(10) Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student’s clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.

Restraint Protocols:
Restraints do not occur in this program due to the absence of unsafe behaviors.

Toileting / Changing Protocols:
Staff must practice stringent hygiene and infection control practices to keep themselves and students healthy and safe.

(1) Staff must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities that may expose staff to bodily fluids.
(2) Staff must change outer clothing if body fluids from a student come into contact with the clothing.
(3) Staff must change the student’s clothing if body fluids come into contact with the clothing.
(4) Soiled clothing must be placed in a sealed plastic bag or container until it can be sent home to be washed.
(5) All staff must follow safe and sanitary toileting/diaper changing procedures. Staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.

Procedures must be posted in all toileting/diaper changing areas, and must include:
(a) Prepare (includes wearing PPE, gathering all supplies, washing hands, and putting on gloves).
(b) Clean the child.
(c) Remove trash (soiled diaper, wipes, and gloves).
(d) Put on clean gloves.
(e) Replace diaper.
(f) Wash child’s hands.
(g) Clean up diapering station.
(h) Remove and dispose of gloves.
(i) Wash hands.

(6) During changing and feeding activities, staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.
(a) Staff must thoroughly wash their hands (regardless of glove use), neck, and any other areas touched by a student's bodily fluids.
(b) Staff must change the student's clothes if bodily fluids are on the student's clothing. Staff must then change the button-down shirt, if bodily fluids are on it, and wash their hands again.
(c) Contaminated clothes must be placed in a sealed plastic bag or container and then washed in a washing machine.
(d) It is recommended that staff and students have multiple changes of clothing on hand each day.

Surface areas will be sanitized and disinfected after each change. Hand Washing procedures will be followed by staff.

Handwashing:
BICO ensures that each program has adequate supplies to promote effective hygiene behaviors.
Programs must have the following materials and supplies:
(1) Handwashing facilities with soap and water must be readily accessible to all students and staff. Hand washing instructions are posted near every hand washing sink and where they can easily be seen by students and staff.

(2) Hand sanitizer or hand sanitizing wipes with at least 60% alcohol may be utilized at times when hand washing is not available. Hand sanitizer must be stored securely and used only under supervision of staff. Staff is responsible for teaching students proper use.

(3) Hand hygiene stations are set up at the entrance of the programs, so that students can clean their hands before they enter. If a sink with soap and water is not available, hand sanitizer or hand sanitizing wipes with at least 60% alcohol are provided at program entrance locations. If hand sanitizer use is not appropriate or not approved and there is no soap and water located at the entrance, students are instructed to go to the nearest handwashing station upon entry. The use of hand sanitizer is supervised by staff.

(4) If pens are required for visitor sign in, they will be disinfected between each use.

B. When to Wash Hands: BICO Students and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Staff and students must perform hand washing with soap and water for at least 20 seconds when the following criteria are met:

(1) Upon entry into and exit from program space;

(2) When coming in to the program space from outside activities;

(3) Before and after eating;

(4) After using the restroom;

(5) After sneezing, coughing or nose blowing;

(6) After toileting and/or changing students;

(7) Before and after handling food;

(8) After touching or cleaning surfaces that may be contaminated;

(9) After using any shared equipment like toys, computer keyboards, mouse, copy machines, etc;

(10) After assisting students with handwashing;

(11) Before and after administration of medication;

(12) Before entering vehicles used for transportation of students;

(13) After contact with facemask or cloth face covering;

(14) Before and after changes of gloves.

Toilet/Restrooms:
Sanitized and wiped down by the person utilizing the restroom following use.
One (1) person in the restroom at a time.

Cleaning and Disinfecting Schedule (Include who is responsible):
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session.
Each Staff member will clean and disinfect sensory/break areas after each use.
Staff will clean and disinfect the changing table, sink, and toilet area after each use.
Check list will be posted with step by step instructions.
Teacher will be responsible for signing off on the checklist at the end of each day.
School custodial staff will clean each classroom at the end of each school day.

Sign In/Out Procedure:
Staff will sign in upon arrival and sign out at the end of the day in the classroom.

Student Entry/Exit Procedure (Include - Use of sanitizer, handwashing, masks....)
A staff member will be stationed (wearing PPE) every six feet, at the drop off area, door, hallway and classroom adjusting the flow of students to allow for social distancing for both arrival and dismissal.
Students that are able will wear face masks except during mask breaks
Staff will bring our students into the classroom and put their backpacks/materials in a designated space which will be separate from other students' items.
At dismissal the staff member stationed at the pick up area will communicate which student will be dismissed from class. Only one student at a time will be allowed out in six feet intervals.
Staff and students will use hand sanitizer upon entry and prior to dismissal from the school building.

Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.
(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.
(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.
(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately.** Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

Nursing Protocols for students who are ill (not experiencing symptoms)
If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol. The student will then remain in the health office until:
1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

Nursing Protocols for students experiencing symptoms:
***Include Quarantine Space & notification of family
If a student becomes symptomatic, programs must follow the protocols below:
1. Immediately isolate from other students and minimize exposure to staff.
2. Whenever possible, cover the student’s nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
3. A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
4. Contact the student’s parents and send home as soon as possible.
5. Follow the program’s plan for the transportation of a student who has developed symptoms and who relies on program transportation.
(5) If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.

(6) Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed.
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

(1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.

(1) Staff members and families about exposure while maintaining strict confidentiality.

(2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process
Parent letter sent with details of the date and time students will return
All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them.
Teachers will offer phone calls, remote sessions and emails to answer any student specific questions.
Support material including social stories, videos and lessons will be available to address safety and sanitation precautions
(ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meetings)

Open House:
- A staggered schedule will be prepared to minimize the number of people in the building
- If preferred, staff will offer video conferencing with parents and students
- Staff and visitors will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE.
- Following visits, high touch surfaces will be sanitized.

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

Families: Program Director - Phone Call
Executive Director - Email / Letter

Sending District Representatives: Director of Student Services - Phone contact with follow up letter

Staff: Program Director - Email and/or phone calls
Technology Needs:
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students are expected to return to school with their Chromebooks. In the event that we have to revert back to remote learning, accommodations will be made to deliver Chromebooks to students who will need them at home.

Moving / Relocation Needs:
None at this time

COVID-19 Response Team: Program Director, Director of Student Services: Julie O'Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Public Day School Programs
In-Person Learning Plan

Program Name: Summit School
SELC, SMS, SHS, STAP
Program Grade Level: 4-12

Program Location:
2140 Boston Providence Turnpike
Walpole Ma

Number of Students Served: 75-90
Number of Full time Staff:
Admin: 3
Teachers: 16
Paraprofessionals 25
Number of Itinerant Staff: 16

Description of Program:
The Summit Programs (SELC, SMS, SHS, STAP) are designed to provide educational services to students in grades 4-12 who cannot be educated in a public school setting due to significant difficulties that may include behavioral dysregulation, neurological and/or emotional impairment. Summit students may also present with learning difficulties and/or social challenges that interfere with their academic and social success.

A high staff to student ratio provides a safe, structured, predictable environment. The curriculum focuses on common core standards and is presented in project-based, differentiated learning that incorporates those skills necessary to successfully function independently in life. Positive behavioral supports are used with a focus on self-reflection and goal setting to help students develop self-esteem and coping skills that can be carried over into real-life situations.
Proposed Daily Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 8:30</td>
<td>Arrival and Breakfast</td>
<td>Arrival and Breakfast</td>
<td>Arrival and Breakfast</td>
<td>Arrival and Breakfast</td>
<td>Arrival and Breakfast</td>
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<tr>
<td>8:30 - 9:00</td>
<td>Morning Activity Direct Instruction</td>
<td>Morning Activity Direct Instruction</td>
<td>Morning Activity Direct Instruction</td>
<td>Morning Activity Direct Instruction</td>
<td>Morning Activity Direct Instruction</td>
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<tr>
<td>9:00 - 10:00</td>
<td>Educational Block 1 Direct Instruction</td>
<td>Educational Block 1 Direct Instruction</td>
<td>Educational Block 1 Direct Instruction</td>
<td>Educational Block 1 Direct Instruction</td>
<td>Educational Block 1 Direct Instruction</td>
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<tr>
<td>10:00 - 11:00</td>
<td>Educational Block 2 Direct Instruction</td>
<td>Educational Block 2 Direct Instruction</td>
<td>Educational Block 2 Direct Instruction</td>
<td>Educational Block 2 Direct Instruction</td>
<td>Educational Block 2 Direct Instruction</td>
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<tr>
<td>11:00 - 12:00</td>
<td>Lunches/Electives</td>
<td>Lunches/Electives</td>
<td>Lunches/Electives</td>
<td>Lunches/Electives</td>
<td>Lunches/Electives</td>
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<tr>
<td>11:20 - 12:00</td>
<td>Educational Block 3 Direct Instruction</td>
<td>Educational Block 3 Direct Instruction</td>
<td>Educational Block 3 Direct Instruction</td>
<td>Educational Block 3 Direct Instruction</td>
<td>Educational Block 3 Direct Instruction</td>
</tr>
<tr>
<td>12:00 - 1:30</td>
<td>Educational Block 4 Direct Instruction</td>
<td>Educational Block 4 Direct Instruction</td>
<td>Educational Block 4 Direct Instruction</td>
<td>Educational Block 4 Direct Instruction</td>
<td>Educational Block 4 Direct Instruction</td>
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<tr>
<td>1:30 - 2:00</td>
<td>Educational Block 5 Direct Instruction</td>
<td>Educational Block 5 Direct Instruction</td>
<td>Educational Block 5 Direct Instruction</td>
<td>Educational Block 5 Direct Instruction</td>
<td>Educational Block 5 Direct Instruction</td>
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<tr>
<td>2:00 - 2:15</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

*Students will be offered a mask break for up to 15 minutes each hour while they are in the building. While outside the school building, students will be asked to social distance (staying at least 6 feet apart) if they are going to take their masks off.*

**Chromebooks:**
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Upon returning to school, students will be required to bring their Chromebooks in with them. In the event that there is a partial or full school closure, the students will be provided with a Chromebook for virtual learning.

**Student Assessment/Screening timeline**
- The student and staff will be wearing appropriate PPE to ensure the safety of all parties involved.
- The PPE will include: gloves, masks, face shields, and other appropriate PPE. Following visits, high touch surfaces will be sanitized.

**Elementary Assessments:**
Fountas and Pinnell Benchmark Assessment Completed by the end of October
Before October 21st
- Math Prerequisite Skills Assessment
- Performance Assessment grades 3-5 (Think Central)
- Performance tasks for K-2 in text book
Middle and High School Assessments:
ELA Fall Common Assessment
Math Prerequisite Skills Assessment
CAFAS/PECAS

Sample Classroom Design: (pictures or drawing)
**Must maintain at least a 3 foot distance, students facing the same direction.

Classrooms will be capped at 8 students and no more than 3 staff per room. Students while seated at their desks will be six feet apart. Teacher desks will be at the front of the room and at least 4 feet from the first row of student desks.
Lunch and Snack Protocols:
Students will eat snacks, breakfast and lunch in the classroom or outside, when appropriate. As students arrive, they will be provided a pre-packaged breakfast to take with them to their classrooms. Lunches will be delivered to each classroom to minimize traffic within the hallways. Sharing of food between students is highly discouraged and they will not have the opportunity to heat up their food or have access to a refrigerator.
BICO Programs must follow the food safety guidelines below.
(1) Whenever possible, student’s snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
(2) To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
(3) Multiple students shall not use the same serving or eating utensils.
(4) Sinks used for food preparation must not be used for any other purposes.
(5) Staff must ensure students wash hands prior to and immediately after eating.
(6) Staff must wash their hands before preparing food and after helping students to eat. (7) Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
(8) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
(9) When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.

Restraint Protocols:
Bi-County Collaborative trains and prepares program staff to work with students with diverse needs. Through clinical consultation offered by clinical psychologists and psychiatrists, and the work of Board Certified Behavior Analysts (BCBAs), school adjustment counselors, therapists and special education teachers, our programs utilize positive behavior support plans, therapeutic interventions, and instructional strategies to respond to crisis situations.

Due to the nature of the disabilities of our students, they can become agitated, dis-regulated and sometimes out of control. Students may make threats, attempt to hurt themselves or others. The safety of all BICO students and staff is our utmost priority and all incidents are taken seriously. Staff follow Crisis Prevention Intervention procedures to support students in these situations.

When a student is acting in such a way as to present imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Nonviolent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.

Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal deescalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and wellbeing of students and staff alike.

If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to deescalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.
Protocols and Use of PPE in Restraint:
- Gloves are to be made available for staff to carry on their person.
- A staff member in each classroom should be designated daily as the initial point person—quick access to PPE.
- Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields.
- Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behavior.
- Following physical contact with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare.
- Keep hands clear of the eyes, mouth, and nose of yourself and others during incidents of physical restraint.
- Consider changing clothes especially if you have come into physical contact through physical restraint. On arriving home, shower and change clothing prior to greeting other members of your household.
- Plastic aprons are not advised, they are easily ripped and may become a hazard, and also during a physical restraint they will offer little protection to body parts in contact with others.
- Used PPE disposable PPE will be discarded in a trash barrel with a lid, located in a designated for doffing the used equipment.

Bathroom and Hygiene Protocols:
Handwashing:
  - Scrub your palms, between your fingers, the backs of your hands and under your fingernails for at least 20 seconds. Dry your hands with a paper towel. Use the same paper towel to turn off the water and, if using the restroom, open the door.
Toilet/Restrooms:
  - High touch surfaces will be sanitized and wiped down following use.
  - One (1) person in the restroom at a time.

Cleaning and Disinfecting Schedule (Include who is responsible):
- High traffic areas will be thoroughly cleaned daily by the custodial staff.
- Classroom staff and custodial staff will clean and disinfect frequently touched surfaces in the school, such as doorknobs, throughout the school day.
- Playground equipment and shared objects will be limited and cleaned as needed.
- Any shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.
- High touch bathroom surfaces will be wiped down every half hour by custodial staff.
- Signs will be posted in common areas and in the classrooms emphasizing basic infection-prevention measures including hand-washing signs in restrooms.
- Each student will be assigned their own chromebook and they will not share them with others.
- Math Manipulatives or seat cushions, Art Supplies will be sanitized after each use.
- Students will only be able to use cups at the water fountains and encouraged to bring their own water bottles.

Sign In/Out Procedure:
Staff/Visitors:
  - Signs are posted on the front door.
  - The building policy regarding COVID procedures is posted at the sign-in table.
  - Staff and visitors will sign in and out in the front foyer before entering the building.

Students:
  - Student attendance will be completed by classroom staff.
When a parent needs to pick up their child early from school, we are requesting a phone call prior to arriving so that we are prepared to dismiss in an efficient and safe manner.

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)

- **Entry**
  - Busses will pull up to Door 2 (facing Rodman Arena)
  - Students will be greeted at the bus by staff one bus at a time. Buses will not let students exit until a staff member approaches the van.
  - Hand sanitizing stations will be located at the entrance for students to apply before entering the building
  - Students will collect their Yondr pouch and breakfast.
    - **High School**
      - SHS and STAP will go downstairs and staff will greet them in the Lower Level desk, they will get their numbered Yondr pouch and breakfast
      - Students will then proceed directly to their classroom via Stairway One (1)
    - **Middle School and Elementary**
      - SMS and SELC students will enter the building and proceed to the front desk where they will collect their yonder pouch and breakfast.
      - Students will then proceed directly to their classrooms.

- **Exit**
  - Students will wait in their classroom until called
    - In Classrooms, students will have an activity or Drop Everything and Read until called
    - In classrooms, students will complete classroom jobs and sanitize their personal space and high-frequency touch areas in the classroom.
  - Staff will be posted outside the building and find out from the bus driver which students are on the bus.
  - The group of students will be dismissed over the loudspeaker.
  - Busses will be dismissed while allowing students time to exit the building.

Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)

All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.

(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.

(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.

(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have
non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately. Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

Nursing Protocols for students who are ill (not experiencing symptoms)

If a student becomes ill with symptoms unrelated to COVID-19, the nurse will assess per illness protocol. The student will then remain in the health office until:

1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

Nursing Protocols for students experiencing symptoms:

**Include Quarantine Space & notification of family

If a student becomes symptomatic, programs must follow the protocols below:

1. Immediately isolate from other students and minimize exposure to staff.
2. Whenever possible, cover the student’s nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
3. A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
4. Contact the student’s parents and send home as soon as possible.
5. Follow the program’s plan for the transportation of a student who has developed symptoms and who relies on program transportation.
6. If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
7. Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed.

Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

1. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.
(1) Staff members and families about exposure while maintaining strict confidentiality.
(2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Transition Process:
A parent letter will be sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions and emails to answer any student specific questions. Support material will be available to address safety and sanitation precautions.

Open House:
- A staggered schedule will be prepared to minimize the number of people in the building
- If preferred, staff will offer video conferencing with parents and students
- Staff and visitors will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE.
- Following visits, high touch surfaces will be sanitized.

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

Families: Program Director - Phone Call to families, email to listserv, and posted on School website
Executive Director - Email / Letter

Sending District Representatives: Director of Student Services - Phone contact with follow up letter

Staff: Program Director - Email entire program, text to teachers and teachers to paras

Summit: Board of Health Approval (Dianne)

COVID-19 Response Team: Program Director: Ben Giuffrida, Director of Student Services: Julie O'Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
In-Person Learning Template

**Program Name:** Life Roles Transition Center 9-12  
**Program Grade Level:** 9-12

**Program Location:**  
141 Mansion Drive  
East Walpole, MA 02032

**Number of Students Served:** 9  
**Number of Full time Staff:** 6  
**Number of Itinerant Staff:** 7 (alternating)

**Description of Program:**  
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<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15-8:45</td>
<td>Morning Fitness</td>
<td>Morning Fitness</td>
<td>Morning Fitness</td>
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<td>8:45-9:00</td>
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<td>Job/Vocational Task</td>
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<td>10:00-11:00</td>
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<td>Work Center</td>
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<td>Lunch</td>
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<td>Gym</td>
<td>Gym</td>
<td>Gym</td>
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<td>12:15-1:15</td>
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<td>Work Centers</td>
<td>Work Centers</td>
<td>Work Centers</td>
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<td>1:15-1:45</td>
<td>Afternoon Specials</td>
<td>Afternoon Specials</td>
<td>Afternoon Specials</td>
<td>Afternoon Specials</td>
<td>Fun/Friday!</td>
</tr>
<tr>
<td>1:45-2:15</td>
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<td>Cleaning/Voc Tasks</td>
<td>Cleaning/Voc Tasks</td>
<td>Cleaning/Voc Tasks</td>
<td>Cleaning/Voc Tasks</td>
</tr>
<tr>
<td>2:15-2:30</td>
<td>Packing up</td>
<td>Packing up</td>
<td>Packing up</td>
<td>Packing up</td>
<td>Packing up</td>
</tr>
</tbody>
</table>

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When a student is acting in such a way as to present imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Non-Violent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.

Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal de-escalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and wellbeing of students and staff alike.

If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to deescalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

Three-sided time-out areas will be used to assist in the de-escalation of students. Staff will don new PPE if physical intervention is necessary to maintain safety. The fewest number of staff needed to maintain the safety of the student will respond to minimize the number of individuals in close proximity to the student. Gloves are to be made available for staff to carry. A staff member in each classroom should be designated daily as the initial point person--quick access to PPE. Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields. Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behavior. Following physical contacts with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limits contact with hard surfaces before immediately washing hands and arms, if bare. Keep hands clear of the eyes, mouth and nose of yourself and others during instances of physical restraint.

Toileting / Changing Protocols:
Staff must practice stringent hygiene and infection control practices to keep themselves and students healthy and safe.

