, high quality instruction for in-person, hybrid, and remote learning opportunities
- Enhanced programming in social emotional learning
- Assessment and analysis of current academic levels

Committees and Considerations

ASD has worked closely with a number of committees and incorporated guidelines from several agencies. We are very grateful for the input of the committee members in drafting the policies and procedures to safely reopen our schools:

ASD Executive Leadership Team
Academic Hub
Student Health Center
ASD Coronavirus Task Force
West Hartford/Bloomfield Department of Public Health
Department of Children and Families
Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together
CDC Guidelines



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Health and Safety

The health and wellness of all members of our community remain our first priority. Following are the elements of our plan as outlined in the requirements from the CT Reopening Schools Plan and guidelines established by the West Hartford/Bloomfield DPH and CDC.

Face Masks:

- Following the state-wide plan, students, faculty and staff are required to wear face coverings that cover mouth and nose in all areas while on campus.
- We encourage families to provide face masks for their children each day. If families are not able to supply masks, ASD will have **clear masks** available. It is critical that full communication accessibility is in place for our students and staff. Although the cost of supplying clear masks is higher than typical face coverings, ASD feels this is a critical component to our reopening and will commit to ensuring our campus remains fully accessible to all.
- In partnership with the SHC, regular mask breaks will be scheduled throughout the day at regular intervals.
- According to the CT Reopening Schools Plan, "anyone who has a documented medical reason making it unsafe to wear a face covering, masks will not be required." If this applies to your child, please communicate with our Student Health Center. The Planning and Placement Team (PPT) will also convene to ensure this accommodation is documented in the IEP.

Hand Sanitizing and Handwashing Protocols:

- Hand sanitizers are placed in or near classrooms and all high-traffic areas such as entrances, cafeterias and common areas.
- Hand washing at regular intervals will be a mandatory occurrence, and appropriate cleaning techniques will be instructed.
- Signs, Thinking Maps, and videos will be created and posted throughout the campus on protocols and techniques.
- Nurses will visit classrooms at regular intervals to demonstrate appropriate health procedures.
- All procedures will be shared with families in regular communications and posted on our website.



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Ventilation, Facilities and Cleaning Protocols:

- Plant operations staff will be in compliance with the DPH Guidance for the Cleaning and Disinfection of Schools during the COVID-19 Pandemic document. Cleaning protocols will be maintained and updated by the SHC.
- Continue enhanced cleaning and disinfecting frequently throughout the day with deep cleaning after school hours.
- Regular inspection will be conducted to ensure adherence to cleaning protocols.
- All water fountains will be closed with the exception of our touchless refilling stations. Students are encouraged to bring their own water bottles and cups will be available to fill at designated stations.
- ASD, in partnership with our HVAC mechanical contractor, has addressed the requirements as outlined in the DPH Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems during the COVID-19 Pandemic document. All systems on our campus have been reviewed and updated, where necessary, to increase fresh air ventilation and circulation. ASD plant operations staff will continue to monitor all ventilations systems to ensure they are performing optimally for the health of our students and staff.

Physical Distancing:

- Each academic building on campus will have specific plans for physical distancing including in classrooms, hallways, bathrooms, as well as for arrival and departures.
- The typical class size at ASD is between 6-7 students. Class sizes will remain small in order to maintain 3-6 feet of distancing in all classrooms. In order to fully access communication (visual access to signing by teacher and students), desks will be spaced apart on the perimeter of the classroom.
- Physical barriers (i.e. plexiglass shields), will be provided to teachers or service providers where physical distancing is not possible.
- Alternative spaces on the ASD campus may be repurposed for instruction to maximize physical distancing.
- Signage has been created regarding physical distancing and will be highly visible throughout the campus. Hallways will have signage for directionality.
- Staff and students will avoid the sharing of materials and belongings.
- Visitors will not be allowed on the campus unless there is a specific business reason to be there. Any visitors will be monitored via the official screening protocols.



Outside Recess and Playgrounds:

- Classrooms will be scheduled and staggered for outside times.
- Hand washing/sanitizing is mandatory before and after outside exposure.
- Use designated doors for points of entry and exit to the recess or playground area.
- Playground equipment will be cleaned after each use by Plant Ops staff.
- Recess and playground areas may be mask free zones if physical distancing is reinforced.
- Safe mask storage must be provided as students exit the building into the playground. Masks must be put back on before re-entering the building.

Other:

- The designated COVID-19 Health and Safety Compliance Liaison will be the director of the Student Health Center.
- Guidance will be provided for families and staff about when to stay home.
- Guidance for teachers regarding students who do not abide by mask mandate will be provided.
- Emergency contact information for all students and families will be updated regularly.
- The SHC will have illness tracking protocols in place. Staff in the SHC will make contact with families daily regarding absenteeism.
- Separate "isolation rooms" (not in the SHC) will be maintained for individuals who are not feeling well at any time during the day. If a student or staff member becomes ill during the day, they will be sent home and required to follow-up with their health care provider prior to returning to campus.
- Personal Protective Equipment (PPE) will be provided for the staff member assigned to the "isolation room".
- Collaboration will occur between the SHC and the West Hartford/Bloomfield DPH on all elements of illness tracking. Decisions about canceling in-person learning or moving to a hybrid/full remote learning approach will be made in partnership with the local DPH.



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Teaching and Learning:

ASD remains committed to educational excellence as well as the social emotional well-being of our students. Ongoing planning is occurring to ensure highly engaging lessons that reflect rigorous learning targets and standards. Every student at ASD is provided with a one-to-one device (Chromebook or iPad) providing the ability to quickly adapt to various return to school scenarios.

Full In-Person Learning with a Component of Remote Learning:

- Student arrival and departure times will be managed to maximize distancing protocols.
- Morning arrival routines will include a temperature check of all students by SHC staff.
- Physical configuration of classrooms will be continually monitored to ensure students are following distancing guidelines.
- ASD will open on our originally planned day of August 31, 2020 and will continue to follow our typical school-day hours of 8:25-2:56.
- A block schedule has been developed to allow for minimal rotations and to minimize student transitions. A sample schedule is attached (Addendum A) to the end of this document. The final schedule may vary slightly due to scheduling variables.
- Surfaces will be cleaned with approved products for middle and high school students who will be changing classes during the day.
- Each classroom will be assigned a designated bathroom.
- Meals will be served in classrooms or outside based on current guidelines. Boxed lunches will be provided and delivered outside the classroom door by designated staff. There is no entry into the classroom by the person who is delivering. Gloves must be worn for all deliveries.
- Elective teachers (art, robotics, etc.) will push-in to the classroom with the exception of physical education. Physical education will be provided outside, when possible, or inside utilizing (2) possible gym spaces to maximize physical distancing.
- Students who remain home due to a "verified medical reason or for some other reason", will be provided the opportunity to live stream lessons with their classroom with additional TA support where needed. Parents will need to commit to the distance learning option and ensure that their child is able to login on a daily basis.
- Students will use Zoom and Google Classroom, in addition to other online resources, and will need to commit to working vigorously in the virtual environment.
- Teachers will be provided with technical support and ongoing professional development opportunities to continuously improve distance learning skills.



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Transitioning Back to School:

- During the first few weeks back to school, social emotional well-being will be a key component. ASD is committed to ensuring all students feel a strong belonging to the school community and are supported in a caring and inclusive environment. ASD is a Banner PBIS school, and has built a PBIS platform to support student and family needs - both in person and remotely. This includes supporting students and staff "real time" with reinforcing Respectful, Responsible and Safe behavior. School-based counselors, school psychologists and social workers will join classrooms (in-person and remote) to support teachers and students. Counselors will conduct individual and group counseling (including social skills groups, and mindfulness activities) with both IEP mandated and non-mandated students requiring additional support. During the initial return to school, enhanced SEL/PBIS "lessons" will be provided, regardless of whether a student is remote or attending school in-person.
- Assessments will also be important during this initial return to determine where students are and to adjust or adapt plans to accelerate learning for all students.
- Frequent and continued communication with families will be critical to ensure a smooth transition back to school. Teachers and administrators welcome feedback from families on how children are adapting and how to best meet the needs of each child.

Hybrid Model:

- All *Health and Safety*, and *Teaching and Learning* procedures outlined above, will be followed during the hybrid model.
- Students will attend in person for the full day on Monday and Wednesday with Tuesday, Thursday and Friday designated as remote learning.
- Depending on current guidelines, as well as student participation, ASD may adjust this model to include returning to a more traditional school schedule or more remote instruction options.
- ASD has purchased licenses from GoGuardian. This program is a web-based service that operates on our Google Classroom educational platform. GoGuardian will help to protect students against harmful and inappropriate online material and assists us in teaching digital responsibility and safety. These protections will work both when on campus or when accessing educational content remotely.



Full Remote Learning:

- Distance learning will continue to build from our Continuing Educational Opportunities model developed in the spring. Students will be able to see their teachers and peers in a virtual setting on a daily basis. ASD will employ a blend of asynchronous and synchronous learning (access to “live” high-quality teacher support via office hours and instruction on a regularly scheduled basis), if there is a mandated closure. A sample day is added to the end of this document (Addendum B).
- Students will use Zoom and Google Classroom, in addition to online resources for distance learning, and commit to working vigorously in the virtual environment. This includes accessing content online, which may include videos posted by teachers.
- ASD has purchased licenses from GoGuardian. This program is a web-based service that operates on our Google Classroom educational platform. GoGuardian will help to protect students against harmful and inappropriate online material and assists us in teaching digital responsibility and safety. These protections will work when on campus or when accessing educational content remotely.
- Teachers will continue to engage in professional learning activities that improve their distance learning skills.