(1) Staff must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities that may expose staff to bodily fluids.
(2) Staff must change outer clothing if body fluids from a student come into contact with the clothing.
(3) Staff must change the student's clothing if body fluids come into contact with the clothing.
(4) Soiled clothing must be placed in a sealed plastic bag or container until it can be sent home to be washed.
(5) All staff must follow safe and sanitary toileting/diaper changing procedures. Staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.

Procedures must be posted in all toileting/diaper changing areas, and must include:
(a) Prepare (includes wearing PPE, gathering all supplies, washing hands, and putting on gloves).
(b) Clean the child.
(c) Remove trash (soiled diaper, wipes, and gloves).
(d) Put on clean gloves.
(e) Replace diaper.
(f) Wash child's hands.
(g) Clean up diapering station.
(h) Remove and dispose of gloves.
(i) Wash hands.

(6) During changing and feeding activities, staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.
(a) Staff must thoroughly wash their hands (regardless of glove use), neck, and any other areas touched by a student's bodily fluids.
(b) Staff must change the student's clothes if bodily fluids are on the student's clothing. Staff must then change the button-down shirt, if bodily fluids are on it, and wash their hands again.
(c) Contaminated clothes must be placed in a sealed plastic bag or container and then washed in a washing machine.
(d) It is recommended that staff and students have multiple changes of clothing on hand each day.

Surface areas will be sanitized and disinfected after each change. Hand Washing procedures will be followed by staff.

Handwashing:

BICO ensures that each program has adequate supplies to promote effective hygiene behaviors.

Programs must have the following materials and supplies:
(1) Handwashing facilities with soap and water must be readily accessible to all students and staff. Hand washing instructions are posted near every hand washing sink and where they can easily be seen by students and staff.
(2) Hand sanitizer or hand sanitizing wipes with at least 60% alcohol may be utilized at times when hand washing is not available. Hand sanitizer must be stored securely and used only under supervision of staff. Staff is responsible for teaching students proper use.
(3) Hand hygiene stations are set up at the entrance of the programs, so that students can clean their hands before they enter. If a sink with soap and water is not available, hand sanitizer or hand sanitizing wipes with at least 60% alcohol are provided at program entrance locations. If hand sanitizer use is not appropriate or not approved and there is no soap and water located at the entrance, students are instructed to go to the nearest handwashing station upon entry. The use of hand sanitizer is supervised by staff.
(4) If pens are required for visitor sign in, they will be disinfected between each use.
**B. When to Wash Hands:** BiCO Students and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Staff and students must be perform hand washing with soap and water for at least 20 seconds when the following criteria are met:

1. Upon entry into and exit from program space;
2. When coming in to the program space from outside activities;
3. Before and after eating;
4. After using the restroom;
5. After sneezing, coughing or nose blowing;
6. After toileting and/or changing students;
7. Before and after handling food;
8. After touching or cleaning surfaces that may be contaminated;
9. After using any shared equipment like toys, computer keyboards, mouse, copy machines, etc;
10. After assisting students with handwashing;
11. Before and after administration of medication;
12. Before entering vehicles used for transportation of students;
13. After contact with facemask or cloth face covering;

**Toilet/ Restrooms:**
Sanitized and wiped down by the person utilizing the restroom following use.
One (1) person in the restroom at a time.

**Cleaning and Disinfecting Schedule (Include who is responsible):**
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session.
Each staff member will clean and disinfect sensory/ break areas after each use.
Staff will clean and disinfect the changing table, sink, and toilet area after each use.
Checklists will be posted with step by step instructions.
Teacher will be responsible for signing off on the checklist at the end of each day.
School custodial staff will clean each classroom at the end of each school day.

**Sign In/Out Procedure:**

**Staff/ Visitors:**
- Signs are posted on the front door.
- The building policy regarding COVID procedures is posted at the sign-in table.
- Staff and visitors will sign in and out in the front foyer before entering the building.

**Students**
- Student attendance will be completed by classroom staff.
- When a parent needs to pick up their child early from school, we are requesting a phone call prior to arriving so that we are prepared to dismiss in an efficient and safe manner.

**Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)**
Staff members will be stationed (wearing PPE) at the drop-off point in the rear of the building to support students and allow for social distancing during both arrival and dismissal. Students that are able will wear face masks except during mask breaks. Staff will bring our students into the classroom and put their backpacks/materials in a designated space which will be separate from other students' items. At dismissal, the students will exit the classroom one at a time, ensuring that adequate staffing is available to support a socially distanced transition. Only one student at a time will be allowed out in six-feet intervals. Staff and students will use hand sanitizer upon entry and prior to dismissal from the school building.
Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)

All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.

(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.

(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.

(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

"If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately. Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

Nursing Protocols for students who are ill (not experiencing symptoms)

If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol. The student will then remain in the health office until:

1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

Nursing Protocols for students experiencing symptoms:

***Include Quarantine Space & notification of family

If a student becomes symptomatic, programs must follow the protocols below:

1. Immediately isolate from other students and minimize exposure to staff.
2. Whenever possible, cover the student's nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
3. A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
4. Contact the student’s parents and send home as soon as possible.
5. Follow the program’s plan for the transportation of a student who has developed symptoms and who relies on program transportation.
6. If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
7. Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air
circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed.
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/ worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

1. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.

1. Staff members and families about exposure while maintaining strict confidentiality.
2. Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process
Parent letter sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions, and emails to answer any student specific questions. Support materials such as social stories, videos, and lessons will be available to address safety and sanitation precautions.

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

**Families:** Program Director - Phone Call
Executive Director - Email / Letter

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**Staff:** Program Director - Email and/or phone calls

Technology Needs:
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students are expected to return to school with their Chromebooks. In the event that we have to revert back to remote learning, accommodations will be made to deliver Chromebooks to students who will need them at home.

Moving / Relocation Needs:
None at this time

COVID-19 Response Team: Program Director: Jacob Richardson, Director of Student Services: Julie O'Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
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<th>Morning Routine</th>
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<tbody>
<tr>
<td>8:30 AM</td>
<td>1:1 or small-group instruction</td>
<td>1:1 or small-group instruction</td>
<td>1:1 or small-group instruction</td>
<td>1:1 or small-group instruction</td>
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<tr>
<td>9:00 AM</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
</tr>
<tr>
<td>9:30 AM</td>
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<tr>
<td>11:00 AM</td>
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<tr>
<td>11:30 AM</td>
<td>Classroom Job</td>
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<tr>
<td>12:00 PM</td>
<td>Hygiene</td>
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</tr>
<tr>
<td>12:30 PM</td>
<td>Leisure</td>
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<td>Leisure</td>
<td>Leisure</td>
<td>Leisure</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Gym/ Life Skills</td>
<td>Unique</td>
<td>Art/Community</td>
<td>Gym / Life Skills</td>
<td>Movie</td>
</tr>
<tr>
<td>1:30 PM</td>
<td>Movie</td>
<td>Movie</td>
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When a student is acting in such a way as to present imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Non-Violent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.

Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal de-escalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and wellbeing of students and staff alike.

If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to de-escalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

Three-sided time-out areas will be used to assist in the de-escalation of students. Staff will don new PPE if physical intervention is necessary to maintain safety. The fewest number of staff needed to maintain the safety of the student will respond to minimize the number of individuals in close proximity to the student. Gloves are to be made available for staff to carry. A staff member in each classroom should be designated daily as the initial point person—quick access to PPE. Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields. Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behaviour. Following physical contacts with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare. Keep hands clear of the eyes, mouth and nose of yourself and others during instances of physical restraint.

Toileting / Changing Protocols:
Staff must practice stringent hygiene and infection control practices to keep themselves and students healthy and safe.

1. Staff must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities that may expose staff to bodily fluids.
2. Staff must change outer clothing if body fluids from a student come into contact with the clothing.
3. Staff must change the student’s clothing if body fluids come into contact with the clothing.
4. Soiled clothing must be placed in a sealed plastic bag or container until it can be sent home to be washed.
5. All staff must follow safe and sanitary toileting/diaper changing procedures. Staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.
Procedures must be posted in all toileting/diaper changing areas, and must include:
(a) Prepare (includes wearing PPE, gathering all supplies, washing hands, and putting on gloves).
(b) Clean the child.
(c) Remove trash (soiled diaper, wipes, and gloves).
(d) Put on clean gloves.
(e) Replace diaper.
(f) Wash child’s hands.
(g) Clean up diapering station.
(h) Remove and dispose of gloves.
(i) Wash hands.

(6) During changing and feeding activities, staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.
(a) Staff must thoroughly wash their hands (regardless of glove use), neck, and any other areas touched by a student’s bodily fluids.
(b) Staff must change the student’s clothes if bodily fluids are on the student’s clothing. Staff must then change the button-down shirt, if bodily fluids are on it, and wash their hands again.
(c) Contaminated clothes must be placed in a sealed plastic bag or container and then washed in a washing machine.
(d) It is recommended that staff and students have multiple changes of clothing on hand each day.

Surface areas will be sanitized and disinfected after each change. Hand Washing procedures will be followed by staff.

Handwashing:

BICO ensures that each program has adequate supplies to promote effective hygiene behaviors.

Programs must have the following materials and supplies:
(1) Handwashing facilities with soap and water must be readily accessible to all students and staff. Hand washing instructions are posted near every hand washing sink and where they can easily be seen by students and staff.
(2) Hand sanitizer or hand sanitizing wipes with at least 60% alcohol may be utilized at times when hand washing is not available. Hand sanitizer must be stored securely and used only under supervision of staff. Staff is responsible for teaching students proper use.
(3) Hand hygiene stations are set up at the entrance of the programs, so that students can clean their hands before they enter. If a sink with soap and water is not available, hand sanitizer or hand sanitizing wipes with at least 60% alcohol are provided at program entrance locations. If hand sanitizer use is not appropriate or not approved and there is no soap and water located at the entrance, students are instructed to go to the nearest handwashing station upon entry. The use of hand sanitizer is supervised by staff.
(4) If pens are required for visitor sign in, they will be disinfected between each use.

B. When to Wash Hands: BICO Students and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Staff and students must perform hand washing with soap and water for at least 20 seconds when the following criteria are met:
(1) Upon entry into and exit from program space;
(2) When coming in to the program space from outside activities;
(3) Before and after eating;
(4) After using the restroom;
(5) After sneezing, coughing or nose blowing;
(6) After toileting and/or changing students;
(7) Before and after handling food;
(8) After touching or cleaning surfaces that may be contaminated;
(9) After using any shared equipment like toys, computer keyboards, mouse, copy machines, etc;
(10) After assisting students with handwashing;
(11) Before and after administration of medication;
(12) Before entering vehicles used for transportation of students;
(13) After contact with facemask or cloth face covering;
(14) Before and after changes of gloves.

Toilet/ Restrooms:
Sanitized and wiped down by the person utilizing the restroom following use.
One (1) person in the restroom at a time.

Cleaning and Disinfecting Schedule (Include who is responsible):
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and
other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session.
Each staff member will clean and disinfect sensory/ break areas after each use.
Staff will clean and disinfect the changing table, sink, and toilet area after each use.
Checklists will be posted with step by step instructions.
Teacher will be responsible for signing off on the checklist at the end of each day.
School custodial staff will clean each classroom at the end of each school day.

Sign In/Out Procedure:
Staff/ Visitors:
- Signs are posted on the front door.
- The building policy regarding COVID procedures is posted at the sign-in table.
- Staff and visitors will sign in and out in the front foyer before entering the
building.

Students
- Student attendance will be completed by classroom staff.
- When a parent needs to pick up their child early from school, we are requesting a
phone call prior to arriving so that we are prepared to dismiss in an efficient and
safe manner

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....
Staff members will be stationed (wearing PPE) at the drop-off point in the rear of the building to support
students and allow for social distancing during both arrival and dismissal. Students that are able will wear
face masks except during mask breaks. Staff will bring our students into the classroom and put their
backpacks/materials in a designated space which will be separate from other students’ items. At
dismissal, the students will exit the classroom one at a time, ensuring that adequate staffing is available
to support a socially distanced transition. Only one student at a time will be allowed out in six-feet
intervals. Staff and students will use hand sanitizer upon entry and prior to dismissal from the school
building.

Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces
must be directed to self-screen at home, prior to coming to the program each day.
(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is
considered a fever), and checking for symptoms including fever, cough, shortness of breath,
gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle
aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or
any other signs of illness will not be permitted to enter the program.
(b) Parents and staff must sign written attestations daily regarding any household contacts with
COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste,
or diarrhea), or if they have given students medicine to lower a fever.
(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately.** Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

**Nursing Protocols for students who are ill (not experiencing symptoms)**
If a student becomes ill with symptoms unrelated to COVID-19, the nurse will assess per illness protocol. The student will then remain in the health office until:

1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

**Nursing Protocols for students experiencing symptoms:**

***Include Quarantine Space & notification of family***
If a student becomes symptomatic, programs must follow the protocols below:

1. Immediately isolate from other students and minimize exposure to staff.
2. Whenever possible, cover the student’s nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
3. A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
4. Contact the student’s parents and send home as soon as possible.
5. Follow the program’s plan for the transportation of a student who has developed symptoms and who relies on program transportation.
6. If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
7. Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the [CDC cleaning and disinfection recommendations](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevent.html) for cleaning the exposed locations.

**Protocol if staff or student is diagnosed.**
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a healthcare provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

1. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the
individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.
(1) Staff members and families about exposure while maintaining strict confidentiality.
(2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process
Parent letter sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions, and emails to answer any student specific questions. Support materials such as social stories, videos, and lessons will be available to address safety and sanitation precautions.

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

- **Families:** Program Director - Phone Call
  Executive Director - Email / Letter
- **Sending District Representatives:** Director of Student Services - Phone contact with follow up letter
- **Staff:** Program Director - Email and/or phone calls

Technology Needs:
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students are expected to return to school with their Chromebooks. In the event that we have to revert back to remote learning, accommodations will be made to deliver Chromebooks to students who will need them at home.

Moving / Relocation Needs:
None at this time

COVID-19 Response Team: Program Director: Jacob Richardson, Director of Student Services: Julie O’Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
In-Person Learning Template

Program Name: Adult Transition Program
Program Grade Level: 12+

Program Location:
141 Mansion Drive
East Walpole, MA 02032

Number of Students Served: 6
Number of Full time Staff: 4
Number of Itinerant Staff: 5 (alternating)

Description of Program:
The Adult Transition Program provides individualized educational and community-based transitional services to students ranging in age from 18 to 22 years. Students may have fulfilled their MCAS or MCAS Alternate Assessment requirements and may be completing their district credit requirements for graduation, or they may be working towards a high school certificate of attendance/completion.

The program serves students who have been diagnosed with high functioning autism, neurological challenges, and learning disabilities. Students demonstrate foundational skills and performance levels in the areas of cooperation with others, handling transitions, adapting to change, and safety in school, the workplace and the community.

The Adult Transition Program is designed to provide students with individualized education, transition and therapeutic services that range from functional academics to community based instruction, meaningful internships / work experiences, and recreation / leisure activities. Instruction in functional academics, activities of daily living, self-advocacy, employability skills, social skills development, pragmatic language skills and community based experiences are all part of the Adult Transition Program’s commitment to support students as they develop competencies that will assist them as they transition to adult life. The individualized coordinated set of activities and instruction provided to each student is designed to maximize independence and enable students to become successful, valued, and productive adult members of society.
**Proposed Daily Schedule**:  

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15-9:00</td>
<td>Arrival, Google Classroom Assignment</td>
<td>Arrival, Google Classroom Assignment</td>
<td>Arrival, Google Classroom Assignment</td>
<td>Arrival, Google Classroom Assignment</td>
<td>Arrival, Google Classroom Assignment</td>
</tr>
<tr>
<td>9:00-9:30</td>
<td>Current Events</td>
<td>Current Events</td>
<td>Current Events</td>
<td>Current Events</td>
<td>Current Events</td>
</tr>
<tr>
<td>9:30-10:00</td>
<td>Soft Skills Activity</td>
<td>Job Exploration</td>
<td>Money Management Activity</td>
<td>Employment Skills Activity</td>
<td>Rules of the Road (Permit Prep)</td>
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<tr>
<td>10:00-10:30</td>
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<tr>
<td>10:30-11:00</td>
<td>ULS Monthly Lesson Activity</td>
<td>Problem Solving Activity</td>
<td>Community Skills (done in class)</td>
<td>Everyday Living Activity</td>
<td>Individual IEP Goal Work/ Catch up</td>
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<tr>
<td>11:00-11:30</td>
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<tr>
<td>11:30-12:00</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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</tr>
<tr>
<td>12:00-12:30</td>
<td>Leisure</td>
<td>Leisure</td>
<td>Leisure</td>
<td>Leisure</td>
<td>Leisure</td>
</tr>
<tr>
<td>12:30-1:00</td>
<td>Weekend Review</td>
<td>Individual IEP Goal Work</td>
<td>Nutrition</td>
<td>Social Group (Speech/SAC)</td>
<td>Weekly Review: Jeopardy</td>
</tr>
<tr>
<td>1:00-1:30</td>
<td></td>
<td></td>
<td>Wellness (1st Floor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30-2:00</td>
<td>Book Club</td>
<td>Art</td>
<td>Book Club</td>
<td>Update Planners</td>
<td></td>
</tr>
</tbody>
</table>

*Individual Therapies are scheduled throughout each student's day dependent on IEP service delivery.
*Due to the medical and sensory needs of our students, some students cannot tolerate wearing a mask. For those students who can tolerate wearing one, mask breaks will be provided at least once per hour.

**Student Assessment/Screening timeline**
Staff and therapists will assess any regression on IEP goals since the students began in remote learning. They will collect and analyze data in order to determine current performance level on all goals and develop a plan to increase functioning beyond baseline.
Sample Classroom Design: (pictures or drawing)

Lunch and Snack Protocols:
One staff member will get lunches from the cafeteria and bring them to the classroom. Students will eat in classrooms and be at least 6 feet apart at all times. Tables and desks will be sanitized before and after. Staff will wear PPE for assisting with feeding.
BICO Programs must follow the food safety guidelines below.

(1) Whenever possible, student's snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
(2) To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
(3) Multiple students shall not use the same serving or eating utensils.
(4) Sinks used for food preparation must not be used for any other purposes.
(5) Staff must ensure students wash hands prior to and immediately after eating.
(6) Staff must wash their hands before preparing food and after helping students to eat.
(7) Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
(8) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
(9) When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.

(10) Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student’s clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.

**Restraint Protocols:**

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Procedures must be posted in all toileting/diaper changing areas, and must include:

(a) Prepare (includes wearing PPE, gathering all supplies, washing hands, and putting on gloves).
(b) Clean the child.
(c) Remove trash (soiled diaper, wipes, and gloves).
(d) Put on clean gloves.
(e) Replace diaper.
(f) Wash child's hands.
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(3) Hand hygiene stations are set up at the entrance of the programs, so that students can clean their hands before they enter. If a sink with soap and water is not available, hand sanitizer or hand sanitizing wipes with at least 60% alcohol are provided at program entrance locations. If hand sanitizer use is not appropriate or not approved and there is no soap and water located at the entrance, students are instructed to go to the nearest handwashing station upon entry. The use of hand sanitizer is supervised by staff.
(4) If pens are required for visitor sign in, they will be disinfected between each use.

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1. Upon entry into and exit from program space;
2. When coming in to the program space from outside activities;
3. Before and after eating;
4. After using the restroom;
5. After sneezing, coughing or nose blowing;
6. After toileting and/or changing students;
7. Before and after handling food;
8. After touching or cleaning surfaces that may be contaminated;
9. After using any shared equipment like toys, computer keyboards, mouse, copy machines, etc;
10. After assisting students with handwashing;
11. Before and after administration of medication;
12. Before entering vehicles used for transportation of students;
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**Toilet/ Restrooms:**
Sanitized and wiped down by the person utilizing the restroom following use.
One (1) person in the restroom at a time.