Special Education Considerations:

ASD is an Approved Private Special Education Facility and each of our students have an Individualized Education Plan (IEP). Each IEP will be implemented fully when students are participating on campus and will be implemented to the fullest extent possible if a student is participating in remote learning. Our staff will remain in frequent communication with our parents and districts and PPTs will be convened for any proposed changes to the IEP. PPT meetings will be held virtually in order to minimize visitors and exposure for our students and staff.



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Personnel

ASD understands that the COVID-19 pandemic has also been stressful on our staff. We are committed to providing frequent communications on policies and procedures as well as information on any changes. Information regarding resources for emotional support, including our Employee Assistance Program (EAP), will be available to our staff.

Additional Considerations:

- The human resources office will work closely with the educational team to ensure proper staffing is in place to meet the needs of all of our students. ASD will follow current guidelines provided by the CSDE to allow for greater flexibility, if needed, for Long-Term Substitutes and Durational Shortage Area Permits.
- All staff will be required to complete the ASD Electronic Health Screening form before coming to work each day and temperatures will be checked upon arrival to campus.
- All staff will be required to wear masks while on campus.
- Staff will be required to stay home if they are not feeling well or if they have any of the COVID-19 symptoms identified by the CDC. Designated isolation rooms (apart from the SHC) will be available for any staff member that begin to feel ill during the work day. If a staff member does become ill, they will be sent home and required to follow-up with their health care provider prior to returning to work.
- A FAQ document will be created in order to provide guidance to information for our staff.

Professional Development:

ASD will be providing mandatory training for all staff, prior to the start of the school year, in the following areas:

- Ensuring staff are aware of COVID-19 symptoms, when to stay home, and what to do if they have been exposed to someone with a suspected or confirmed case
- Provide information to staff about leave policies if they need to stay home
- Proper handwashing techniques and hand sanitizing including when it must be done
- Policies and procedures on physical distancing
- Information on the use of PPE



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Communications

- Ensure our community is aware how to contact ASD's reopening plan point of contact as well as the ASD COVID-19 school liaison
- Updates to ASD website and reopening plan, as necessary
- Survey of families intentions completed mid-July and will be sent again in early August to gauge readiness to return
- Teachers and counselors will communicate bi-weekly, at a minimum, with families to determine how the return is going and offer support as needed
- Provide video tutorials for families, students, and staff which include:
 - Physical distancing
 - Frequent hand washing and use of hand sanitizer
 - Use of face coverings that completely cover the face and nose
 - Cleaning and disinfecting of surfaces
 - Illness protocols and requirements for return to school/work
 - Respiratory and cough etiquette

Transportation

ASD is an APSEP, therefore, does not provide daily transportation to students to and from school.



Addendum A Proposed Block Schedule Fall 2020

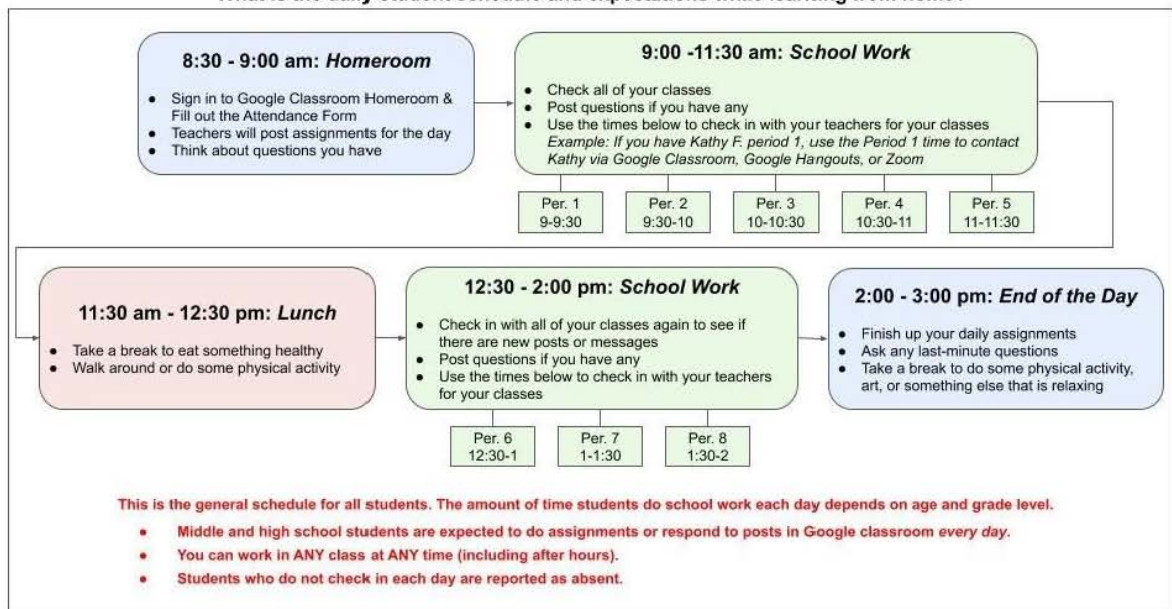
Period*	Elementary school	Middle school	Period*	High School 2-day rotation	
				Day A	Day B
1 8:30-9:15	Academics	Vocational/ Study Hall	1 8:30-9:15	Academics A	Academics C
2 9:15-10:00			2 9:15-10:00		
3 10:05-10:50		Specials	Academics	3 10:05-10:50	Academics B
4 10:55-11:40	4 10:50-11:35				
5 11:40-12:25	Lunch/Recess	Lunch	5 11:40-12:25	Academics E 11:30-12:15	Academics E 11:30-12:15
6 12:30-1:15	Specials	Academics	6 12:25-1:15	Lunch	Lunch
7 1:20-2:05	Academics		7 1:15-2:00	Vocational	Study Hall
8 2:05-2:50			8 2:05-2:50	Study Hall	Vocational
Wrap-Around 2:50-3:30	Meetings, Group Planning, Workshops, PLCs, etc. (Days not set in stone, but no more than 2x per week and may be via Zoom from classrooms/offices)				

** Please note, the times are slightly different for Elem/MS v HS based on where passing time may be needed to allow for slower transitions.*

Addendum B

Remote Learning Daily Schedule

What is the daily student schedule and expectations while learning from home?



Adaptability and Flexibility: ASD's Reopening Plans for 2020-2021

Elementary School Fact Sheet

- **eLearning:** The ASD campus will be open for the first day of school for full in-person learning. As a parent/guardian, you have the option to select an eLearning approach (online learning from home) to instruction during Phase 1 or Phase 2. If your family chooses this option, students will be asked to participate in real-time (synchronously) with their class. Our teachers will use technology (cameras and Zoom) to provide live instruction for any child participating from home. Assignments will be posted in Google Classroom so that students who are at school or at home can access all materials and submit completed work online. Any student working from home that requires a modified approach to synchronous learning, including the use of print-based materials (instead of technology), should reach out to the principal and/or classroom teacher.
- **Health & Safety First:** If you choose to have your child participate in any in-person classes (during Phase 1 or Phase 2), please keep your child at home if they are not feeling well. If your child is feeling well enough to participate from home, they are invited to participate in eLearning with their class. Your child will not be marked absent if they participate from home.
- **Face Masks:** All students and staff will be required to wear masks in school. We will plan for multiple mask breaks throughout the day including during recess. Face masks, and any other necessary PPE, will be provided by ASD if students or staff do not have their own. ASD has also purchased several plexi-shields for areas where staff and students may not be able to maintain physical distancing (i.e. speech and language rooms). If students are unable to wear a mask during the day due to medical or other reasons, families should contact the SHC to discuss options.
- **Hygiene:** Regular hand washing will be demonstrated by the SHC and will be integrated into the day's activities. When soap and water are not available, hand sanitizer dispensers have been installed in common areas throughout

the building. The SHC will also provide training on how to properly cover coughs and sneezes.

- **Physical Distancing:** We will ensure, as much as possible, that physical distance is maintained throughout the day. We have marked spaces in every classroom for desk placement to maximize distancing to the fullest extent possible. We have also marked hallways for directional guidance and indicated maximum occupancy in each room based on square footage. All water fountains have been closed and touchless water dispensers have been placed throughout campus.
- **Cohorts:** All elementary school students will remain in their designated classroom for the duration of the school day. Elective teachers will push into classes with the exception of physical education, which will be held outside or in 1 of 3 gyms we have on campus. Service providers (Speech & Language Therapists, OT, PT) will either push into the classroom or students will proceed to the providers room individually or in small groups where space allows.
- **Enhanced cleaning protocols:** All cleaning and sanitizing procedures have been updated to meet CDC recommendations. All bathrooms will be cleaned and sanitized two times per day, at a minimum. Additional cleaning staff have been hired to ensure regular and frequent cleaning of all contact points (door knobs, handrails, chairs/tables, desks). A method of enhanced cleaning, called electrostatic cleaning is being conducted two evenings per week.
- **Student Drop Off/Pick Up:** Students in elementary school will continue to arrive and depart from the front door of GCEC. Upon arrival, nurses will greet students at the car/van and touchless temperatures will be taken. Students will then proceed directly to their classrooms. If a student is found to have a temperature (>100.4), the van will be asked to pull aside while a member of the SHC contacts the parent and the student is returned home.
- **Illness during the day:** If a student or a member of the staff become ill during the day, ASD has established isolation rooms with beds and nurses on each floor and will remain until transport home is arranged.
- **Phase 3/Full eLearning:** Should it become necessary for ASD to move to Phase III (full eLearning) of our plan, students will continue to follow their regular

schedule and teachers will provide a balance of synchronous and asynchronous instruction.