**Cleaning and Disinfecting Schedule (Include who is responsible):**
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and other frequently touched areas regularly throughout the day.
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Staff will clean and disinfect the changing table, sink, and toilet area after each use.
Checklists will be posted with step by step instructions.
Teacher will be responsible for signing off on the checklist at the end of each day.
School custodial staff will clean each classroom at the end of each school day.

**Sign In/Out Procedure:**
**Staff/ Visitors:**
- Signs are posted on the front door.
- The building policy regarding COVID procedures is posted at the sign-in table.
- Staff and visitors will sign in and out in the front foyer before entering the building.

**Students**
- Student attendance will be completed by classroom staff.
- When a parent needs to pick up their child early from school, we are requesting a phone call prior to arriving so that we are prepared to dismiss in an efficient and safe manner.

**Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)**
Staff members will be stationed (wearing PPE) at the drop-off point in the rear of the building to support students and allow for social distancing during both arrival and dismissal. Students that are able will wear face masks except during mask breaks. Staff will bring our students into the classroom and put their backpacks/materials in a designated space which will be separate from other students' items. At dismissal, the students will exit the classroom one at a time, ensuring that adequate staffing is available to support a socially distanced transition.
Only one student at a time will be allowed out in six-feet intervals. Staff and students will use hand sanitizer upon entry and prior to dismissal from the school building.

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All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.
(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.
(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.
(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

**B. Regular Monitoring:** Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately.** Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

**Nursing Protocols for students who are ill (not experiencing symptoms)**
If a student becomes ill with symptoms unrelated to COVID-19, the nurse will assess per illness protocol. The student will then remain in the health office until:
(1) The student is well enough to return to class.
(2) The student will be dismissed to parent/guardian.

**Nursing Protocols for students experiencing symptoms:**

***Include Quarantine Space & notification of family***
If a student becomes symptomatic, programs must follow the protocols below:
(1) Immediately isolate from other students and minimize exposure to staff.
(2) Whenever possible, cover the student’s nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
(3) A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
(3) Contact the student’s parents and send home as soon as possible.
(4) Follow the program’s plan for the transportation of a student who has developed symptoms and who relies on program transportation.
(5) If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
(6) Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as
long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed.
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).
(1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.
(1) Staff members and families about exposure while maintaining strict confidentiality.
(2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process
Parent letter sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions, and emails to answer any student specific questions. Support materials such as social stories, videos, and lessons will be available to address safety and sanitation precautions.

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

Families: Program Director - Phone Call
           Executive Director - Email / Letter

Sending District Representatives: Director of Student Services - Phone contact with follow up letter

Staff: Program Director - Email and/or phone calls

Technology Needs:
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students are expected to return to school with their Chromebooks. In the event that we have to revert back to remote learning, accommodations will be made to deliver Chromebooks to students who will need them at home.

Moving / Relocation Needs:
None at this time

COVID-19 Response Team: Program Director: Jacob Richardson, Director of Student Services: Julie O'Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
D. Program Specific Hybrid Learning Plans
Host District School Programs
Hybrid Learning Template

Program Name: TEAP
Program Grade Level: K-3

Program Location:
Delaney Elementary School
120 Taunton St
Wrentham, MA 02093

Number of Students Served: 9
Number of Full time Staff:
Admin: 1
Teachers: 2
Paraprofessionals: 4
Number of Itinerant Staff: 4

Description of Program:
Therapeutic Elementary Alternative Programs (TEAP) educational and therapeutic services for students in grades K-3 whose social, emotional and/or academic delays and challenges inhibit their success in the general educational setting. Students may present with difficulties in the areas of language development, cognition, sensory integration, and social/behavioral skills related to Communication Impairment, Autism Spectrum Disorder, Attention Deficit Hyperactivity Disorder and/or Neurological Impairments.

A small staff to student ratio allows for personalized and individualized teaching. The program emphasizes the use of assistive and instructional technology and multi-sensory instruction to foster active engagement in academic, social, and emotional learning.

Students are supported through a variety of incentives and positive support plans, both individual and classroom based. Once students have demonstrated the ability to regulate behaviors within the smaller classroom setting, they may have the opportunity to mainstream into a general education classroom within the public school setting.

Proposed Daily Schedule:
Due to many holidays falling on a Monday, the following plan is being proposed
- Monday
  - Remote: grades K-3
- Tuesday and Wednesday
  - In-person: grades K-1
  - Remote: grades 2-3
- Thursday and Friday
  - In-person: grades 2-3
  - Remote: grades K-1

*Teachers will be in the building daily to provide in-person or remote learning instruction, with the exception of Monday's.*
*The below schedule for classes will be followed both in-person and remote.*

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
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<tbody>
<tr>
<td>Grades K-1</td>
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<td>In-person</td>
<td>In-person</td>
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<td>Grades 2-3</td>
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<td>Remote</td>
<td>Remote</td>
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<td>Arrival and Breakfast</td>
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<td>8:30 - 9:00</td>
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<td>Educational Block 2 Direct Instruction</td>
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<td>11:00 - 12:00</td>
<td>Lunches/ Electives</td>
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<td>11:20 - 12:00</td>
<td>Educational Block 3 Direct Instruction</td>
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<td>12:00 - 1:30</td>
<td>Educational Block 4 Direct Instruction</td>
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<td>1:30 - 2:00</td>
<td>Educational Block 5 Direct Instruction</td>
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<td>2:00 - 2:15</td>
<td>Dismissal</td>
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</tbody>
</table>

**Student Assessment/Screening timeline**

- The student and staff will be wearing appropriate PPE to ensure the safety of all parties involved.
- The PPE will include: gloves, masks, face shields, and other appropriate PPE. Following visits, high touch surfaces will be sanitized.

Fountas and Pinnell Benchmark Assessment Completed by the end of October
Before October 21st
Math Prerequisite Skills Assessment
Performance Assessment grades 3-5 (Think Central)
Sample Classroom Design: (pictures or drawing)
**Must maintain at least a 3 foot distance, students facing the same direction.

Classrooms will be capped at 8 students (6 students for K-3 classroom due to space) and no more than 3 staff per room. Students while seated at their desks will be between four and six feet apart. Teacher desks will be at the front of the room and at least 4 feet from the first row of student desks.

Lunch and Snack Protocols:
Students will eat snacks, breakfast and lunch in the classroom or outside, when appropriate. One staff will get lunches from the cafeteria and bring them to the classroom. Students will eat in classrooms 6 feet apart; they will wash their hands before eating. Tables and desks will be sanitized before and after. Staff will wear PPE for assisting with meals. Sharing of food between students is highly discouraged and they will not have the opportunity to heat up their food or have access to a refrigerator.

Restraint Protocols:
Bi-County Collaborative trains and prepares program staff to work with students with diverse needs. Through clinical consultation offered by clinical psychologists and psychiatrists, and the work of Board Certified Behavior Analysts (BCBAs), school adjustment counselors, therapists, and special education teachers, our programs utilize positive behavior support plans, therapeutic interventions, and instructional strategies to respond to crisis situations.

Due to the nature of the disabilities of our students, they can become agitated, dis-regulated, and sometimes out of control. Students may make threats, attempt to hurt themselves or others. The safety of all BICO students and staff is our utmost priority and all incidents are taken seriously. Staff will follow Crisis Prevention Intervention procedures to support students in these situations.

When a student is acting in such a way as to present an imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Non-Violent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.
Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal de-escalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and wellbeing of students and staff alike.

If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to deescalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

Protocols and Use of PPE in Restraint:
- Gloves are to be made available for staff to carry.
- A staff member in each classroom should be designated daily as the initial point person—quick access to PPE
- Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields.
- Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behavior.
- Following physical contact with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare.
- Keep hands clear of the eyes, mouth, and nose of yourself and others during incidents of physical restraint.
- Consider changing clothes especially if you have come into physical contact through physical restraint. On arriving home, shower and change clothing prior to greeting other members of your household.
- Plastic aprons are not advised, they are easily ripped and may become a hazard, and also during a physical restraint they will offer little protection to body parts in contact with others.

Bathroom and Hygiene Protocols:
Handwashing:
Scrub your palms, between your fingers, the backs of your hands and under your fingernails for at least 20 seconds. Dry your hands with a paper towel. Use the same paper towel to turn off the water and, if using the restroom, open the door.

Toilet/ Restrooms:
Sanitized and wiped down by custodians on a scheduled basis.
One (1) person in the restroom at a time.

Cleaning and Disinfecting Schedule (Include who is responsible):
- High traffic areas will be thoroughly cleaned daily by the custodial staff
- Classroom staff and custodial staff will clean and disinfect frequently touched surfaces in the school, such as doorknobs, throughout the school day
- Equipment and shared objects will be limited and cleaned as needed
- Any shared equipment transferred between students and/or staff will be regularly cleaned and sanitized
- High touch bathroom surfaces will be wiped down by custodial staff on a scheduled basis.
- Signs will be posted in common areas and in the classrooms emphasizing basic infection-prevention measures including hand-washing signs in restrooms
- Staff will follow a checklist for the daily cleaning of the classroom
Sign In/Out Procedure:
Staff/Visitors:
• Signs are posted on the front door and main office.
• Staff and visitors will sign in and out in the main office before and after entering the program.

Students:
• Student attendance will be completed by classroom staff.
• When a parent needs to pick up their child early from school, we are requesting a phone call prior to arriving so that we are prepared to dismiss in an efficient and safe manner.

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks...)
  • Entry
    o Busses will pull up to the main entrance.
    o Students will be greeted at the bus by staff, one bus at a time. Buses will not let students exit until a staff member approaches the bus. Students will disembark with a 6 foot distance between them.
    o Hand sanitizing stations will be located at the entrance for students to apply before entering the building.
  • Exit
    o Students will wait in their classroom until called
      ▪ In Classrooms, students will have an activity or Drop Everything and Read until called
      ▪ In classrooms, students will complete classroom jobs and sanitize their personal space and high-frequency touch areas.
    o Staff will be posted outside the building and find out from the bus driver which students are on the bus. Students will be dismissed via call/text to the classroom.
    o The group of students will be escorted out of the building maintaining a distance of 6 feet apart. Buses will be dismissed after allowing students enough time to exit the building.

Student / Staff Screening & Monitoring Process

All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.
(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.
(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.
(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).
"If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately. Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

Nursing Protocols for students who are ill (not experiencing symptoms):
If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol. The student will then remain in the health office until:
1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

Nursing Protocols for students experiencing symptoms:
If a student becomes symptomatic, programs must follow the protocols below:
(1) Immediately isolate from other students and minimize exposure to staff.
(2) Whenever possible, cover the student’s nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
(3) A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
(3) Contact the student’s parents and send home as soon as possible.
(4) Follow the program’s plan for the transportation of a student who has developed symptoms and who relies on program transportation.
(5) If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
(6) Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed:
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

(1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.
(1) Staff members and families about exposure while maintaining strict confidentiality.
(2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process (ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meeting with student / teacher - (social story about mask wearing /
handwashing, etc...) 1:1 Teacher / Parent Conference to check in on student status, discuss return to school, explain what the day will look like:

A parent letter will be sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions, and emails to answer any student specific questions. Support material will be available to address safety and sanitation precautions.

Open House:
- A staggered schedule will be prepared to minimize the number of people in the building
- If preferred, staff will offer video conferencing with parents and students
- Staff and visitors will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE.
- Following visits, high touch surfaces will be sanitized.

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

Families: Program Director - Phone Call to families, email to listserv, and posted on School website
Executive Director - Email / Letter

Sending District Representatives: Director of Student Services - Phone contact with follow up letter

Staff: Program Director - Email entire program, text to teachers and teachers to paras

Technology Needs:
1. Training staff on Planbook.com online platform
2. Continued training on google classroom

Moving / Relocation Needs:
Organize a staff moving/setup day to get classrooms ready for the return of students

COVID-19 Response Team: Program Director: Kristin Boni, Director of Student Services: Julie O'Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Hybrid Learning Template

Program Name: TEAP
Program Location: Millville
Millville Elementary School
122 Berthelette Way
Millville, MA 01529

Program Grade Level: K - 5
Number of Students Served: 8
Number of Full time Staff: 7
Number of Itinerant Staff: 4

Program Location: Plainville
Jackson Elementary
68 Messenger Street
Plainville, MA 02762

Number of Students Served: 3
Number of Full time Staff: 3
Number of Itinerant Staff: 4

Program Location: Plainville
Wood School
72 Messenger Street
Plainville, MA 02762

Number of Students Served: 5
Number of Full time Staff: 4
Number of Itinerant Staff: 4

Program Name: SLBP
Program Location: North Attleboro
Joseph W Martin School
37 Landry Ave.
North Attleboro, MA 02760

Number of Students Served: 7
Number of Full time Staff: 4
Number of Itinerant Staff: 4
Description of Program:
Therapeutic Elementary Alternative Programs (TEAP) educational and therapeutic services for students in grades K-5 whose social, emotional and/or academic delays and challenges inhibit their success in the general educational setting. Students may present with difficulties in the areas of language development, cognition, sensory integration, and social/behavioral skills related to Communication Impairment, Autism Spectrum Disorder, Attention Deficit Hyperactivity Disorder and/or Neurological Impairments. The SLBP program incorporates learning that meets the specific needs of Language Based Learners, incorporating opportunities to practice learned skills repetitively while consistently teaching grade level standards.

A small staff to student ratio allows for personalized and individualized teaching. The program emphasizes the use of assistive and instructional technology and multi-sensory instruction to foster active engagement in academic, social, and emotional learning.

Students are supported through a variety of incentives and positive support plans, both individual and classroom based. Once students have demonstrated the ability to regulate behaviors within the smaller classroom setting, they may have the opportunity to mainstream into a general education classroom within the public school setting.

Proposed Daily Schedule:
Due to many holidays falling on a Monday, the following plan is being proposed

- Monday
  - Remote: grades K-5
- Tuesday and Wednesday
  - In-person: grades K-3
  - Remote: grades 4-5
- Thursday and Friday
  - In-person: grades 4-5
  - Remote: grades K-3

*Teachers will be in the building daily to provide in-person or remote learning instruction, with the exception of Monday’s.

*The below schedule for classes will be followed both in-person and remote.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>Grades K-3</td>
<td>Remote</td>
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<tr>
<td>Grades 4-5</td>
<td>Remote</td>
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<td>Morning Work</td>
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<td>Math</td>
<td>Science</td>
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<td>12:30-1:00</td>
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<td>2:00-2:30</td>
<td>Science</td>
<td>Social Studies</td>
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<td>Mindfulness</td>
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*Individual therapies are scheduled throughout each student's day dependent on IEP service delivery. Mask Breaks will be offered at least hourly to students and staff while maintaining at least 6 feet of distance. Outdoor breaks will be offered, weather permitting.

**Student Assessment/Screening timeline**
- Fountas and Pinnell Benchmark Assessment Completed by the end of October
- Before October 21st
- Math Prerequisite Skills Assessment
- Performance Assessment grades 3-5 (Think Central)

**Sample Classroom Design: (pictures or drawing)**

(Images of a classroom layout with desks and seating arrangements)

Maximum class size will be determined by square footage in order to maintain 6 feet between student desks. Teacher desks will be at the front of the room and at least 4 feet from the first row of student desks.

**Lunch and Snack Protocols:**

BICO Programs must follow the food safety guidelines below.
(1) Whenever possible, student’s snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
(2) To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
(3) Multiple students shall not use the same serving or eating utensils.
(4) Sinks used for food preparation must not be used for any other purposes.
(5) Staff must ensure students wash hands prior to and immediately after eating.
(6) Staff must wash their hands before preparing food and after helping students to eat. (7) Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
(8) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
(9) When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.
(10) Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student’s clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.

Restraint Protocols:
Bi-County Collaborative trains and prepares program staff to work with students with diverse needs. Through clinical consultation offered by clinical psychologists and psychiatrists, and the work of Board Certified Behavior Analysts (BCBAs), school adjustment counselors, therapists, and special education teachers, our programs utilize positive behavior support plans, therapeutic interventions, and instructional strategies to respond to crisis situations.

Due to the nature of the disabilities of our students, they can become agitated, dis-regulated, and sometimes out of control. Students may make threats, attempt to hurt themselves or others. The safety of all BICO students and staff is our utmost priority and all incidents are taken seriously. Staff will follow Crisis Prevention Intervention procedures to support students in these situations.

When a student is acting in such a way as to present an imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Non-Violent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.

Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal de-escalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and wellbeing of students and staff alike.
If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to deescalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

Protocols and Use of PPE in Restraint:
- Gloves are to be made available for staff to carry.
- A staff member in each classroom should be designated daily as the initial point person—quick access to PPE.
- Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields.
- Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behavior.
- Following physical contact with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare.
- Keep hands clear of the eyes, mouth, and nose of yourself and others during incidents of physical restraint.
- Consider changing clothes especially if you have come into physical contact through physical restraint. On arriving home, shower and change clothing prior to greeting other members of your household.
- Plastic aprons are not advised, they are easily ripped and may become a hazard, and also during a physical restraint they will offer little protection to body parts in contact with others.
- Used PPE disposable PPE will be discarded in a trash barrel with a lid, located in a designated for doffing the used equipment.

Bathroom and Hygiene Protocols:
Students will follow the protocols set forth by the public school while accessing the school bathroom.
Hand Washing procedures will be followed by all staff and students.

Handwashing:
Scrub your palms, between your fingers, the backs of your hands and under your fingernails for at least 20 seconds. Dry your hands with a paper towel. Use the same paper towel to turn off the water and, if using the restroom, open the door.

Toilet/ Restrooms:
Sanitized and wiped down after utilizing the restroom following use.
One (1) person in the restroom at a time.
The host school’s custodial staff will be cleaning and sanitizing the restrooms per their health and safety protocols.

Cleaning and Disinfecting Schedule (Include who is responsible):
- High traffic areas will be thoroughly cleaned daily by the custodial staff.
- Classroom staff and custodial staff will clean and disinfect frequently touched surfaces in the school, such as doorknobs, throughout the school day.
- Equipment and shared objects will be limited and cleaned as needed.
- Any shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.
- High touch bathroom surfaces will be wiped down by custodial staff on a scheduled basis.
- Signs will be posted in common areas and in the classrooms emphasizing basic infection-prevention measures including hand-washing signs in restrooms.
- Staff will follow a checklist for the daily cleaning of the classroom

**Sign In/Out Procedure:**

**Staff/ Visitors:**
- Signs are posted on the front door and main office.
- Staff and visitors will sign in and out in the main office before and after entering the program.

**Students**
- Student attendance will be completed by classroom staff.
- When a parent needs to pick up their child early from school, we are requesting a phone call prior to arriving so that we are prepared to dismiss in an efficient and safe manner.

**Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)**

Staff members (donning face masks) will embark/disembark students to/from transportation individually and walk them to/from the classroom, maintaining six feet between other students at the drop off area, door, hallway, and classroom adjusting the flow of students to allow for social distancing for both arrival and dismissal. Students that are able will don face masks except during mask breaks. Students will bring personal items (lunch box, backpack) to their personal work area. Students will not gather in a common area.

Upon dismissal, a staff member stationed at the pick up area will communicate which student will be dismissed from class; only one student at a time will be allowed out in six feet intervals.

**Student / Staff COVID-19 Screening & Monitoring Process**

All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.

(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.

(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.