Middle School Fact Sheet

- **eLearning:** The ASD campus will be open for the first day of school for full in-person learning. As a parent/guardian, you have the option to select an eLearning approach (online learning from home) to instruction during Phase 1 or Phase 2. If your family chooses this option, students will be asked to participate in real-time (synchronously) with their class. Our teachers will use technology (cameras and Zoom) to provide live instruction for any child participating from home. Assignments will be posted in Google Classroom so that students who are at school or at home can access all materials and submit completed work online. Any student working from home that requires a modified approach to synchronous learning, including the use of print-based materials (instead of technology), should reach out to the principal and/or classroom teacher.
- **Health & Safety First:** If you choose to have your child participate in any in-person classes (during Phase 1 or Phase 2), please keep your child at home if they are not feeling well. If your child is feeling well enough to participate from home, they are invited to participate in eLearning with their class. Your child will not be marked absent if they participate from home.
- **Face Masks:** All students and staff will be required to wear masks in school. We will plan for multiple mask breaks throughout the day. Face masks, and any other necessary PPE, will be provided by ASD if students or staff do not have their own. ASD has also purchased several plexi-shields for areas where staff and students may not be able to maintain physical distancing (i.e. speech and language rooms). If students are unable to wear a mask during the day due to medical or other reasons, families should contact the SHC to discuss options.
- **Hygiene:** Regular hand washing will be demonstrated by the SHC and will be integrated into the day's activities. When soap and water are not available, hand sanitizer dispensers have been installed in common areas throughout

the building. The SHC will also provide training on how to properly cover coughs and sneezes.

- **Physical Distancing:** We will ensure, as much as possible, that physical distance is maintained throughout the day. We have marked spaces in every classroom for desk placement to maximize distancing to the fullest extent possible. We have also marked hallways for directional guidance and indicated maximum occupancy in each room based on square footage. All water fountains have been closed and touchless water dispensers have been placed throughout campus for student and staff use.
- **Cohorts (GCEC Only):** Students will be able to rotate to the classrooms within the middle school hallway. A block schedule, copy attached to this document, has been developed to minimize transitions. Students will be able to participate in art, culinary, and robotics in designated classrooms in the middle school hallway. Physical education will be held outside or in 1 of 3 gyms on campus. Service providers (speech & language, OT, PT, counseling) will either push into the classroom or students will proceed to the providers room. Students will eat lunch in their homeroom and meals will be delivered to each room. The bathrooms in the middle school hallway have been designated for student use and MS students may only use these bathrooms.
- **Cohorts (PACES Only):** Students will remain in their designated classroom throughout the school day with the exception of electives (robotics and culinary) which will be held in their respective classrooms. Physical education will be held outside or in 1 of 3 gyms on campus. Students will receive services (speech & language, OT, PT, counseling) in the service providers rooms within the vocational building. PACES students will be able to eat all meals in the cafeteria at GCEC.
- **Enhanced cleaning protocols:** All cleaning and sanitizing procedures have been updated to meet CDC recommendations. All bathrooms will be cleaned and sanitized two times per day, at a minimum. Additional cleaning staff have been hired to ensure regular and frequent cleaning of all contact points (door knobs, handrails, chairs/tables, desks). A method of enhanced cleaning, called electrostatic cleaning is being conducted two evenings per week. Cleaning wipes/supplies will be placed in each classroom for students to

sanitize the desk and chair they are vacating at the end of the instructional period.

- **Student Drop Off/Pick Up:** Students in middle school will arrive and depart from the *North* entrance of GCEC. Upon arrival, nurses will greet students at the car/van and touchless temperatures will be taken. Students will then proceed directly to the 2nd floor via the North stairwell and into their 1st period classroom. If a student is found to have a temperature (>100.4), the van will be asked to pull aside while a member of the SHC contacts the parent and the student is returned home.
- **Illness during the day:** If a student or a member of the staff become ill during the day, ASD has established isolation rooms with beds and nurses on each floor and will remain until transport home is arranged.
- **Phase 3/Full eLearning:** Should it become necessary for ASD to move to Phase III (full eLearning) of our plan, students will continue to follow their regular schedule and teachers will provide a balance of synchronous and asynchronous instruction.

High School Fact Sheet

- **eLearning:** The ASD campus will be open for the first day of school for full in-person learning. As a parent/guardian, you have the option to select an eLearning approach (online learning from home) to instruction during Phase 1 or Phase 2. If your family chooses this option, students will be asked to participate in real-time (synchronously) with their class. Our teachers will use technology (cameras and Zoom) to provide live instruction for any child participating from home. Assignments will be posted in Google Classroom so that students who are at school or at home can access all materials and submit completed work online. Any student working from home that requires a modified approach to synchronous learning, including the use of print-based materials (instead of technology), should reach out to the principal and/or classroom teacher.
- **Health & Safety First:** If you choose to have your child participate in any in-person classes (during Phase 1 or Phase 2), please keep your child at home if they are not feeling well. If your child is feeling well enough to participate

from home, they are invited to participate in eLearning with their class. Your child will not be marked absent if they participate from home.

- **Face Masks:** All students and staff will be required to wear masks in school. We will plan for multiple mask breaks throughout the day. Face masks, and any other necessary PPE, will be provided by ASD if students or staff do not have their own. ASD has also purchased several plexi shields for areas where staff and students may not be able to maintain physical distancing (i.e. speech and language rooms). If students are unable to wear a mask during the day due to medical or other reasons, families should contact the SHC to discuss options.
- **Hygiene:** Regular hand washing will be demonstrated by the SHC and will be integrated into the day's activities. When soap and water are not available, hand sanitizer dispensers have been installed in common areas throughout the building. The SHC will also provide training on how to properly cover coughs and sneezes.
- **Physical Distancing:** We will ensure, as much as possible, that physical distance is maintained throughout the day. We have marked spaces in every classroom for desk placement to maximize distancing to the fullest extent possible. We have also marked hallways for directional guidance and indicated maximum occupancy in each room based on square footage. All water fountains have been closed and touchless water dispensers have been placed throughout campus for student and staff use.
- **Cohorts (GCEC Only):** Students will be able to rotate to the classrooms within the high school hallway. A block schedule, copy attached to this document, has been developed to minimize transitions and directional markings will be in the hallway. Students will be able to participate in art, culinary, and robotics in designated classrooms or spaces. Physical education will be held outside or in 1 of 3 gyms on campus. Service providers (speech & language, OT, PT, counseling) will either push into the classroom or students will proceed to the providers room. Students will eat lunch in their homeroom and meals will be delivered to each room. The bathrooms in the high school hallway have been designated for student use and HS students may only use these bathrooms.
- **Cohorts (PACES Only):** Students will remain in their designated classroom throughout the school day with the exception of electives (robotics and

culinary) which will be held in their respective classrooms. Physical education will be held outside or in 1 of 3 gyms on campus. Students will receive services (speech & language, OT, PT, counseling) in the service providers rooms within the vocational building. PACES students will be able to eat all meals in the cafeteria at GCEC.

- **Enhanced cleaning protocols:** All cleaning and sanitizing procedures have been updated to meet CDC recommendations. All bathrooms will be cleaned and sanitized two times per day, at a minimum. Additional cleaning staff have been hired to ensure regular and frequent cleaning of all contact points (door knobs, handrails, chairs/tables, desks). A method of enhanced clearing, called electrostatic cleaning is being conducted two evenings per week.
- **Student Drop Off/Pick Up:** Students in high school will arrive and depart from the *North* entrance of GCEC. Upon arrival, nurses will greet students at the car/van and touchless temperatures will be taken. Students will then proceed directly to the 2nd floor via the North stairwell and into their 1st period classroom. If a student is found to have a temperature (>100.4), the van will be asked to pull aside while a member of the SHC contacts the parent and the student is returned home.
- **Illness during the day:** If a student or a member of the staff become ill during the day, ASD has established isolation rooms with beds and nurses on each floor and will remain until transport home is arranged.
- **Phase 3/Full eLearning:** Should it become necessary for ASD to move to Phase III (full eLearning) of our plan, students will continue to follow their regular schedule and teachers will provide a balance of synchronous and asynchronous instruction.

Appendix C

American School for The Deaf Contingency Plan

The American School for the Deaf, (ASD) is located at 139 North Main Street, in West Hartford, Connecticut.



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The School has been closed since March 16, 2020 and currently is scheduled to resume classes on August 31, 2020. The Residential Behavioral Treatment Program is open.

Currently there are 28 students residing on campus: 26 PACES students, and 2 International students.

Under the guidance of the Department of Public Health (DPH), the students have been placed in “Dorm quarantine” for two weeks, effective March 30, 2020. They will not leave their respective dorms but will not be isolated in their rooms. Staff will be assigned to those dorms. Currently there are no quarantine dorms being occupied by students, but also subject to change.

Holt Dormitory has been designated an Isolation Dormitory, if a student should fall ill. If a student becomes ill, that student will be transferred to Holt Dorm, with one staff per shift, and a nurse. The locations of Isolation Dormitories are subject to change. The staff will follow the guidance of the Director of the Student Health Center with regard to PPE.

Staffing

There are approximately 88 Residential Counselors (RC), working across 5 shifts, who provide direct service to the students. The RC’s are considered essential employees and are among a small group of staff currently permitted on campus. Security, Plant Operations, Deans, Student Support Coordinators, and Custodial are essential staff permitted on campus as well.

The RC’s on each shift are assigned to the open dormitories.