(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

**Regular Monitoring:**

Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately. Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face,
persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

Nursing Protocols for students who are ill (not experiencing symptoms):
If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol. The student will then remain in the health office until:
1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

Nursing Protocols for students experiencing symptoms:
If a student becomes symptomatic, programs must follow the protocols below:
(1) Immediately isolate from other students and minimize exposure to staff.
(2) Whenever possible, cover the student's nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
(3) A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
(3) Contact the student's parents and send home as soon as possible.
(4) Follow the program's plan for the transportation of a student who has developed symptoms and who relies on program transportation.
(5) If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
(6) Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed:
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

(1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.
(1) Staff members and families about exposure while maintaining strict confidentiality.
(2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).
Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

**Families:** Program Director - Phone Call to families, email to listserv, and posted on School website
Executive Director - Email / Letter

**Sending District Representatives:** Director of Student Services - Phone contact with follow up letter

**Staff:** Program Director - Email entire program, text to teachers and teachers to paras

**Proposed Transition Process:**
A parent letter will be sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions, and emails to answer any student specific questions. Support material will be available to address safety and sanitation precautions

**Open House:**
- A staggered schedule will be prepared to minimize the number of people in the building
- If preferred, staff will offer video conferencing with parents and students
- Staff and visitors will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE.
- Following visits, high touch surfaces will be sanitized.

**Technology Needs:**
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students will continue to keep these at home in the circumstance that we need to revert back to remote learning.

**COVID-19 Response Team:** Program Director: Kristin Boni; Pamela Ludwig, Director of Student Services: Julie O’Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Program Name: TEP
Program Grade Level: 5-8

Program Location:
Ahern Middle School
111 Mechanic St
Foxboro, MA 02035

Number of Students Served: 9 total
Number of Full time Staff: 5
Number of Itinerant Staff: 3

Description of Program:
The Therapeutic Education Program (TEP) serves middle school aged students who present with neurological, social, communication and learning challenges.

The program provides a highly structured environment designed to assist students in learning academic content, perspective-taking skills, problem-solving skills, self-control, coping strategies, and acceptable social behaviors. Goals for students include the development of organizational skills, self-advocacy skills, confidence, and relationship building with peers and adults as well as preparation for success at the high school level. Throughout the program, emphasis is placed on students developing self-respect and becoming responsible learners who contribute to their class and school community in positive ways.

Although the program provides specialized instructional approaches for academics, socialization, and behavior, the curriculum remains rigorous for each student. The program is aligned with the MA Common Core Standards. Modifications and accommodations are designed to match each individual student’s learning style and profile to ensure success accessing the curriculum. Depending on the level of skills development, students participate in the MCAS Assessment with or without accommodations, or the MCAS Alternate Assessment.

The teaching team at TEP strives to develop close working relationships with their students and encourages team-building activities. Since parents or guardians are considered partners in the educational process, trusting and supportive relationships are fostered between the student, school staff and parent/guardian.

RELATED SERVICES: Speech and language, physical and occupational therapy and counseling are available as needed.
Proposed Daily Schedule:
**Group 1:** Monday, Tuesday In-Person  Wednesday, Thursday, Friday Remote
**Group 2:** Thursday, Friday In-Person  Monday, Tuesday, Wednesday Remote

All staff will be in the building daily to provide both in-person and remote learning.

**Proposed Daily Schedule In-Person:**
8:15-2:40
Homeroom
Student News
Math
Break/snack
English
Science
Lunch
History
Reading
Social Skills
Classroom Jobs
Dismissal

**Proposed Remote Schedule:**
**Wednesdays 8:30-2:30:**
All students in the program will engage in online teacher-led classes during the day with breaks offered in between.

**Two additional remote days 8:30-2:30pm (Thursday, Friday for Group 1, Monday, Tuesday for Group 2):**
All students will participate in a combination of self directed assignments from their staff in google classroom and online teacher led classes.

*Specials- Art and physical education will be offered weekly to all students within the program
*Individual Therapies are scheduled throughout each student's day dependent on IEP service delivery
*Mask breaks will be provided at least hourly to students and staff, while maintaining a distance of 6ft during these times.
*Outdoor breaks will be offered daily to our staff and students, weather permitting.

**Student Assessment/Screening timeline**
Staff and therapists will assess any regression on IEP goals since the students began in remote learning. They will collect and analyze data in order to determine current performance level on all goals and develop a plan to increase functioning above baseline.

**Sample Classroom Design: (pictures or drawing)**
**Must maintain at least a 3 foot distance, students facing the same direction.**
Lunch and Snack Protocols:

**Students will eat in classrooms**

Staff will get lunches from the cafeteria and bring them to the classroom. Students will eat in classrooms 6 feet apart. They will wash their hands before and after eating. Tables and desks will be sanitized before and after.

BICO Programs must follow the food safety guidelines below.

1. Whenever possible, student's snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
2. To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
3. Multiple students shall not use the same serving or eating utensils.
4. Sinks used for food preparation must not be used for any other purposes.
5. Staff must ensure students wash hands prior to and immediately after eating.
6. Staff must wash their hands before preparing food and after helping students to eat.
7. Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
8. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
9. When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.
10. Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student's clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.

Restraint Protocols:
Bi-County Collaborative trains and prepares program staff to work with students with diverse needs. Through clinical consultation offered by clinical psychologists and psychiatrists, and the work of Board Certified Behavior Analysts (BCBAs), school adjustment counselors, therapists and special education teachers, our programs utilize positive behavior support plans, therapeutic interventions, and instructional strategies to respond to crisis situations.

Due to the nature of the disabilities of our students, they can become agitated, dis-regulated and sometimes out of control. Students may make threats, attempt to hurt themselves or others. The safety of all BICO students and staff is our utmost priority and all incidents are taken seriously. Staff follow Crisis Prevention Intervention procedures to support students in these situations.

When a student is acting in such a way as to present imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Non-Violent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.

Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal escalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and wellbeing of students and staff alike.

If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When interfering, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to deescalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

Protocols and Use of PPE in Restraint:
- Gloves are to be made available for staff to carry.
- A staff member in each classroom should be designated daily as the initial point person--quick access to PPE
- Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields.
- Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behaviour.
- Following physical contacts with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare.
- Keep hands clear of the eyes, mouth and nose of yourself and others during incidents of physical restraint.
- Consider changing clothes especially if you have come in to physical contact through physical restraint. On arriving home, shower and change clothing prior to greeting other members of your household.
- Plastic aprons are not advised, they are easily ripped and may become a hazard, and also during a physical restraint they will offer little protection to body parts in contact with others.

Bathroom and Hygiene:
Staff will wear gloves, masks, and face shields during diaper changes. Surface areas will be sanitized and disinfected after each change. Hand Washing procedures will be followed by staff.

Handwashing:
- Scrub your palms, between your fingers, the backs of your hands and under your fingernails for at least 20 seconds. Dry your hands with a paper towel. Use the same paper towel to turn off the water and, if using the restroom, open the door.
Toilet/ Restrooms:
Sanitized and wiped down by the person utilizing the restroom following use.
One (1) person in the restroom at a time.
The host school’s custodial staff will be cleaning and sanitizing the restrooms per their health and safety protocols.

Cleaning and Disinfecting Schedule (Include who is responsible):
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session.
Each Staff member will clean and disinfect sensory/ break areas after each use.
Staff will clean and disinfect the changing table, sink, and toilet area after each use.
Check list will be posted with step by step instructions.
Teacher will be responsible for signing off on the checklist at the end of each day.
School custodial staff will clean each classroom at the end of each school day.

Sign In/Out Procedure:
Staff will sign in upon arrival and sign out at the end of the day in the classroom.

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)
A staff member will be stationed (wearing PPE) every six feet, at the drop off area, door, hallway and classroom adjusting the flow of students to allow for social distancing for both arrival and dismissal.
Students that are able will wear face masks except during mask breaks. Staff will bring our students into the classroom and put their backpacks/materials in a designated space which will be separate from other students’ items.
At dismissal the staff member stationed at the pick up area will communicate which student will be dismissed from class. Only one student at a time will be allowed out in six feet intervals.
Staff and students will use hand sanitizer upon entry and prior to dismissal from the school building.

Student / Staff COVID-19 Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.
   (a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.
   (b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.
   (c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).
**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately.** Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

**Nursing Protocols for students who are ill (not experiencing symptoms)**
If a student becomes ill with symptoms unrelated to Covid-19, the nurse will assess per illness protocol. The student will then remain in the health office until:

1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

**Nursing Protocols for students experiencing symptoms:**

**Include Quarantine Space & notification of family**
If a student becomes symptomatic, programs must follow the protocols below:

1. Immediately isolate from other students and minimize exposure to staff.
2. Whenever possible, cover the student’s nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
3. A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
4. Contact the student’s parents and send home as soon as possible.
5. Follow the program’s plan for the transportation of a student who has developed symptoms who relies on program transportation.
6. If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
7. Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

**Protocol if staff or student is diagnosed.**
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

1. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

**E. Notifying Required Parties:** In the event that a program experiences an exposure, BICO programs must notify the following parties.

1. Staff members and families about exposure while maintaining strict confidentiality.
2. Local board of health if a student or staff is COVID-19 positive (the BICO COVID-19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).
Proposed Transition Process (ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meeting with student / teacher - (social story about mask wearing / handwashing, etc…) 1:1 Teacher / Parent Conference to check in on student status, discuss return to school, explain what the day will look like):
A parent letter will be sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions and emails to answer any student specific questions. Support material will be available to address safety and sanitation precautions

Open House:
- A staggered schedule will be prepared to minimize the number of people in the building
- If preferred, staff will offer video conferencing with parents and students
- Staff and visitors will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE.
- Following visits, high touch surfaces will be sanitized.

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

Families: Program Director - Phone Call
Executive Director - Email / Letter

Sending District Representatives: Director of Student Services - Phone contact with follow up letter

Staff: Program Director - Email

Technology Needs:

Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students are expected to return to school with their Chromebooks. In the event that we have to revert back to remote learning, accommodations will be made to deliver Chromebooks to students who will need them at home.

COVID-19 Response Team: Program Director: Laurie Cunningham, Director of Student Services: Julie O’Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
AMS Hybrid Learning Template

Program Name: AMS
Program Grade Level: 6-8

Program Location:
Keller-Sullivan School
500 Lincoln St.
Franklin, MA 02038

Number of Students Served: 14
Number of Full time Staff: 5
Number of Itinerant Staff: 4

Description of Program:
Alternative Middle School Program (AMS) provides services to students in grades 6-8 who may present with behavioral and social challenges, emotional impairment and/or specific learning disabilities.

The program provides a highly structured, consistent, and therapeutic environment. Teaching is individualized with a focus on promoting academic, social, and emotional success. Predictable routines, therapeutic supports, and consistent ongoing direct teaching of social and communication skills assist in motivating students and developing their self-esteem. Strategies are utilized that assist students to learn self-control and to develop appropriate behaviors and coping skills within the school environment.

The AMS academic curriculum is aligned with the Massachusetts Common Core Standards and is modified to meet the learning styles and needs of each student.

RELATED SERVICES: Students in this program receive counseling, speech and language, and other related services as recommended by their IEP teams.

Proposed Daily Schedule: Include schedule for inperson & during remote time
In - Person: Monday, Tuesday, Thursday, Friday
Remote: Wednesday

Proposed Daily Schedule:

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th &amp; 8th Grade</th>
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<tbody>
<tr>
<td>Arrival sanitizing routine</td>
<td>Arrival sanitizing routine</td>
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<td>Morning Work</td>
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<td>Mindfulness</td>
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Earned Break  Earned Break
Social Skills  Social Skills
**Mask Breaks** will be offered at least hourly to students and staff while maintaining at least 6 feet of distance. Outdoor breaks will be offered, weather permitting.

**Student Assessment/Screening timeline**
**By October 21**
ELA Fall Common Assessment
Math Prerequisite Skills Assessment
CAFAS/PECAS

**Sample Classroom Design:** (pictures or drawing)
**“Must maintain at least a 3 foot distance, students facing same direction.”**

**Lunch and Snack Protocols:**
One staff will get lunches from the cafeteria and bring them to the classroom. Students will eat in classrooms 6 feet apart, they will wash their hands before eating. Tables and desks will be sanitized before and after. Staff will wear PPE for assisting with feeding.
BICO Programs must follow the food safety guidelines below.

(1) Whenever possible, student’s snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
(2) To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
(3) Multiple students shall not use the same serving or eating utensils.
(4) Sinks used for food preparation must not be used for any other purposes.
(5) Staff must ensure students wash hands prior to and immediately after eating.
(6) Staff must wash their hands before preparing food and after helping students to eat. (7)
Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
(8) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
(9) When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.

(10) Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student’s clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.

Restraint Protocols:
Bi-County Collaborative trains and prepares program staff to work with students with diverse needs. Through clinical consultation offered by clinical psychologists and psychiatrists, and the work of Board Certified Behavior Analysts (BCBAs), school adjustment counselors, therapists and special education teachers, our programs utilize positive behavior support plans, therapeutic interventions, and instructional strategies to respond to crisis situations.

Due to the nature of the disabilities of our students, they can become agitated, dis-regulated and sometimes out of control. Students may make threats, attempt to hurt themselves or others. The safety of all BICO students and staff is our utmost priority and all incidents are taken seriously. Staff follow Crisis Prevention Intervention procedures to support students in these situations.

When a student is acting in such a way as to present imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Non-Violent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.

Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal deescalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and wellbeing of students and staff alike.

If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to deescalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

Protocols and Use of PPE in Restraint:
- Gloves are to be made available for staff to carry.
- A staff member in each classroom should be designated daily as the initial point person—quick access to PPE
- Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields.
- Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behavior.
- Following physical contact with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare.
- Keep hands clear of the eyes, mouth, and nose of yourself and others during incidents of physical restraint.
• Consider changing clothes especially if you have come into physical contact through physical restraint. On arriving home, shower and change clothing prior to greeting other members of your household.

Plastic aprons are not advised, they are easily ripped and may become a hazard, and also during a physical restraint they will offer little protection to body parts in contact with others.

Cleaning and Disinfecting Schedule (Include who is responsible):
All staff will clean and disinfect student work areas at the start and end of the day
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session
Each Staff member will clean and disinfect sensory/ break areas after each use.
Staff will clean and disinfect the sink and toilet area after each use.
Check list will be posted with step by step instructions

Sign In/Out Procedure:
Staff will sign in, in each classroom daily and sign out at the end of the day in the classroom

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)
A staff member will be stationed (donning face masks) at the drop off area, in the hallway and at the top of stairs near the classroom adjusting the flow of students to allow for social distancing for both arrival and dismissal. Students that are able will don face masks except during mask breaks. Staff will not let students disembark from transportation until there is six feet between other students. Students will bring personal items (lunch box, backpack to their personal work area) students will not gather in a common area.
Upon dismissal, At dismissal the staff member stationed at the pick up area will communicate which student will be dismissed from class, only one student at a time will be allowed out in six feet intervals.

Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.
(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.
(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.
(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).
**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately.** Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent
dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

Nursing Protocols for students who are ill (not experiencing symptoms)
If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol. The student will then remain in the health office until:
1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

Nursing Protocols for students experiencing symptoms:
***Include Quarantine Space & notification of family
If a student becomes symptomatic, programs must follow the protocols below:
(1) Immediately isolate from other students and minimize exposure to staff.
(2) Whenever possible, cover the student’s nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
(3) A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
(3) Contact the student’s parents and send home as soon as possible.
(4) Follow the program’s plan for the transportation of a student who has developed symptoms and who relies on program transportation.
(5) If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
(6) Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed.
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).
(1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.
(1) Staff members and families about exposure while maintaining strict confidentiality.
(2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process (ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meeting with student / teacher - (social story about mask wearing /
handwashing, etc...) 1:1 Teacher / Parent Conference to check in on student status, discuss return to school, explain what the day will look like):

Parent letter sent with details of the date and time students will return.
All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them.
Teachers will offer phone calls, remote sessions and emails to answer any student specific questions.
Support material including social stories, videos and lessons will be available to address safety and sanitation precautions
(ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meeting

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

Families: Program Director - Phone Call
Executive Director - Email / Letter

Sending District Representatives: Director of Student Services - Phone contact with follow up letter

Staff: Program Director - Email

Technology Needs:
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students will continue to keep these at home in the circumstance that we need to revert back to remote learning.

COVID-19 Response Team: Program Director, Director of Student Services: Julie O’Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Program Name: The Learning Center
Program Grade Level: 9-12

Program Location:
Blackstone Millville Regional HS
175 Lincoln St.
Blackstone, MA

Number of Students Served: 16
Number of Full time Staff:
Admin: 1
Teachers: 2
Paraprofessionals: 3
Number of Itinerant Staff: 4

Description of Program:
The Learning Center is a therapeutic educational program located in a public school setting. Students may present with emotional impairment and/or specific learning disabilities.

The Learning Center emphasizes a multi-disciplinary approach that provides clinical consultation, ongoing counseling, behavioral programming, and instruction in social pragmatics in conjunction with a focus on academic achievement. The program curriculum is aligned with the Massachusetts Common Core Standards with accommodations tailored on an individual basis to assist each student in accessing the curriculum.

The goals of the program include reintegration into the mainstream, a return to a community high school, diploma acquisition, and transition planning for entry into college or a post-secondary training program. Transitional planning and programming are individualized for each student to assist them in achieving their goals. This may include preparation for college based testing, work-based learning experiences, vocational exploration and soft skill job development, preparation for learning permit testing, and life planning skills such as budgeting.

Proposed Daily Schedule:
Due to many holidays falling on a Monday, the following plan is being proposed
- Monday
  - Remote: grades 9-12
- Tuesday and Wednesday
  - In-person: grades 9-10
  - Remote: grades 11-12
- Thursday and Friday
  - In-person: grades 11-12
  - Remote: grades 9-10
*Teachers will be in the building daily to provide in-person or remote learning instruction, with the exception of Monday’s.

*The below schedule for classes will be followed both in-person and remote.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Grades 9-10</td>
<td>Remote</td>
<td>In-person</td>
<td>In-person</td>
<td>Remote</td>
<td>Remote</td>
</tr>
<tr>
<td>Grades 11-12</td>
<td>Remote</td>
<td>Remote</td>
<td>Remote</td>
<td>In-person</td>
<td>In-person</td>
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<tr>
<td>8:00 - 8:30</td>
<td>Arrival and Breakfast</td>
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<tr>
<td>8:30 - 9:00</td>
<td>Morning Activity Direct Instruction</td>
<td>Morning Activity Direct Instruction</td>
<td>Morning Activity Direct Instruction</td>
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<td>Morning Activity Direct Instruction</td>
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<tr>
<td>9:00 - 10:00</td>
<td>Educational Block 1 Direct Instruction</td>
<td>Educational Block 1 Direct Instruction</td>
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<td>Educational Block 1 Direct Instruction</td>
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<tr>
<td>10:00 - 11:00</td>
<td>Educational Block 2 Direct Instruction</td>
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<td>Educational Block 2 Direct Instruction</td>
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</tr>
<tr>
<td>11:00 - 11:20</td>
<td>Lunches/ Electives</td>
<td>Lunches/ Electives</td>
<td>Lunches/ Electives</td>
<td>Lunches/ Electives</td>
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<tr>
<td>11:20 - 12:00</td>
<td>Educational Block 3 Direct Instruction</td>
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<td>Educational Block 3 Direct Instruction</td>
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<tr>
<td>12:00 - 1:30</td>
<td>Educational Block 4 Direct Instruction</td>
<td>Educational Block 4 Direct Instruction</td>
<td>Educational Block 4 Direct Instruction</td>
<td>Educational Block 4 Direct Instruction</td>
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<tr>
<td>1:30 - 2:00</td>
<td>Educational Block 5 Direct Instruction</td>
<td>Educational Block 5 Direct Instruction</td>
<td>Educational Block 5 Direct Instruction</td>
<td>Educational Block 5 Direct Instruction</td>
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<tr>
<td>2:00 - 2:15</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
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</tbody>
</table>

*Individual therapies are scheduled throughout each student’s day dependent on IEP service delivery.