Security

There is Security on all shifts. The first and second and weekend shifts are licensed Security but do not supervise staff or students. On the third shift and the weekend overnight shift, the Dean of Students supervises the staff, and is licensed as Security personnel. There are over 200 cameras on campus, in the dormitories, in all common areas.

Plant Operations



Plant ops is on campus to handle any issues that may come up on campus.

Custodial

The custodial company, Horizon, comes every day, cleans all buildings, and will continue to clean daily.

Food Service

ASD has contracted with Brock, a new food service. Brock has worked with all Supervisors to meet all student needs, including delivery to quarantine dorms, providing varied meal choices, and has collaborated with Andrea Dillon regarding nutritional needs.

Contingency Plan

We do not anticipate a shortage with 88 RC's, but in the rare and unlikely event that ASD is faced with a widespread callout (an entire shift calling out, or enough staff calling out to cause a risk for the students), the following plans will be in place;

1. The staff currently on shift may not leave at the end of the shift. They will stay until ASD can find staff to relieve them.
2. Substitutes will be called in to work, including Teacher Aides (TA), who are qualified to work in the dorms.
3. ASD will condense students to as few dorms as possible, with each student in a single bedroom, until staffing levels are brought back to a manageable level.
4. Deans and other relevant administrators will be called in to supervise students.
5. RC's may be temporarily transferred to the affected shift.

Student Health Center

The Student Health Center has staff on campus Monday to Friday, first and second shift, on call overnight, Weekend days, and on call weekend overnight.

The Student Health Center staffs 5 nurses on first shift, 2 nurses on second shift, and 2 nurses on the weekend.

All nurses screen every person who enters campus. All staff are required to fill out a Health Screening form, and must agree to a temperature check. The nurses also



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handle all medication administration, assessments. The Director of the Student Health Center guides ASD by staying abreast of all CDC guidelines, and has frequent communication with the Department of Public Health.

In order to prevent leaving the Student Health Center compromised, the following plan will be put into in place, effective Monday, April 6, 2020:

1. The number of nurses on first shift will be reduced. There will be a rotation of first shift nurses who will not be on campus for at least one week at a time. During that time that they are not on campus, they will follow the State directed quarantine recommendations.
2. There will be 2 nurses on second shift.
3. There will be 2 nurses on the weekend shift, with 1 additional nurse rotating off campus, at least one week at a time. During that time that they are not on campus, they will follow the State directed quarantine recommendations.
4. There will be at least 3-4 nurses off campus, at least for one week at a time, so in the event that the Student Health Center nurses become compromised, there will be at least 3-4 nurses who have been off campus for at least a week, who can come in to continue medication administration, assessments, and screenings.

Appendix D

Employee Assistance Program



Resource Advisor

The help you need – when you need it most



Imagine having a counselor, a lawyer and a financial consultant on call whenever you need them. Actually, you don't have to imagine it because with Resource Advisor, you already do. And, it's included with your Anthem Life Insurance Company group life and/or disability plan at no extra cost.

Best of all, with Resource Advisor, you get resources you can use right away and when you have a claim.

Counseling

You and your family can call the Resource Advisor toll-free number to speak to a counselor at any time, day or night. And they can set up face-to-face or online counseling with a local licensed professional, such as a psychologist or social worker. You and your family members can get up to three counseling sessions, face-to-face or online using LiveHealth Online, for each concern, like job stress or family issues.

Legal

Contacting a lawyer can be intimidating. Resource Advisor helps take the intimidation factor out of it. With a call to the toll-free number, you can get a consultation with an attorney at no charge. If you want to meet with an attorney in person, the legal consultant can set up an appointment. And you can even get a discount on the visit.

Everyone needs a will but many people skip this important task because they don't have access to information they need. But Resource Advisor can help. Log onto the Resource Advisor website and access an interactive tool that guides you through questions and answers about your situation and then creates a will just for you.

Resource Advisor also has an online library of over 100 legal forms to help in situations like creating a power of attorney or a bill of sale.

Financial planning

You can also count on help managing your personal finances. Call Resource Advisor to set up one-on-one financial counseling with a certified professional financial planner. They can help with issues like planning for retirement, saving for a child's education and more. You can get help for each concern.

Get 24/7 support, advice and resources.

Call Resource Advisor toll free at 1-888-209-7840 and ask for Resource Advisor or go to www.ResourceAdvisor.Anthem.com. Then, log in with the program name: AnthemResourceAdvisor.



Identity theft victim recovery services

If your identity is stolen, it can take months to sort everything out. You don't have to go through it alone. Resource Advisor is here to help with just a phone call. You can count on a fraud resolution specialist who will be your personal advocate for one year. The specialist will work with creditors, collection agencies, collection law firms and credit reporting agencies — even for medical identity theft. Identity fraud and recovery services are unlimited. So no matter how many times your ID is compromised, you can get credit report reviews and place fraud alerts on credit reports and with creditors. And, you can sign up for ID monitoring even if you haven't had your identity stolen.