Mask Breaks will be offered at least hourly to students and staff while maintaining at least 6 feet of distance. Outdoor breaks will be offered, weather permitting.

Student Assessment/Screening timeline

High School Assessments:
ELA Fall Common Assessment
Math Prerequisite Skills Assessment
CAFAS/PECAS
Sample Classroom Design: (pictures or drawing)

**Must maintain at least a 3 foot distance, students facing the same direction.

![Classroom Design Diagram]

Maximum class size will be determined by square footage in order to maintain 6 feet between student desks. Teacher desks will be at the front of the room and at least 4 feet from the first row of student desks.

Lunch and Snack Protocols:
BICO Programs must follow the food safety guidelines below.

1. Whenever possible, student's snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
2. To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
3. Multiple students shall not use the same serving or eating utensils.
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Bi-County Collaborative trains and prepares program staff to work with students with diverse needs. Through clinical consultation offered by clinical psychologists and psychiatrists, and the work of Board Certified Behavior Analysts (BCBAs), school adjustment counselors, therapists, and special education teachers, our programs utilize positive behavior support plans, therapeutic interventions, and instructional strategies to respond to crisis situations.

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If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to deescalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

Protocols and Use of PPE in Restraint:
- Gloves are to be made available for staff to carry.
- A staff member in each classroom should be designated daily as the initial point person—quick access to PPE
- Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields.
- Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behavior.
- Following physical contact with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare.
- Keep hands clear of the eyes, mouth, and nose of yourself and others during incidents of physical restraint.
- Consider changing clothes especially if you have come into physical contact through physical restraint. On arriving home, shower and change clothing prior to greeting other members of your household.
- Plastic aprons are not advised, they are easily ripped and may become a hazard, and also during a physical restraint they will offer little protection to body parts in contact with others.
- Used PPE disposable PPE will be discarded in a trash barrel with a lid, located in a designated for doffing the used equipment.

**Bathroom and Hygiene Protocols:**
Students will follow the protocols set forth by the public school while accessing the school bathroom. Hand Washing procedures will be followed by all staff and students.

**Handwashing:**
- Scrub your palms, between your fingers, the backs of your hands and under your fingernails for at least 20 seconds. Dry your hands with a paper towel. Use the same paper towel to turn off the water and, if using the restroom, open the door.

**Toilets/Restrooms:**
- Sanitized and wiped down after utilizing the restroom following use.
- One (1) person in the restroom at a time.
- The host school’s custodial staff will be cleaning and sanitizing the restrooms per their health and safety protocols.

**Cleaning and Disinfecting Schedule (Include who is responsible):**
- High traffic areas will be thoroughly cleaned daily by the custodial staff.
- Classroom staff and custodial staff will clean and disinfect frequently touched surfaces in the school, such as doorknobs, throughout the school day.
- Equipment and shared objects will be limited and cleaned as needed.
- Any shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.
- High touch bathroom surfaces will be wiped down by custodial staff on a scheduled basis.
- Signs will be posted in common areas and in the classrooms emphasizing basic infection-prevention measures including hand-washing signs in restrooms.
- Staff will follow a checklist for the daily cleaning of the classroom.

**Sign In/Out Procedure:**

**Staff/Visitors:**
- Signs are posted on the front door and main office.
- Staff and visitors will sign in and out in the main office before and after entering the program.

**Students:**
- Student attendance will be completed by classroom staff.
- When a parent needs to pick up their child early from school, we are requesting a phone call prior to arriving so that we are prepared to dismiss in an efficient and safe manner.

**Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)**
Staff members (donning face masks) will embark/disembarck students to/from transportation individually and walk them to/from the classroom, maintaining six feet between other students at the drop off area, door, hallway, and classroom adjusting the flow of students to allow for social distancing for both arrival and dismissal. Students that are able will don face masks except during mask breaks. Students will bring personal items (lunch box, backpack) to their personal work area. Students will not gather in a common area.

Upon dismissal, a staff member stationed at the pick up area will communicate which student will be dismissed from class, only one student at a time will be allowed out in six feet intervals.
Student / Staff Screening & Monitoring Process

All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.

(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.

(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.

(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately. Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

Nursing Protocols for students who are ill (not experiencing symptoms):
If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol. The student will then remain in the health office until:

1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

Nursing Protocols for students experiencing symptoms:
If a student becomes symptomatic, programs must follow the protocols below:

1. Immediately isolate from other students and minimize exposure to staff.
2. Whenever possible, cover the student’s nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
3. A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
4. Contact the student’s parents and send home as soon as possible.
5. Follow the program’s plan for the transportation of a student who has developed symptoms and who relies on program transportation.
6. If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
7. Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.
Protocol if staff or student is diagnosed:
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).
(1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.
(1) Staff members and families about exposure while maintaining strict confidentiality.
(2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process:
A parent letter will be sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions, and emails to answer any student specific questions. Support material will be available to address safety and sanitation precautions

Open House:
- A staggered schedule will be prepared to minimize the number of people in the building
- If preferred, staff will offer video conferencing with parents and students
- Staff and visitors will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE.
- Following visits, high touch surfaces will be sanitized.

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

**Families:** Program Director - Phone Call to families, email to listserv, and posted on School website
Executive Director - Email / Letter

**Sending District Representatives:** Director of Student Services - Phone contact with follow up letter

**Staff:** Program Director - Email entire program, text to teachers and teachers to paras

Technology Needs:
1. Training staff on Planbook.com online platform
2. Continued training on google classroom

COVID-19 Response Team: Program Director: Kristin Boni, Director of Student Services: Julie O'Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeannie Sullivan
Hybrid Learning Template

Program Name: SEAP Jackson
Program Grade Level: K - 6

Program Location:
Anna Ware Jackson School
68 Messenger St. Plainville, MA

Number of Students Served: 6
Number of Full time Staff: 6
Number of Itinerant Staff: 3

Description of Program:
Educational and therapeutic services for students in grades K-6 with Autism Spectrum Disorder, Neurological, Intellectual and/or Communication Impairment.

Students receive individualized and small group teaching and staffing support to navigate their activities of daily living. Social and academic skills are taught using an Applied Behavioral Analysis approach as appropriate, including discrete trial instruction, natural learning environments, and small group instruction.

Proposed Daily Schedule: Include schedule for inperson & during remote time (ex. Week on / week off, or rotation of days)

Rotation of Days
Group 1  Week 1 Monday, Tuesday Wednesday
        Week 2 Thursday Friday
Group 2  Week 1 Thursday Friday
        Week 2 Monday, Tuesday Wednesday

In Person Group:
8:30 - 2:55
Morning arrival hand washing and bathrooming routines
Therapies will be provided on in person days fulfilling service delivery
Individual Discrete Trial Training
Sensory Break
Individual Discrete Trial Training
hand washing and bathrooming routines
Snack
Individual Discrete Trial Training
Individual Breaks
Individual Discrete Trial Training
Sensory Break
hand washing and bathrooming routines
Lunch
Individual Specials Art, Music
Individual Discrete Trial Training
hand washing and bathrooming routines

**Mask Breaks**
Will be offered at least hourly to students and staff while maintaining at least 6 feet of distance. Outdoor breaks will be offered, weather permitting.

**Remote Group**
1:1 zoom sessions (up to four per day) with their Special Educator Teacher or paraprofessional, focusing on 1:1 IEP objectives.
Self-directed activities will also be provided for students to access between scheduled 1:1 Zoom

**Student Assessment/Screening timeline**
Staff will develop a baseline for students DTT programs during the first two months of In Person Instruction
Previous data will be used to determine specific skills to be assessed.
Appropriate parts of the ABLLS (Assessment of Basic Language Learning Skills) will be used to assess students current baseline during the first three months of In Person Instruction

**Sample Classroom Design: (pictures or drawing)**

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**Lunch and Snack Protocols:**
One staff will get lunches from the cafeteria and bring them to the classroom. Students will eat in classrooms 6 feet apart, they will wash their hands before eating. Tables and desks will be sanitized before and after. Staff will wear PPE for assisting with feeding.

**BICO Programs** must follow the food safety guidelines below.

1. Whenever possible, student’s snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
2. To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
3. Multiple students shall not use the same serving or eating utensils.
4. Sinks used for food preparation must not be used for any other purposes.
5. Staff must ensure students wash hands prior to and immediately after eating.
6. Staff must wash their hands before preparing food and after helping students to eat.
7. Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
8. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally,
programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.

(9) When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.

(10) Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized, shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student’s clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.

Restraint Protocols:
Bi-County Collaborative trains and prepares program staff to work with students with diverse needs. Through clinical consultation offered by clinical psychologists and psychiatrists, and the work of Board Certified Behavior Analysts (BCBAs), school adjustment counselors, therapists and special education teachers, our programs utilize positive behavior support plans, therapeutic interventions, and instructional strategies to respond to crisis situations.

Due to the nature of the disabilities of our students, they can become agitated, dis-regulated and sometimes out of control. Students may make threats, attempt to hurt themselves or others. The safety of all BICO students and staff is our utmost priority and all incidents are taken seriously. Staff follow Crisis Prevention Intervention procedures to support students in these situations.

When a student is acting in such a way as to present imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Non-Violent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.

Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal de-escalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and wellbeing of students and staff alike.

If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to de-escalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

Protocols and Use of PPE in Restraint:
- Gloves are to be made available for staff to carry.
- A staff member in each classroom should be designated daily as the initial point person—quick access to PPE.
- Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields.
- Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behavior.
- Following physical contact with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare.
- Keep hands clear of the eyes, mouth, and nose of yourself and others during incidents of physical restraint.
- Consider changing clothes especially if you have come into physical contact through physical restraint. On arriving home, shower and change clothing prior to greeting other members of your household.
- Plastic aprons are not advised, they are easily ripped and may become a hazard, and also during a physical restraint they will offer little protection to body parts in contact with others.

Toileting / Changing Protocols:
Students will follow the protocols set forth by the public school while accessing the school bathroom.
Hand Washing procedures will be followed by all staff and students.
Handwashing:
Scrub your palms, between your fingers, the backs of your hands and under your fingernails for at least 20 seconds. Dry your hands with a paper towel. Use the same paper towel to turn off the water and, if using the restroom, open the door.
Toilet/ Restrooms:
Sanitized and wiped down after utilizing the restroom following use.
One (1) person in the restroom at a time.
The host school’s custodial staff will be cleaning and sanitizing the restrooms per their health and safety protocols.

Cleaning and Disinfecting Schedule (Include who is responsible):
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting the door handles, faucets and other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session.
Each Staff member will clean and disinfect sensory/ break areas after each use.
Staff will clean and disinfect the sink and toilet area after each use.
Check list will be posted with step by step instructions.

Sign In/Out Procedure:
Staff will sign in, in each classroom daily and sign out at the end of the day in the classroom.

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)
A staff member will be stationed (donning face masks) every six feet, at the drop off area, door, hallway and classroom adjusting the flow of students to allow for social distancing for both arrival and dismissal.
Students that are able will don face masks except during mask breaks. Staff will not let students disembark from transportation until there is six feet between other students. Students will bring personal items (lunch box, backpack to their personal work area) students will not gather in a common area.
Upon dismissal. At dismissal the staff member stationed at the pick up area will communicate which student will be dismissed from class, only one student at a time will be allowed out in six feet intervals.

Nursing Protocols for students who are ill (not experiencing symptoms)
If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol. The student will then remain in the health office until:
1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day:
(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath,
gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.

(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.

(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately. Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e., not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won't stop.

Nursing Protocols for students experiencing symptoms:
If a student becomes symptomatic, programs must follow the protocols below:

1. Immediately isolate from other students and minimize exposure to staff.
2. Whenever possible, cover the student's nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
3. A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
4. Contact the student's parents and send home as soon as possible.
5. Follow the program's plan for the transportation of a student who has developed symptoms and who relies on program transportation.
6. If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
7. Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed.
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

1. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.
E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties:
   (1) Staff members and families about exposure while maintaining strict confidentiality.
   (2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process
Parent letter sent with details of the date and time students will return
All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them.
Teachers will offer phone calls, remote sessions and emails to answer any student specific questions.
Support material including social stories, videos and lessons will be available to address safety and sanitation precautions
(ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meeting)

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

   Families: Program Director - Phone Call
              Executive Director - Email / Letter

   Sending District Representatives: Director of Student Services - Phone contact with follow up letter

   Staff: Program Director - Email

Technology Needs:
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students will continue to keep these at home in the circumstance that we need to revert back to remote learning.

COVID-19 Response Team: Program Director, Director of Student Services: Julie O'Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Hybrid Learning Template

Program Name: PDL
Program Grade Level: PreK-1

Program Location:
Jordan Jackson Elementary
255 East St.
Mansfield, MA  02048

Number of Students Served: 5
Number of Full time Staff: 3
Number of Itinerant Staff: 5

Description of Program:
The Preschool Developmental Learning Program serves students ages 3-5 with multiple physical, intellectual, neurological and communication impairments.

Many of these students enter the program after participating in a home-based early intervention model. A comprehensive transitional plan between the early intervention team and the school-based team is developed to assure student success in the program. The team also makes it a priority to help parents understand the school-based model of instruction and the IEP process.

Educational instruction is based on the Pre-Kindergarten Common Core standards with modifications for students to successfully participate in all curriculum areas. The program incorporates assistive technology using a multi-sensory model of instruction to foster participation, awareness, and self-determination.

RELATED SERVICES: Students may have daily medical needs that require care by a classroom nurse. Direct speech therapy, occupational therapy, and physical therapy are provided per each student's IEP. Therapists also provide staff consultation in order to embed therapeutic techniques into the daily classroom routine. Vision services are also available as needed.

Proposed Daily Schedule: Include schedule for inperson & during remote time (ex. Week on /week off, or rotation of days)
Group 1: Monday, Tuesday In-Person  Wednesday, Thursday, Friday Remote
Group 2: Thursday, Friday In-Person  Monday, Tuesday, Wednesday Remote
8:40 - 3:00
<table>
<thead>
<tr>
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<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>8:40-9</td>
<td>Arrival</td>
<td>Arrival</td>
<td>Arrival</td>
<td>Arrival</td>
<td>Arrival</td>
</tr>
<tr>
<td>9-9:30</td>
<td>Welcome Group</td>
<td>Welcome Group</td>
<td>Welcome Group</td>
<td>Welcome Group</td>
<td>Welcome Group</td>
</tr>
<tr>
<td></td>
<td>(Michelle)</td>
<td>(Sara)</td>
<td>(Michelle)</td>
<td>(Sara)</td>
<td>(Michelle)</td>
</tr>
<tr>
<td>9:30-10</td>
<td>Individual Work</td>
<td>Individual Work</td>
<td>Show &amp; Tell</td>
<td>Individual Work</td>
<td>Individual Work</td>
</tr>
<tr>
<td>10-10:30</td>
<td>Library/Swim</td>
<td>Circle</td>
<td>Circle</td>
<td>Circle</td>
<td>Circle</td>
</tr>
<tr>
<td></td>
<td>(biweekly)</td>
<td>(Michelle)</td>
<td>(Sara)</td>
<td>(Michelle)</td>
<td>(Sara)</td>
</tr>
<tr>
<td>10:30-11:15</td>
<td>Circle</td>
<td>Group</td>
<td>Group</td>
<td>Group</td>
<td>Group</td>
</tr>
<tr>
<td></td>
<td>(Sara)</td>
<td>(Sara)</td>
<td>(Michelle)</td>
<td>(Sara)</td>
<td>(Michelle)</td>
</tr>
<tr>
<td>11:15-12:00</td>
<td>Independent Play</td>
<td>Music</td>
<td>Independent Play</td>
<td>Independent Play</td>
<td>Independent Play</td>
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<tr>
<td></td>
<td>Play</td>
<td>11-11:45 (biweekly)</td>
<td>Play</td>
<td>Play</td>
<td>Play</td>
</tr>
<tr>
<td>12-1:30</td>
<td>Leisure</td>
<td>Leisure</td>
<td>Leisure</td>
<td>Leisure</td>
<td>Leisure</td>
</tr>
<tr>
<td>1:30-2:30</td>
<td>Unique Learning</td>
<td>Unique Learning</td>
<td>GYM Group</td>
<td>Unique Learning</td>
<td>Unique Learning</td>
</tr>
<tr>
<td></td>
<td>(Sara)</td>
<td>(Michelle)</td>
<td>(2:10-2:40)</td>
<td>(Michelle)</td>
<td>(Sara)</td>
</tr>
<tr>
<td>2:30-2:50</td>
<td>Goodbye Group</td>
<td>Goodbye Group</td>
<td>Goodbye Group</td>
<td>Goodbye Group</td>
<td>Goodbye Group</td>
</tr>
<tr>
<td>2:50-3</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

***All staff will be in the building daily to provide both in-person and remote learning.

***Individual Therapies are scheduled throughout each student's day dependent on IEP service delivery

**** Due to the medical and sensory needs of our students, some students cannot tolerate wearing a mask. For those students who can tolerate wearing one, mask breaks will be provided at least once per hour.
Student Assessment/Screening timeline
Staff and therapists will assess any regression on IEP goals since the students began in remote learning. They will collect and analyze data in order to determine current performance level on all goals and develop a plan to increase functioning above baseline.

Sample Classroom Design: (pictures or drawing)
**Must maintain at least a 3 foot distance, students facing the same direction.

Lunch and Snack Protocols:
**Students will eat in classrooms
**includeFeeding - as appropriate
Our students primarily receive their nutrition through g-tube feeds by the classroom nurse. Health and safety protocols will occur before and after each student is fed. Our Occupational Therapist also assists in feeding students who are working on textures. She will also follow all health and safety protocols. Students will be 6 feet apart at all times during feedings. Tables and desks will be sanitized before and after. Staff will wear PPE for assisting with feeding.
BICO Programs must follow the food safety guidelines below.

(1) Whenever possible, student’s snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
(2) To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
(3) Multiple students shall not use the same serving or eating utensils.
(4) Sinks used for food preparation must not be used for any other purposes.
(5) Staff must ensure students wash hands prior to and immediately after eating.
(6) Staff must wash their hands before preparing food and after helping students to eat. (7) Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
(8) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, table tops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
(9) When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.
(10) Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student’s clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.

Restraint Protocols:
Restraints do not occur in this program due to the absence of unsafe behaviors.

Toileting / Changing Protocols:
Staff must practice stringent hygiene and infection control practices to keep themselves and students healthy and safe.

(1) Staff must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities that may expose staff to bodily fluids.
(2) Staff must change outer clothing if body fluids from a student come into contact with the clothing.
(3) Staff must change the student’s clothing if body fluids come into contact with the clothing.
(4) Soiled clothing must be placed in a sealed plastic bag or container until it can be sent home to be washed.
(5) All staff must follow safe and sanitary toileting/diaper changing procedures. Staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.

Procedures must be posted in all toileting/diaper changing areas, and must include:
(a) Prepare (includes wearing PPE, gathering all supplies, washing hands, and putting on gloves).
(b) Clean the child.
(c) Remove trash (soiled diaper, wipes, and gloves).
(d) Put on clean gloves.
(e) Replace diaper.
(f) Wash child’s hands.
(g) Clean up diapering station.
(h) Remove and dispose of gloves.
(i) Wash hands.

(6) During changing and feeding activities, staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.

(a) Staff must thoroughly wash their hands (regardless of glove use), neck, and any other areas touched by a student’s bodily fluids.
(b) Staff must change the student’s clothes if bodily fluids are on the student’s clothing. Staff must then change the button-down shirt, if bodily fluids are on it, and wash their hands again.
(c) Contaminated clothes must be placed in a sealed plastic bag or container and then washed in a washing machine.
(d) It is recommended that staff and students have multiple changes of clothing on hand each day.

Surface areas will be sanitized and disinfected after each change. Hand Washing procedures will be followed by staff.

Handwashing:

BICO ensures that each program has adequate supplies to promote effective hygiene behaviors.

Programs must have the following materials and supplies:

(1) Handwashing facilities with soap and water must be readily accessible to all students and staff. Hand washing instructions are posted near every hand washing sink and where they can easily be seen by students and staff.
(2) Hand sanitizer or hand sanitizing wipes with at least 60% alcohol may be utilized at times when hand washing is not available. Hand sanitizer must be stored securely and used only under supervision of staff. Staff is responsible for teaching students proper use.
(3) Hand hygiene stations are set up at the entrance of the programs, so that students can clean their hands before they enter. If a sink with soap and water is not available, hand sanitizer or hand sanitizing wipes with at least 60% alcohol are provided at program entrance locations. If hand sanitizer use is not appropriate or not approved and there is no soap and water located at the entrance, students are instructed to go to the nearest handwashing station upon entry. The use of hand sanitizer is supervised by staff.
(4) If pens are required for visitor sign in, they will be disinfected between each use.

B. When to Wash Hands: BICO Students and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Staff and students must be perform hand washing with soap and water for at least 20 seconds when the following criteria are met:

(1) Upon entry into and exit from program space;
(2) When coming in to the program space from outside activities;
(3) Before and after eating;
(4) After using the restroom;
(5) After sneezing, coughing or nose blowing;
(6) After toileting and/or changing students;
(7) Before and after handling food;
(8) After touching or cleaning surfaces that may be contaminated;
(9) After using any shared equipment like toys, computer keyboards, mouse, copy machines, etc;
(10) After assisting students with handwashing;
(11) Before and after administration of medication;
(12) Before entering vehicles used for transportation of students;
(13) After contact with facemask or cloth face covering;
(14) Before and after changes of gloves.

Toilets/Restrooms:

Sanitized and wiped down by the person utilizing the restroom following use.

One (1) person in the restroom at a time.
Cleaning and Disinfecting Schedule (Include who is responsible):
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session.
Each Staff member will clean and disinfect sensory/ break areas after each use.
Staff will clean and disinfect the changing table, sink, and toilet area after each use.
Check list will be posted with step by step instructions.
Teacher will be responsible for signing off on the checklist at the end of each day.
School custodial staff will clean each classroom at the end of each school day.

Sign In/Out Procedure:
Staff will sign in upon arrival and sign out at the end of the day in the classroom.

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)
A staff member will be stationed (wearing PPE) every six feet, at the drop off area, door, hallway and classroom adjusting the flow of students to allow for social distancing for both arrival and dismissal.
Students that are able will wear face masks except during mask breaks. Staff will bring our students into the classroom and put their backpacks/materials in a designated space which will be separate from other students’ items.
At dismissal the staff member stationed at the pick up area will communicate which student will be dismissed from class. Only one student at a time will be allowed out in six feet intervals.
Staff and students will use hand sanitizer upon entry and prior to dismissal from the school building.

Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.

(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.

(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.

(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately.** Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.
Nursing Protocols for students who are ill (not experiencing symptoms)
If a student becomes ill with symptoms unrelated to COVID-19, the nurse will assess per illness protocol. The student will then remain in the health office until:
   (1) The student is well enough to return to class.
   (2) The student will be dismissed to parent/guardian.

Nursing Protocols for students experiencing symptoms:
***Include Quarantine Space & notification of family
If a student becomes symptomatic, programs must follow the protocols below:
   (1) Immediately isolate from other students and minimize exposure to staff.
   (2) Whenever possible, cover the student's nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
   (3) A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
   (3) Contact the student's parents and send home as soon as possible.
   (4) Follow the program's plan for the transportation of a student who has developed symptoms and who relies on program transportation.
   (5) If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
   (6) Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed.
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).
   (1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.
   (1) Staff members and families about exposure while maintaining strict confidentiality.
   (2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID-19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process (ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meeting with student / teacher - (social story about mask wearing / handwashing, etc...) 1:1 Teacher / Parent Conference to check in on student status, discuss return to school, explain what the day will look like):
A parent letter will be sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them.
Teachers will offer phone calls, remote sessions and emails to answer any student specific questions. Support material will be available to address safety and sanitation precautions.

Open House:
- A staggered schedule will be prepared to minimize the number of people in the building.
- If preferred, staff will offer video conferencing with parents and students.
- Staff and visitors will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE.
- Following visits, high touch surfaces will be sanitized.

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

**Families:** Program Director - Phone Call  
Executive Director - Email / Letter

**Sending District Representatives:** Director of Student Services - Phone contact with follow up letter

**Staff:** Program Director - Email

Technology Needs:

Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students are expected to return to school with their Chromebooks. In the event that we have to revert back to remote learning, accommodations will be made to deliver Chromebooks to students who will need them at home.

Moving / Relocation Needs:
Upon the return to an on-site model we would require access to the public school in which we are housed. The Program Director would work out the details of re-entry with district administration.

COVID-19 Response Team:
- Program Director, Director of Student Services: Julie O’Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Hybrid Learning Template

Program Name: EDLP
Program Grade Level: 3-6

Program Location:
Jordan Jackson Elementary
255 East St.
Mansfield, MA  02048

Number of Students Served: 6
Number of Full time Staff: 4
Number of Itinerant Staff: 5

Description of Program:
The Elementary Developmental Learning Program provides a comprehensive program for elementary students with multiple physical, intellectual, neurological, and communication impairments.

Emphasis is placed upon sensory-based learning, movement, total communication, and adaptive technology. Therapist's activities are integrated into students' daily classroom routines. The program incorporates assistive technology, multi-sensory instruction designed to foster participation, awareness, and self-determination.

Environmental structure and positive behavioral supports are individualized for students to assist in processing and communicating information. Students require structured teaching of social protocol. Academics are individualized and focus on maximizing students' strengths.

RELATED SERVICES: Students may have daily medical needs that require care by a classroom nurse. Direct speech therapy, occupational therapy, and physical therapy are provided per each student's IEP. Therapists also provide staff consultation in order to embed therapeutic techniques into the daily classroom routine. Vision services are also available as needed.

Proposed Daily Schedule: Include schedule for inperson & during remote time (ex. Week on / week off, or rotation of days)

**Group 1:** Monday, Tuesday In-Person  Wednesday, Thursday, Friday Remote
**Group 2:** Thursday, Friday In-Person  Monday, Tuesday, Wednesday Remote
8:40 - 2:55
Arrival
Welcome Group
Individual work on IEP goals/objectives
Circle Time
Literacy
Play Time
Lunch
Unique Curriculum Whole Group
Read Aloud
Goodbye Group
Dismissal
***All staff will be in the building daily to provide both in-person and remote learning.
***Individual Therapies are scheduled throughout each student’s day dependent on IEP service delivery
**** Due to the medical and sensory needs of our students, some students cannot tolerate wearing a mask. For those students who can tolerate wearing one, mask breaks will be provided at least once per hour.

Student Assessment/Screening timeline
Staff and therapists will assess any regression on IEP goals since the students began in remote learning. They will collect and analyze data in order to determine current performance level on all goals and develop a plan to increase functioning above baseline.

Sample Classroom Design: (pictures or drawing)
**Must maintain at least a 3 foot distance, students facing same direction.

Lunch and Snack Protocols:
**Students will eat in classrooms
**IncludeFeeding - as appropriate
Our students primarily receive their nutrition through g-tube feeds by the classroom nurse. Health and safety protocols will occur before and after each student is fed. Our Occupational Therapist also assists in feeding students who are working on textures. She will also follow all health and safety protocols. Students will be 6 feet apart at all times during feedings. Tables and desks will be sanitized before and after. Staff will wear PPE for assisting with feeding.
BICO Programs must follow the food safety guidelines below.

1. Whenever possible, student’s snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
2. To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
3. Multiple students shall not use the same serving or eating utensils.
4. Sinks used for food preparation must not be used for any other purposes.
(5) Staff must ensure students wash hands prior to and immediately after eating.
(6) Staff must wash their hands before preparing food and after helping students to eat. (7) Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use. (8) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
(9) When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.
(10) Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student’s clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.

Restraint Protocols:
Restraints do not occur in this program due to the absence of unsafe behaviors.

Toileting / Changing Protocols:
Staff must practice stringent hygiene and infection control practices to keep themselves and students healthy and safe.

(1) Staff must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities that may expose staff to bodily fluids.
(2) Staff must change outer clothing if body fluids from a student come into contact with the clothing.
(3) Staff must change the student’s clothing if body fluids come into contact with the clothing.
(4) Soiled clothing must be placed in a sealed plastic bag or container until it can be sent home to be washed.
(5) All staff must follow safe and sanitary toileting/diaper changing procedures. Staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection . Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.

Procedures must be posted in all toileting/diaper changing areas, and must include:
   (a) Prepare (includes wearing PPE, gathering all supplies, washing hands, and putting on gloves).
   (b) Clean the child.
   (c) Remove trash (soiled diaper, wipes, and gloves).
   (d) Put on clean gloves.
   (e) Replace diaper.
   (f) Wash child’s hands.
   (g) Clean up diapering station.
   (h) Remove and dispose of gloves.
   (i) Wash hands.
(6) During changing and feeding activities, staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection . Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.
   (a) Staff must thoroughly wash their hands (regardless of glove use), neck, and any other areas touched by a student’s bodily fluids.
(b) Staff must change the student’s clothes if bodily fluids are on the student’s clothing. Staff must then change the button-down shirt, if bodily fluids are on it, and wash their hands again.
(c) Contaminated clothes must be placed in a sealed plastic bag or container and then washed in a washing machine.
(d) It is recommended that staff and students have multiple changes of clothing on hand each day.

Surface areas will be sanitized and disinfected after each change. Hand Washing procedures will be followed by staff.

Handwashing:
BICO ensures that each program has adequate supplies to promote effective hygiene behaviors.
Programs must have the following materials and supplies:
(1) Handwashing facilities with soap and water must be readily accessible to all students and staff. Hand washing instructions are posted near every hand washing sink and where they can easily be seen by students and staff.
(2) Hand sanitizer or hand sanitizing wipes with at least 60% alcohol may be utilized at times when hand washing is not available. Hand sanitizer must be stored securely and used only under supervision of staff. Staff is responsible for teaching students proper use.
(3) Hand hygiene stations are set up at the entrance of the programs, so that students can clean their hands before they enter. If a sink with soap and water is not available, hand sanitizer or hand sanitizing wipes with at least 60% alcohol are provided at program entrance locations. If hand sanitizer use is not appropriate or not approved and there is no soap and water located at the entrance, students are instructed to go to the nearest handwashing station upon entry. The use of hand sanitizer is supervised by staff.
(4) If pens are required for visitor sign in, they will be disinfected between each use.

B. When to Wash Hands: BICO Students and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Staff and students must be perform hand washing with soap and water for at least 20 seconds when the following criteria are met:
(1) Upon entry into and exit from program space;
(2) When coming in to the program space from outside activities;
(3) Before and after eating;
(4) After using the restroom;
(5) After sneezing, coughing or nose blowing;
(6) After toileting and/or changing students;
(7) Before and after handling food;
(8) After touching or cleaning surfaces that may be contaminated;
(9) After using any shared equipment like toys, computer keyboards, mouse, copy machines, etc;
(10) After assisting students with handwashing;
(11) Before and after administration of medication;
(12) Before entering vehicles used for transportation of students;
(13) After contact with facemask or cloth face covering;
(14) Before and after changes of gloves.

Toilet/ Restrooms:
Sanitized and wiped down by the person utilizing the restroom following use.
One (1) person in the restroom at a time.

Cleaning and Disinfecting Schedule (Include who is responsible):
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session.
Each Staff member will clean and disinfect sensory/break areas after each use. Staff will clean and disinfect the changing table, sink, and toilet area after each use. Check list will be posted with step by step instructions. Teacher will be responsible for signing off on the checklist at the end of each day. School custodial staff will clean each classroom at the end of each school day.

Sign In/Out Procedure:
Staff will sign in upon arrival and sign out at the end of the day in the classroom.

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)
A staff member will be stationed (wearing PPE) every six feet, at the drop off area, door, hallway and classroom adjusting the flow of students to allow for social distancing for both arrival and dismissal.
Students that are able will wear face masks except during mask breaks. Staff will bring our students into the classroom and put their backpacks/materials in a designated space which will be separate from other students' items.
At dismissal the staff member stationed at the pick up area will communicate which student will be dismissed from class. Only one student at a time will be allowed out in six feet intervals.
Staff and students will use hand sanitizer upon entry and prior to dismissal from the school building.

Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.
(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.
(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.
(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately.** Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to arouse someone, or new seizure or seizures that won’t stop.

Nursing Protocols for students who are ill (not experiencing symptoms)
If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol. The student will then remain in the health office until:
(1) The student is well enough to return to class.
(2) The student will be dismissed to parent/guardian.
Nursing Protocols for students experiencing symptoms:

***Include Quarantine Space & notification of family

If a student becomes symptomatic, programs must follow the protocols below:

1. Immediately isolate from other students and minimize exposure to staff.
2. Whenever possible, cover the student's nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
3. A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
4. Contact the student's parents and send home as soon as possible.
5. Follow the program's plan for the transportation of a student who has developed symptoms and who relies on program transportation.
6. If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
7. Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed.

Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

1. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.

1. Staff members and families about exposure while maintaining strict confidentiality.
2. Local board of health if a student or staff is COVID-19 positive (the BICO COVID-19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process (ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meeting with student / teacher - (social story about mask wearing / handwashing, etc...) 1:1 Teacher / Parent Conference to check in on student status, discuss return to school, explain what the day will look like):

A parent letter will be sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions and emails to answer any student specific questions. Support material will be available to address safety and sanitation precautions

Open House:
- A staggered schedule will be prepared to minimize the number of people in the building
- If preferred, staff will offer video conferencing with parents and students
- Staff and visitors will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE.
- Following visits, high touch surfaces will be sanitized.
Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

Families: Program Director - Phone Call
Executive Director - Email / Letter

Sending District Representatives: Director of Student Services - Phone contact with follow up letter

Staff: Program Director - Email

Technology Needs:
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students are expected to return to school with their Chromebooks. In the event that we have to revert back to remote learning, accommodations will be made to deliver Chromebooks to students who will need them at home.

Moving / Relocation Needs:
Upon the return to an on-site model we would require access to the public school in which we are housed. The Program Director would work out the details of re-entry with district administration.

COVID-19 Response Team: Program Director, Director of Student Services: Julie O’Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Hybrid Learning Template

**Program Name:** Life Roles Education Program  
**Program Grade Level:** 5-8

**Program Location:**  
215 West Main Street  
Norton, MA 02766

**Number of Students Served:** 7  
**Number of Full time Staff:** 5  
**Number of Itinerant Staff:** 6 (alternating)

**Description of Program:**  
The Life Roles Education Program (LREP) provides educational and therapeutic services to middle school students (ages 12-15) who may have intellectual and/or neurological impairments, multiple disabilities, and/or Autism Spectrum Disorder.

LREP provides classroom instruction that is aligned with the Massachusetts Department of Education Common Core Standards at a level accessible to each student. In addition, programming also includes instruction in self-help as well as social and communication skills that will prepare students for their transition to high school. Therapy services are integrated into all classroom and community experiences. Students attending the 10-month program component have access to Extended School Year services as determined by their IEP Team.

Students' physical, communication and medical needs can also be addressed in the LREP Program. Multi-sensory instruction, assistive technology, and total communication support are integral to each student's program. Physical and Occupational Therapies are integrated into daily classroom routines to maximize therapeutic benefits. A multi-disciplinary approach is used to foster participation, awareness, and self-determination through all areas of need.

**Proposed Daily Schedule:** Include schedule for in-person & during remote time (ex. Week on /week off, or rotation of days)  
**Group 1:** Monday, Tuesday In-Person  
**Group 2:** Thursday, Friday In-Person  
**Both Groups:** Wednesday Remote (and in-person cleaning)

In-Person Fall 2020 Schedule*:
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20-8:45</td>
<td>Arrival/Centers</td>
<td>Arrival/Centers</td>
<td>Arrival/Centers</td>
<td>Arrival/Centers</td>
<td>Arrival/Centers</td>
</tr>
<tr>
<td>8:45-9:15</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
</tr>
<tr>
<td>9:15-9:30</td>
<td>1:1 work</td>
<td>1:1 work</td>
<td>1:1 work</td>
<td>1:1 work</td>
<td>1:1 work</td>
</tr>
<tr>
<td>9:30-10:00</td>
<td>1: work</td>
<td>1:1 work</td>
<td>1:1 work</td>
<td>1:1 work</td>
<td>1:1 work</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>Snack/ADLS</td>
<td>Snack/ADLS</td>
<td>Snack/ADLS</td>
<td>Snack/ADLS</td>
<td>Snack/ADLS</td>
</tr>
<tr>
<td>10:30-11:00</td>
<td>APE?</td>
<td>Social skills</td>
<td>Math</td>
<td>ELA</td>
<td>N2you/current events</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Group learning</td>
<td>Lunch</td>
<td>Social skills</td>
<td>Group learning</td>
<td>Cooking group</td>
</tr>
<tr>
<td>11:45-12:30</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30-1:00</td>
<td>1:1 work</td>
<td>1:1 work</td>
<td>1:1 work</td>
<td>1:1 work</td>
<td>1:1 work</td>
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<tr>
<td>1:00-1:30</td>
<td>Vocational</td>
<td>Vocational</td>
<td>Vocational</td>
<td>Vocational</td>
<td>Vocational</td>
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<tr>
<td>1:30-2:00</td>
<td>Read aloud/leisure</td>
<td>Read aloud/leisure</td>
<td>Read aloud/leisure</td>
<td>Read aloud/leisure</td>
<td>Read aloud/leisure</td>
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<tr>
<td>2:00-2:30</td>
<td>Goodbye Group</td>
<td>Goodbye group</td>
<td>Goodbye Group</td>
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<td>Goodbye Group</td>
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</tbody>
</table>

*Due to the medical and sensory needs of our students, some students cannot tolerate wearing a mask. For those students who can tolerate wearing one, mask breaks will be provided at least once per hour. Remote Learning Fall 2020 Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
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<tbody>
<tr>
<td>8:30-9:30</td>
<td>1:1 instruction or completion of remote assignments</td>
<td>1:1 instruction or completion of remote assignments</td>
<td>1:1 instruction or completion of remote assignments</td>
<td>1:1 instruction or completion of remote assignments</td>
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<td>9:30-10:30</td>
<td>1:1 instruction or completion of remote assignments</td>
<td>1:1 instruction or completion of remote assignments</td>
<td>1:1 instruction or completion of remote assignments</td>
<td>1:1 instruction or completion of remote assignments</td>
<td>1:1 instruction or completion of remote assignments</td>
</tr>
<tr>
<td>10:30-11:30</td>
<td>1:1 instruction or completion of remote assignments</td>
<td>Group lessons via zoom</td>
<td>1:1 instruction or completion of remote assignments</td>
<td>Group lessons via zoom</td>
<td>1:1 instruction or completion of remote assignments</td>
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<tr>
<td>11:30-12:30</td>
<td>1:1 instruction</td>
<td>1:1 instruction</td>
<td>1:1 instruction</td>
<td>1:1 instruction</td>
<td>1:1 instruction</td>
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<td>Time</td>
<td>Activity</td>
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<tr>
<td>12:30-1:30</td>
<td>1:1 instruction or completion of remote assignments</td>
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</table>

***Individual Therapies are scheduled throughout each student's day dependent on IEP service delivery***

**Student Assessment/Screening timeline**
Staff and therapists will assess any regression on IEP goals since the students began in remote learning. They will collect and analyze data in order to determine current performance level on all goals and develop a plan to increase functioning above baseline.

**Sample Classroom Design: (pictures or drawing)**
**"Must maintain at least a 3 foot distance, students facing the same direction."**
Lunch and Snack Protocols:
**Students will eat in classrooms**
**Include Feeding - as appropriate**

One staff member will get lunches from the cafeteria and bring them to the classroom. Students will eat in classrooms and be at least 6 feet apart at all times. Tables and desks will be sanitized before and after. Staff will wear PPE for assisting with feeding.

BICO Programs must follow the food safety guidelines below.

1. Whenever possible, student’s snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
2. To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
3. Multiple students shall not use the same serving or eating utensils.
4. Sinks used for food preparation must not be used for any other purposes.
5. Staff must ensure students wash hands prior to and immediately after eating.
6. Staff must wash their hands before preparing food and after helping students to eat.
7. Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
8. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
9. When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.
10. Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student’s clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.
Restraint Protocols:
Bi-County Collaborative trains and prepares program staff to work with students with diverse needs. Through clinical consultation offered by clinical psychologists and psychiatrists, and the work of Board Certified Behavior Analysts (BCBAs), school adjustment counselors, therapists and special education teachers, our programs utilize positive behavior support plans, therapeutic interventions, and instructional strategies to respond to crisis situations.

Due to the nature of the disabilities of our students, they can become agitated, dis-regulated and sometimes out of control. Students may make threats, attempt to hurt themselves or others. The safety of all BICO students and staff is our utmost priority and all incidents are taken seriously. Staff follow Crisis Prevention Intervention procedures to support students in these situations.

When a student is acting in such a way as to present imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Non-Violent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.

Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal deescalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and wellbeing of students and staff alike.

If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to deescalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

Three-sided time-out areas will be used to assist in the de-escalation of students. Staff will don new PPE if physical intervention is necessary to maintain safety. The fewest number of staff needed to maintain the safety of the student will respond to minimize the number of individuals in close proximity to the student. Gloves are to be made available for staff to carry. A staff member in each classroom should be designated daily as the initial point person--quick access to PPE. Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields. Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behaviour. Following physical contacts with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare. Keep hands clear of the eyes, mouth and nose of yourself and others during instances of physical restraint.

Toileting / Changing Protocols:
Staff must practice stringent hygiene and infection control practices to keep themselves and students healthy and safe.

1. Staff must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities that may expose staff to bodily fluids.
2. Staff must change outer clothing if body fluids from a student come into contact with the clothing.
3. Staff must change the student’s clothing if body fluids come into contact with the clothing.
4. Soiled clothing must be placed in a sealed plastic bag or container until it can be sent home to be washed.
5. All staff must follow safe and sanitary toileting/diaper changing procedures. Staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.
Procedures must be posted in all toileting/diaper changing areas, and must include:
(a) Prepare (includes wearing PPE, gathering all supplies, washing hands, and putting on
gloves).
(b) Clean the child.
(c) Remove trash (soiled diaper, wipes, and gloves).
(d) Put on clean gloves.
(e) Replace diaper.
(f) Wash child’s hands.
(g) Clean up diapering station.
(h) Remove and dispose of gloves.
(i) Wash hands.

(6) During changing and feeding activities, staff must wear a mask, clothing covering (e.g., an
oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie
their hair back so it is off the collar and away from the reach of the student.
(a) Staff must thoroughly wash their hands (regardless of glove use), neck, and any other
areas touched by a student’s bodily fluids.
(b) Staff must change the student’s clothes if bodily fluids are on the student’s clothing.
Staff must then change the button-down shirt, if bodily fluids are on it, and wash their
hands again.
(c) Contaminated clothes must be placed in a sealed plastic bag or container and then
washed in a washing machine.
(d) It is recommended that staff and students have multiple changes of clothing on hand
each day.

Surface areas will be sanitized and disinfected after each change. Hand Washing procedures will be
followed by staff.

Handwashing:

BICO ensures that each program has adequate supplies to promote effective hygiene behaviors.

Programs must have the following materials and supplies:
(1) Handwashing facilities with soap and water must be readily accessible to all students and
staff. Hand washing instructions are posted near every hand washing sink and where they can
easily be seen by students and staff.
(2) Hand sanitizer or hand sanitizing wipes with at least 60% alcohol may be utilized at times
when hand washing is not available. Hand sanitizer must be stored securely and used only
under supervision of staff. Staff is responsible for teaching students proper use.
(3) Hand hygiene stations are set up at the entrance of the programs, so that students can clean
their hands before they enter. If a sink with soap and water is not available, hand sanitizer or
hand sanitizing wipes with at least 60% alcohol are provided at program entrance locations. If
hand sanitizer use is not appropriate or not approved and there is no soap and water located at
the entrance, students are instructed to go to the nearest handwashing station upon entry. The
use of hand sanitizer is supervised by staff.
(4) If pens are required for visitor sign in, they will be disinfected between each use.

B. When to Wash Hands: BICO Students and staff must wash their hands or use hand
sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists,
between fingers). Staff and students must perform hand washing with soap and water for at
least 20 seconds when the following criteria are met:
(1) Upon entry into and exit from program space;
(2) When coming in to the program space from outside activities;
(3) Before and after eating;
(4) After using the restroom;
(5) After sneezing, coughing or nose blowing;
(6) After toileting and/or changing students;
(7) Before and after handling food;
(8) After touching or cleaning surfaces that may be contaminated;
(9) After using any shared equipment like toys, computer keyboards, mouse, copy machines, etc;
(10) After assisting students with handwashing;
(11) Before and after administration of medication;
(12) Before entering vehicles used for transportation of students;
(13) After contact with facemask or cloth face covering;
(14) Before and after changes of gloves.

Toilet/Restrooms:
Sanitized and wiped down by the person utilizing the restroom following use.
One (1) person in the restroom at a time.

Cleaning and Disinfecting Schedule (Include who is responsible):
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and
other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session.
Each staff member will clean and disinfect sensory/break areas after each use.
Staff will clean and disinfect the changing table, sink, and toilet area after each use.
Checklists will be posted with step-by-step instructions.
Teacher will be responsible for signing off on the checklist at the end of each day.
School custodial staff will clean each classroom at the end of each school day.

Sign In/Out Procedure:
Staff/Visitors:
- Signs are posted on the front door.
- The building policy regarding COVID procedures is posted at the sign-in table.
- Staff and visitors will sign in and out in the front foyer before entering the building.

Students
- Student attendance will be completed by classroom staff.
- When a parent needs to pick up their child early from school, we are requesting a
phone call prior to arriving so that we are prepared to dismiss in an efficient and
safe manner.

Student Entry/Exit Procedure (Include - Use of sanitizer, handwashing, masks....)
Staff members will be stationed (wearing PPE) at the drop-off point in the rear of the building to support
students and allow for social distancing during both arrival and dismissal. Students that are able will wear
face masks except during mask breaks. Staff will bring our students into the classroom and put their
backpacks/materials in a designated space which will be separate from other students' items. At
dismissal, the students will exit the classroom one at a time, ensuring that adequate staffing is available
to support a socially distanced transition. Only one student at a time will be allowed out in six-feet
intervals. Staff and students will use hand sanitizer upon entry and prior to dismissal from the school
building.

Student/Staff Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces
must be directed to self-screen at home, prior to coming to the program each day.
(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is
considered a fever), and checking for symptoms including fever, cough, shortness of breath,
gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle
aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or
any other signs of illness will not be permitted to enter the program.
(b) Parents and staff must sign written attestations daily regarding any household contacts with
COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste,
or diarrhea), or if they have given students medicine to lower a fever.
(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

**B. Regular Monitoring:** Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately.** Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following; extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.

**Nursing Protocols for students who are ill (not experiencing symptoms):**
If a student becomes ill with symptoms unrelated to COVID-19, the nurse will assess per illness protocol. The student will then remain in the health office until:
   1. The student is well enough to return to class.
   2. The student will be dismissed to parent/guardian.

**Nursing Protocols for students experiencing symptoms:**

**Include Quarantine Space & notification of family**
If a student becomes symptomatic, programs must follow the protocols below:
   1. Immediately isolate from other students and minimize exposure to staff.
   2. Whenever possible, cover the student’s nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
   3. A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
   4. Contact the student’s parents and send home as soon as possible.
   5. Follow the program’s plan for the transportation of a student who has developed symptoms and who relies on program transportation.
   6. If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
   7. Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the [CDC cleaning and disinfection recommendations](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/clean-disinfect.html) for cleaning the exposed locations.

**Protocol if staff or student is diagnosed:**
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

   1. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the
individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.
(1) Staff members and families about exposure while maintaining strict confidentiality.
(2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process (ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meeting with student / teacher - (social story about mask wearing / handwashing, etc...) 1:1 Teacher / Parent Conference to check in on student status, discuss return to school, explain what the day will look like):
Parent letter sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions, and emails to answer any student specific questions. Support materials such as social stories, videos, and lessons will be available to address safety and sanitation precautions.

Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

**Families:** Program Director - Phone Call
Executive Director - Email / Letter

**Sending District Representatives:** Director of Student Services - Phone contact with follow up letter

**Staff:** Program Director - Email

**Technology Needs:**
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students are expected to return to school with their Chromebooks. In the event that we have to revert back to remote learning, accommodations will be made to deliver Chromebooks to students who will need them at home.

**Moving / Relocation Needs:**
Upon the return to a hybrid or on-site model we would require access to the building in which we are housed. The Program Director would work out the details of re-entry with the administration of the building.

**COVID-19 Response Team:** Program Director: Jacob Richardson, Director of Student Services: Julie O'Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Hybrid Learning Template

Program Name: LREP KP
Program Grade Level: 7-10

Program Location:
King Philip Middle School
18 King St.
Norfolk, MA 02056

Number of Students Served: 5
Number of Full time Staff: 4
Number of Itinerant Staff: 4

Description of Program:
The Life Roles Education Program (LREP) provides educational and therapeutic services to middle school students (ages 12-15) who may have intellectual and/or neurological impairments, multiple disabilities, and/or Autism Spectrum Disorder.

LREP provides classroom instruction that is aligned with the Massachusetts Department of Education Common Core Standards at a level accessible to each student. In addition, programming also includes instruction in self-help as well as social and communication skills that will prepare students for their transition to high school. Therapy services are integrated into all classroom and community experiences. Students attending the 10-month program component have access to Extended School Year services as determined by their IEP Team.

Students' physical, communication and medical needs can also be addressed in the LREP Program. Multi-sensory instruction, assistive technology, and total communication support are integral to each student's program. Physical and Occupational Therapies are integrated into daily classroom routines to maximize therapeutic benefits. A multi-disciplinary approach is used to foster participation, awareness, and self-determination through all areas of need.

RELATED SERVICES: Students may have daily medical needs that require care by a classroom nurse. Direct speech therapy, occupational therapy, and physical therapy are provided per each student's IEP. Therapists also provide staff consultation in order to embed therapeutic techniques into the daily classroom routine. Vision services are also available as needed.
**Proposed Daily Schedule: Include schedule for inperson & during remote time (ex. Week on/week off, or rotation of days)**

**Group 1:** Monday, Tuesday In-Person Wednesday, Thursday, Friday Remote  
**Group 2:** Thursday, Friday In-Person Monday, Tuesday, Wednesday Remote  
8:15-2:40

<table>
<thead>
<tr>
<th>Time:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15-8:50 AM</td>
<td>Morning Routine Hygiene w/ Icons Equipment</td>
<td>Morning Routine Hygiene w/ Icons Equipment</td>
<td>Morning Routine Hygiene w/ Icons Equipment</td>
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<tr>
<td>8:50-9:25 AM</td>
<td>Morning Meeting</td>
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<tr>
<td>9:25-9:35</td>
<td>Snack time</td>
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<tr>
<td>9:35-10:15</td>
<td>Math</td>
<td>Vocabulary (body parts, personal)</td>
<td>Individual IEP objectives</td>
<td>Movement group</td>
<td>Individual IEP objectives</td>
</tr>
<tr>
<td>10:15-10:45</td>
<td>Reading</td>
<td>Social Studies</td>
<td>Math</td>
<td>Yes/No questions</td>
<td>Math</td>
</tr>
<tr>
<td>10:45-11:15</td>
<td>Vocabulary (Snapcore, AAC)</td>
<td>Math</td>
<td>Current Events</td>
<td>Math</td>
<td>Reading</td>
</tr>
<tr>
<td>11:15-12:00</td>
<td>Gym</td>
<td>Individual IEP objectives</td>
<td>Vocabulary (Academic)</td>
<td>Science</td>
<td>Gym</td>
</tr>
<tr>
<td>12:00-12:30</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>12:35-1:15</td>
<td>Group learning</td>
<td>Reading</td>
<td>Group Learning</td>
<td>Reading</td>
<td>Current Events</td>
</tr>
<tr>
<td>1:15-2:10</td>
<td>Movement group</td>
<td>Science</td>
<td>Cooking</td>
<td>Group learning</td>
<td>Art</td>
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<tr>
<td>2:10-2:20</td>
<td>Individual IEP objectives</td>
<td>Classroom clean up</td>
<td>Classroom clean up</td>
<td>OT group</td>
<td>Classroom clean up</td>
</tr>
</tbody>
</table>

***All staff will be in the building daily to provide both in-person and remote learning.***

***Individual Therapies are scheduled throughout each student's day dependent on IEP service delivery***
Due to the medical and sensory needs of our students, some students cannot tolerate wearing a mask. For those students who can tolerate wearing one, mask breaks will be provided at least once per hour.

Student Assessment/Screening timeline
Staff and therapists will assess any regression on IEP goals since the students began in remote learning. They will collect and analyze data in order to determine current performance level on all goals and develop a plan to increase functioning above baseline.

Sample Classroom Design: (pictures or drawing)
**Must maintain at least a 3 foot distance, students facing the same direction.

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Lunch and Snack Protocols:
**Students will eat in classrooms
**Include Feeding - as appropriate

Our students primarily receive their nutrition through g-tube feeds by the classroom nurse. Health and safety protocols will occur before and after each student is fed. Our Occupational Therapist also assists in feeding students who are working on textures. She will also follow all health and safety protocols. Students will be 6 feet apart at all times during feedings. Tables and desks will be sanitized before and after. Staff will wear PPE for assisting with feeding.

BICO Programs must follow the food safety guidelines below:

1. Whenever possible, student's snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
2. To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
3. Multiple students shall not use the same serving or eating utensils.
4. Sinks used for food preparation must not be used for any other purposes.
5. Staff must ensure students wash hands prior to and immediately after eating.
6. Staff must wash their hands before preparing food and after helping students to eat. (7) Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
8. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and
chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.

(9) When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.

(10) Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student’s clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.

Restraint Protocols:
Restraints do not occur in this program due to the absence of unsafe behaviors.

Toileting / Changing Protocols:
Staff must practice stringent hygiene and infection control practices to keep themselves and students healthy and safe.

(1) Staff must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities that may expose staff to bodily fluids.

(2) Staff must change outer clothing if body fluids from a student come into contact with the clothing.

(3) Staff must change the student’s clothing if body fluids come into contact with the clothing.

(4) Soiled clothing must be placed in a sealed plastic bag or container until it can be sent home to be washed.

(5) All staff must follow safe and sanitary toileting/diaper changing procedures. Staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.

Procedures must be posted in all toileting/diaper changing areas, and must include:

(a) Prepare (includes wearing PPE, gathering all supplies, washing hands, and putting on gloves).

(b) Clean the child.

(c) Remove trash (soiled diaper, wipes, and gloves).

(d) Put on clean gloves.

(e) Replace diaper.

(f) Wash child’s hands.

(g) Clean up diapering station.

(h) Remove and dispose of gloves.

(i) Wash hands.

(6) During changing and feeding activities, staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.

(a) Staff must thoroughly wash their hands (regardless of glove use), neck, and any other areas touched by a student’s bodily fluids.

(b) Staff must change the student’s clothes if bodily fluids are on the student’s clothing. Staff must then change the button-down shirt, if bodily fluids are on it, and wash their hands again.

(c) Contaminated clothes must be placed in a sealed plastic bag or container and then washed in a washing machine.

(d) It is recommended that staff and students have multiple changes of clothing on hand each day.
Surface areas will be sanitized and disinfected after each change. Hand Washing procedures will be followed by staff.

Handwashing:
BICO ensures that each program has adequate supplies to promote effective hygiene behaviors. Programs must have the following materials and supplies:
(1) Handwashing facilities with soap and water must be readily accessible to all students and staff. Hand washing instructions are posted near every hand washing sink and where they can easily be seen by students and staff.
(2) Hand sanitizer or hand sanitizing wipes with at least 60% alcohol may be utilized at times when hand washing is not available. Hand sanitizer must be stored securely and used only under supervision of staff. Staff is responsible for teaching students proper use.
(3) Hand hygiene stations are set up at the entrance of the programs, so that students can clean their hands before they enter. If a sink with soap and water is not available, hand sanitizer or hand sanitizing wipes with at least 60% alcohol are provided at program entrance locations. If hand sanitizer use is not appropriate or not approved and there is no soap and water located at the entrance, students are instructed to go to the nearest handwashing station upon entry. The use of hand sanitizer is supervised by staff.
(4) If pens are required for visitor sign in, they will be disinfected between each use.

B. When to Wash Hands: BICO Students and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Staff and students must be perform hand washing with soap and water for at least 20 seconds when the following criteria are met:
(1) Upon entry into and exit from program space;
(2) When coming in to the program space from outside activities;
(3) Before and after eating;
(4) After using the restroom;
(5) After sneezing, coughing or nose blowing;
(6) After toileting and/or changing students;
(7) Before and after handling food;
(8) After touching or cleaning surfaces that may be contaminated;
(9) After using any shared equipment like toys, computer keyboards, mouse, copy machines, etc;
(10) After assisting students with handwashing;
(11) Before and after administration of medication;
(12) Before entering vehicles used for transportation of students;
(13) After contact with facemask or cloth face covering;
(14) Before and after changes of gloves.

Toilet/ Restrooms:
Sanitized and wiped down by the person utilizing the restroom following use.
One (1) person in the restroom at a time.

Cleaning and Disinfecting Schedule (Include who is responsible):
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session.
Each Staff member will clean and disinfect sensory/ break areas after each use.
Staff will clean and disinfect the changing table, sink, and toilet area after each use.
Check list will be posted with step by step instructions.
Teacher will be responsible for signing off on the checklist at the end of each day.
School custodial staff will clean each classroom at the end of each school day.
Sign In/Out Procedure:
Staff will sign in upon arrival and sign out at the end of the day in the classroom.

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)
A staff member will be stationed (wearing PPE) every six feet, at the drop off area, door, hallway and classroom adjusting the flow of students to allow for social distancing for both arrival and dismissal. Students that are able will wear face masks except during mask breaks. Staff will bring our students into the classroom and put their backpacks/materials in a designated space which will be separate from other students' items.
At dismissal the staff member stationed at the pick up area will communicate which student will be dismissed from class. Only one student at a time will be allowed out in six feet intervals. Staff and students will use hand sanitizer upon entry and prior to dismissal from the school building.

Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.
(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.
(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.
(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately.** Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won't stop.

Nursing Protocols for students who are ill (not experiencing symptoms)
If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol. The student will then remain in the health office until:
(1) The student is well enough to return to class.
(2) The student will be dismissed to parent/guardian.

Nursing Protocols for students experiencing symptoms:
***Include Quarantine Space & notification of family
If a student becomes symptomatic, programs must follow the protocols below:
(1) Immediately isolate from other students and minimize exposure to staff.
(2) Whenever possible, cover the student's nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
(3) A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
(3) Contact the student's parents and send home as soon as possible.
(4) Follow the program's plan for the transportation of a student who has developed symptoms and who relies on program transportation.
(5) If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
(6) Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.

Protocol if staff or student is diagnosed.
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

1. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.

E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs must notify the following parties.

1. Staff members and families about exposure while maintaining strict confidentiality.
2. Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

Proposed Transition Process (ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meeting with student / teacher - (social story about mask wearing / handwashing, etc...) 1:1 Teacher / Parent Conference to check in on student status, discuss return to school, explain what the day will look like):
A parent letter will be sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions and emails to answer any student specific questions. Support material will be available to address safety and sanitation precautions

Open House:
- A staggered schedule will be prepared to minimize the number of people in the building
- If preferred, staff will offer video conferencing with parents and students
- Staff and visitors will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE.
- Following visits, high touch surfaces will be sanitized.
Notification Process: In the event that one of our school locations/programs needs to move from one model to another we will notify:

- **Families:** Program Director - Phone Call
  Executive Director - Email / Letter
- **Sending District Representatives:** Director of Student Services - Phone contact with follow up letter
- **Staff:** Program Director - Email

**Technology Needs:**
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Students are expected to return to school with their Chromebooks. In the event that we have to revert back to remote learning, accommodations will be made to deliver Chromebooks to students who will need them at home.

**Moving / Relocation Needs:**
Upon the return to an on-site model we would require access to the public school in which we are housed. The Program Director would work out the details of re-entry with district administration.

**COVID-19 Response Team:** Program Director, Director of Student Services: Julie O’Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Public Day School Programs
Hybrid Learning Template

Program Name: Summit School
SELC, SMS, SHS, STAP
Program Grade Level: 4-12

Program Location:
2140 Boston Providence Turnpike
Walpole MA

Number of Students Served: 75-90
Number of Full time Staff:
Admin: 3
Teachers: 16
Paraprofessionals 25
Number of Itinerant Staff: 16

Description of Program:
The Summit Programs (SELC, SMS, SHS, STAP) are designed to provide educational services to students in grades 4-12 who cannot be educated in a public school setting due to significant difficulties that may include behavioral dysregulation, neurological and/or emotional impairment. Summit students may also present with learning difficulties and/or social challenges that interfere with their academic and social success.

A high staff to student ratio provides a safe, structured, predictable environment. The curriculum focuses on common core standards and is presented in project-based, differentiated learning that incorporates those skills necessary to successfully function independently in life. Positive behavioral supports are used with a focus on self-reflection and goal setting to help students develop self-esteem and coping skills that can be carried over into real-life situations.

Proposed Daily Schedule:

Due to many holidays falling on a Monday, the following plan is being proposed

- Monday
  - Remote: grades 4-12
  - Deep clean of Building-If not finished on Saturday
- Tuesday and Wednesday
  - In-person: grades 4-8
  - Remote: grades 9-12
- Thursday and Friday students
  - In-person: grades 9-12
  - Remote: grades 4-8
- Saturday
  - Deep clean of the building

*Teachers will be in the building daily to provide in-person or remote learning instruction, with the exception of Monday's.
*The below schedule for classes will be followed both in-person and remote.
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tr>
<td>8:00 - 8:30</td>
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<td>10:00 - 11:00</td>
<td>Lunches/Electives</td>
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<td>12:00 - 1:30</td>
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<td>2:00-2:15</td>
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</tbody>
</table>

*Students will be offered a mask break for up to 15 minutes each hour while they are in the building. While outside the school building, students will be asked to social distance (staying at least 6 feet apart) if they are going to take their masks off.

**Student Assessment/Screening timeline**
- The student and staff will be wearing appropriate PPE to ensure the safety of all parties involved.
- The PPE will include: gloves, masks, face shields, and other appropriate PPE. Following visits, high touch surfaces will be sanitized.

**Elementary Assessments:**
Fountas and Pinnell Benchmark Assessment Completed by the end of October
Before October 21st
  - Math Prerequisite Skills Assessment
  - Performance Assessment grades 3-5 (Think Central)
  - Performance tasks for K-2 in text book

**Middle and High School Assessments:**
ELA Fall Common Assessment
Math Prerequisite Skills Assessment
CAFAS/PECAS
Sample Classroom Design:
**Must maintain at least a 3 foot distance, students facing the same direction.

Classrooms will be capped at 8 students and no more than 3 staff per room. Students while seated at their desks will be six feet apart. Teacher desks will be at the front of the room and at least 4 feet from the first row of student desks.
Chromebooks:
Chromebooks and instructional materials were delivered to students upon the initial closure in March to families that needed them to access the curriculum and virtual classes and therapy sessions. Upon returning to school, students will be required to bring their Chromebooks in with them. In the event that there is a partial or full school closure, the students will be provided with a Chromebook for virtual learning.

Lunch and Snack Protocols:
Students will eat snacks, breakfast and lunch in the classroom or outside, when appropriate. As students arrive, they will be provided a pre-packaged breakfast to take with them to their classrooms. Lunches will be delivered to each classroom to minimize traffic within the hallways. Sharing of food between students is highly discouraged and they will not have the opportunity to heat up their food or have access to a refrigerator.

BICO Programs must follow the food safety guidelines below.

(1) Whenever possible, student's snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
(2) To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
(3) Multiple students shall not use the same serving or eating utensils.
(4) Sinks used for food preparation must not be used for any other purposes.
(5) Staff must ensure students wash hands prior to and immediately after eating.
(6) Staff must wash their hands before preparing food and after helping students to eat. (7) Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
(8) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
(9) When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.

Restraint Protocols:
Bi-County Collaborative trains and prepares program staff to work with students with diverse needs. Through clinical consultation offered by clinical psychologists and psychiatrists, and the work of Board Certified Behavior Analysts (BCBAs), school adjustment counselors, therapists, and special education teachers, our programs utilize positive behavior support plans, therapeutic interventions, and instructional strategies to respond to crisis situations.

Due to the nature of the disabilities of our students, they can become agitated, dis-regulated, and sometimes out of control. Students may make threats, attempt to hurt themselves or others. The safety of all BICO students and staff is our utmost priority and all incidents are taken seriously. Staff will follow Crisis Prevention Intervention procedures to support students in these situations.

When a student is acting in such a way as to present an imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Nonviolent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.

Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal deescalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and wellbeing of students and staff alike.
If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to deescalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

**Protocols and Use of PPE in Restraint:**
- Gloves are to be made available for staff to carry.
- A staff member in each classroom should be designated daily as the initial point person--quick access to PPE.
- Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields.
- Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behaviour.
- Following physical contacts with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare.
- Keep hands clear of the eyes, mouth and nose of yourself and others during incidents of physical restraint.
- Consider changing clothes especially if you have come in to physical contact through physical restraint. On arriving home, shower and change clothing prior to greeting other members of your household.
- Plastic aprons are not advised, they are easily ripped and may become a hazard, and also during a physical restraint they will offer little protection to body parts in contact with others.

**Cleaning and Disinfecting Schedule (Include who is responsible):**
- High traffic areas will be thoroughly cleaned daily by the custodial staff.
- Classroom staff and custodial staff will clean and disinfect frequently touched surfaces in the school, such as doorknobs, throughout the school day.
- Playground equipment and shared objects will be limited and cleaned as needed.
- Any shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.
- High touch bathroom surfaces will be wiped down every half hour by custodial staff.
- Signs will be posted in common areas and in the classrooms emphasizing basic infection-prevention measures including hand-washing signs in restrooms.
- Each student will be assigned their own chromebook and they will not share them with others.
- Math Manipulatives or seat cushions, Art Supplies will be sanitized after each use.
- Students will only be able to use cups at the water fountains and encouraged to bring their own water bottles.

**Bathroom and Hygiene Protocols:**

**Handwashing:**

Scrub your palms, between your fingers, the backs of your hands and under your fingernails for at least 20 seconds. Dry your hands with a paper towel. Use the same paper towel to turn off the water and, if using the restroom, open the door.

**Toilet/ Restrooms:**

High touch surfaces will be sanitized and wiped down following use.
One (1) person in the restroom at a time.
Sign In/Out Procedure:

Staff/Visitors:
- Signs are posted on the front door.
- The building policy regarding COVID procedures is posted at the sign-in table.
- Staff and visitors will sign in and out in the front foyer before entering the building.

Students
- Student attendance will be completed by classroom staff.

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks....)

- Entry
  - Busses will pull up to Door 2 (facing Rodman Arena)
  - Students will be greeted at the bus by staff one bus at a time. Buses will not let students exit until a staff member approaches the van.
  - Hand sanitizing stations will be located at the entrance for students to apply before entering the building
  - Students will collect their Yondr pouch and breakfast.
    - High School
      - SHS and STAP will go downstairs and staff will greet them in the Lower Level desk, they will get their numbered Yondr pouch and breakfast
      - Students will then proceed directly to their classroom via Stairway One (1).
    - Middle school and Elementary
      - SMS and SELC students will enter the building and proceed to the front desk where they will collect their yonder pouch and breakfast.
      - Students will then proceed directly to their classrooms.

- Exit
  - Students will wait in their classroom until called
    - In Classrooms, students will have an activity or Drop Everything and Read until called
    - In classrooms, students will complete classroom jobs and sanitize their personal space and high-frequency touch areas in the classroom.
  - Staff will be posted outside the building and find out from the bus driver which students are on the bus.
  - The group of students will be dismissed over the loudspeaker.
  - Busses will be dismissed while allowing students time to exit the building.

Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.

(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.

(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.

(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and
unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

**If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately. Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won’t stop.**

**Nursing Protocols for students who are ill (not experiencing symptoms)**

If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol. The student will then remain in the health office until:

1. The student is well enough to return to class.
2. The student will be dismissed to parent/guardian.

**Nursing Protocols for students experiencing symptoms:**

***Include Quarantine Space & notification of family***

If a student becomes symptomatic, programs must follow the protocols below:

(1) Immediately isolate from other students and minimize exposure to staff.
(2) Whenever possible, cover the student’s nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
(3) A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
(4) Contact the student’s parents and send home as soon as possible.
(5) Follow the program’s plan for the transportation of a student who has developed symptoms and who relies on program transportation.
(6) If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
(7) Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the [CDC cleaning and disinfection recommendations](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/clean-disinfect.html) for cleaning the exposed locations.

**Protocol if staff or student is diagnosed.**

Sick students or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Program leaders will determine the date of symptom onset for the student/staff. Program leaders will identify if the student/staff attended/worked at the program while symptomatic or during the two days before symptoms began and also determine who had close contact with the student/staff at the program during those days (staff and other children).

(1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 15.
**Notifying Required Parties:** In the event that a program experiences an exposure, BICO programs must notify the following parties.

1. Staff members and families about exposure while maintaining strict confidentiality.
2. Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point person will notify the local BOH while adhering to the Public Health Recommendations for Community-Related Exposure).

**Families:** Program Director - Phone Call
   Executive Director - Email / Letter

**Sending District Representatives:** Director of Student Services - Phone contact with follow up letter

**Staff:** Program Director - Email

**Proposed Transition Process (ex. Open house with staggered scheduled times for students, Virtual tours, pre-return meeting with student / teacher - (social story about mask wearing / handwashing, etc...) 1:1 Teacher / Parent Conference to check in on student status, discuss return to school, explain what the day will look like):**

A parent letter will be sent with details of the date and time students will return. All protocols will be clearly communicated and parents will need to sign off that they have read and agree to them. Teachers will offer phone calls, remote sessions and emails to answer any student specific questions. Support material will be available to address safety and sanitation precautions

**Open House:**
- A staggered schedule will be prepared to minimize the number of people in the building
- If preferred, staff will offer video conferencing with parents and students
- Staff and visitors will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE.
- Following visits, high touch surfaces will be sanitized.

**Summit: Board of Health Approval (Dianne)**

**COVID-19 Response Team:** Program Director: Ben Giuffrida, Director of Student Services: Julie O'Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Hybrid Learning Template

Program Name: Life Roles Transition Center 9-12
Program Grade Level: 9-12

Program Location:
141 Mansion Drive
East Walpole, MA 02032

Number of Students Served: 9
Number of Full time Staff: 6
Number of Itinerant Staff: 7 (alternating)

Description of Program:
The Life Roles Transition Center (LRTC) provides individualized educational and community-based programming aligned with the Massachusetts Common Core Standards and the National Transition Standards. The program serves special education students ranging from 15 to 22 years of age who have fulfilled their MCAS Alternate Assessment requirements and are working towards a certificate of completion.

LRTC is designed to provide students with individualized educational, transitional, and therapeutic services that range from functional academics to community-based instruction, meaningful internships/work experiences, and learning skills related to independence in recreation/leisure activities. Instruction in functional academics, activities of daily living, self-advocacy, employability skills, social skills development, pragmatic language skills, and community-based experiences are all part of the Transition Center’s commitment to support students as they develop competencies that will assist them as they transition to adult life. The individualized, coordinated set of activities and instruction provided to each student is designed to maximize independence and enable students to become successful, valued, and productive adult members of society.

Transition assessments are completed to identify and prioritize students’ interests, preferences, strengths, and needs. Data gathered from formal and informal assessments is used to develop a comprehensive individualized action plan with post-secondary goals for instruction, employment, and community experiences. Ongoing monitoring of student progress is conducted to help students acquire the skills necessary to achieve their desired post-school outcomes.

Supervised school and community-based life experiences are an intricate part of a holistic approach to transitioning students from school-based educational experiences to community-based adult living experiences.

RELATED SERVICES including Speech and Language Therapy, Occupational Therapy, Physical Therapy, Vision Services, and Behavioral Consultation are provided based on the recommendations made by each student’s IEP Team.
Proposed Daily Schedule: Include schedule for in-person & during remote time (ex. Week on/week off, or rotation of days)

**Group 1:** Monday, Tuesday In-Person  
**Group 2:** Thursday, Friday In-Person  
**Both Groups:** Wednesday Remote and Site Cleaning

### In-Person Fall 2020 Schedule:

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<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td>Morning Fitness</td>
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<tr>
<td>12:15-1:15</td>
<td>Work Centers</td>
<td>Work Centers</td>
<td>Work Centers</td>
<td>Work Centers</td>
<td>Work Centers</td>
</tr>
<tr>
<td>1:15-1:45</td>
<td>Afternoon Specials</td>
<td>Afternoon Specials</td>
<td>Afternoon Specials</td>
<td>Afternoon Specials</td>
<td>Fun Friday!</td>
</tr>
<tr>
<td>1:45-2:15</td>
<td>Cleaning Tasks</td>
<td>Cleaning Tasks</td>
<td>Cleaning Tasks</td>
<td>Cleaning Tasks</td>
<td>Cleaning Tasks</td>
</tr>
<tr>
<td>2:15-2:30</td>
<td>Packing Up</td>
<td>Packing Up</td>
<td>Packing Up</td>
<td>Packing Up</td>
<td>Packing Up</td>
</tr>
</tbody>
</table>

*Due to the medical and sensory needs of our students, some students cannot tolerate wearing a mask. For those students who can tolerate wearing one, mask breaks will be provided at least once per hour.

### Remote Learning Fall 2020 Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-9:00</td>
<td>Morning Fitness</td>
<td>Morning Fitness</td>
<td>Morning Fitness</td>
<td>Morning Fitness</td>
<td>Morning Fitness</td>
</tr>
<tr>
<td>9:00-10:00</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
<td>Morning Meeting</td>
</tr>
<tr>
<td>10:00-11:00</td>
<td>Binder work/Task Box</td>
<td>Binder work/Task Box</td>
<td>Binder work/Task Box</td>
<td>Binder work/Task Box</td>
<td>Binder work/Task Box</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Vocational Activity</td>
<td>Vocational Activity</td>
<td>Vocational Activity</td>
<td>Vocational Activity</td>
<td>Vocational Activity</td>
</tr>
<tr>
<td>11:30-12:00</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:00-1:00</td>
<td>1:1 Direct Instruction</td>
<td>1:1 Direct Instruction</td>
<td>1:1 Direct Instruction</td>
<td>1:1 Direct Instruction</td>
<td>1:1 Direct Instruction</td>
</tr>
<tr>
<td>1:00-2:00</td>
<td>1:1 Direct Instruction</td>
<td>1:1 Direct Instruction</td>
<td>1:1 Direct Instruction</td>
<td>1:1 Direct Instruction</td>
<td>1:1 Direct Instruction</td>
</tr>
</tbody>
</table>

***Individual Therapies are scheduled throughout each student's day dependent on IEP service delivery***

### Student Assessment/Screening timeline

Staff and therapists will assess any regression on IEP goals since the students began in remote learning. They will collect and analyze data in order to determine current performance level on all goals and develop a plan to increase functioning above baseline.
Sample Classroom Design: (pictures or drawing)
**Must maintain at least a 3 foot distance, students facing the same direction.

Lunch and Snack Protocols:
**Students will eat in classrooms
**include Feeding - as appropriate

One staff member will get lunches from the cafeteria and bring them to the classroom. Students will eat in classrooms and be at least 6 feet apart at all times. Tables and desks will be sanitized before and after. Staff will wear PPE for assisting with feeding.

BICO Programs must follow the food safety guidelines below.

1. Whenever possible, student's snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
2. To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided.
3. Multiple students shall not use the same serving or eating utensils.
4. Sinks used for food preparation must not be used for any other purposes.
5. Staff must ensure students wash hands prior to and immediately after eating.
6. Staff must wash their hands before preparing food and after helping students to eat.
7. Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
8. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
9. When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label.
(10) Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding. To protect themselves, staff who care for students requiring hands-on assistance for routine care activities, including feeding, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student. Staff must change outer clothing if body fluids from the student are present. Staff must change the student’s clothing if body fluids are present. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.

Restraint Protocols:
Bi-County Collaborative trains and prepares program staff to work with students with diverse needs. Through clinical consultation offered by clinical psychologists and psychiatrists, and the work of Board Certified Behavior Analysts (BCBAs), school adjustment counselors, therapists and special education teachers, our programs utilize positive behavior support plans, therapeutic interventions, and instructional strategies to respond to crisis situations.

Due to the nature of the disabilities of our students, they can become agitated, dis-regulated and sometimes out of control. Students may make threats, attempt to hurt themselves or others. The safety of all BICO students and staff is our utmost priority and all incidents are taken seriously. Staff follow Crisis Prevention Intervention procedures to support students in these situations.

When a student is acting in such a way as to present imminent danger to themselves or to others, BICO Program Staff implement Non-Violent Crisis Prevention Intervention strategies. BICO has staff who are certified trainers who provide training in Non-Violent Crisis Prevention Intervention (CPI) on an ongoing basis. For a complete description of BICO’s Crisis Prevention Intervention Policy and Procedures please see the Employee and Student Manual for Health and Safety posted on our website at www.bicounty.org.

Due to an overabundance of caution, as a result of Covid-19, we will continue to emphasize verbal de-escalation techniques to help our students when they become dysregulated. However, when such a time arises for physical interventions, staff will take all possible precautions to promote the safety and well-being of students and staff alike.

If a student is acting in an unsafe manner, and verbal interventions prove unsuccessful, staff will intervene. When intervening, staff will be wearing appropriate PPE to ensure the safety of all parties involved. The PPE will include: gloves, masks, face shields, and other appropriate PPE. If staff are unable to de-escalate a student within a reasonable amount of time, an administrator will contact the parent/guardian and ask them to pick their child up from school.

Three-sided time-out areas will be used to assist in the de-escalation of students. Staff will don new PPE if physical intervention is necessary to maintain safety. The fewest number of staff needed to maintain the safety of the student will respond