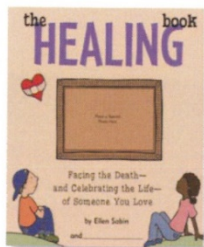
Online tools to help with life's issues

The Resource Advisor website has resources to help with different parts of life, such as parenting, aging, work/life balance, healthy living, working and more. There's even information about planning a funeral, coping with grief and loss, child care and more.

Beneficiary support services

Losing a loved one can be overwhelming. With Beneficiary Companion,* beneficiaries of your group life coverage will have the help they need to settle the estate. With one phone call to Beneficiary Companion, they'll get help finding accounts and closing them, letting creditors and government agencies know, and even getting copies of the death certificate. Beneficiaries will be able to get counseling, legal consultation and financial counseling for six months.

Beneficiaries can also order copies of *The Healing Book: Facing the Death — and Celebrating the Life — of Someone You Love* for children affected by a loss at no extra charge from the Resource Advisor website. This book encourages children to ask questions, express their feelings and share memories of their loved one.



Cut out this wallet card and keep it with you when you travel.

AnthemLife



Anthem
BlueCross BlueShield

Resource Advisor

Get support, advice and resources, 24/7.

Call 1-888-209-7840 and ask for Resource Advisor or visit
www.ResourceAdvisor.Anthem.com.

Then, log in with the program name: AnthemResourceAdvisor.

Life and Disability products underwritten by Anthem Life Insurance Company, an independent licensee of the Blue Cross and Blue Shield Association. ANHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.

Note about eligibility: This program is for employees. All benefits end at retirement.
*Beneficiary Companion services are provided by Generali Global Assistance, Inc.

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Appendix E – Sample training grid

Addendum 3: Fall Reopening Resource Document for Students with High Needs

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Table 2: Training Plan Complete Grid based on Program/School Requirements

Professional Development Training Template

Adapt, Advance, Achieve Section 13: Staffing and Personnel

Topic	Who Should Attend	Person(s) Delivering the Training	Method of Training Delivery	Training Date (s) and Location	Number of Persons Able to Attend
Signs and Symptoms of COVID-19	<input type="checkbox"/> Administrators <input type="checkbox"/> Teachers/BCBA's/ Nurses <input type="checkbox"/> Support Staff <input type="checkbox"/> Related Services <input type="checkbox"/> Contracted Service Providers <input type="checkbox"/> Parents <input type="checkbox"/> Other: <input type="checkbox"/> Other:	 	<input type="checkbox"/> In person <input type="checkbox"/> Virtual <input type="checkbox"/> Materials Provided for Review with Q&A sessions following <input type="checkbox"/> Other: <input type="checkbox"/> Other:	Date 1: Location: Date 2: Location: Date 3: Location:	Date 1: Date 2: Date 3:
Standard Public Health Protocols	<input type="checkbox"/> Administrators <input type="checkbox"/> Teachers/BCBA's/ Nurses <input type="checkbox"/> Support Staff <input type="checkbox"/> Related Services <input type="checkbox"/> Contracted Service Providers <input type="checkbox"/> Parents <input type="checkbox"/> Other: <input type="checkbox"/> Other:	 	<input type="checkbox"/> In person <input type="checkbox"/> Virtual <input type="checkbox"/> Materials Provided for Review with Q&A sessions following <input type="checkbox"/> Other: <input type="checkbox"/> Other:	Date 1: Location: Date 2: Location: Date 3: Location:	Date 1: Date 2: Date 3:
Critical Hygiene Practices	<input type="checkbox"/> Administrators <input type="checkbox"/> Teachers/BCBA's/ Nurses <input type="checkbox"/> Support Staff <input type="checkbox"/> Related Services <input type="checkbox"/> Contracted Service Providers <input type="checkbox"/> Parents <input type="checkbox"/> Other: <input type="checkbox"/> Other:	 	<input type="checkbox"/> In person <input type="checkbox"/> Virtual <input type="checkbox"/> Materials Provided for Review with Q&A sessions following <input type="checkbox"/> Other: <input type="checkbox"/> Other:	Date 1: Location: Date 2: Location: Date 3: Location:	Date 1: Date 2: Date 3:
Protocols for self-health assessment and reporting illness	<input type="checkbox"/> Administrators <input type="checkbox"/> Teachers/BCBA's/ Nurses <input type="checkbox"/> Support Staff <input type="checkbox"/> Related Services <input type="checkbox"/> Contracted Service Providers <input type="checkbox"/> Parents <input type="checkbox"/> Other: <input type="checkbox"/> Other:	 	<input type="checkbox"/> In person <input type="checkbox"/> Virtual <input type="checkbox"/> Materials Provided for Review with Q&A sessions following <input type="checkbox"/> Other: <input type="checkbox"/> Other:	Date 1: Location: Date 2: Location: Date 3: Location:	Date 1: Date 2: Date 3: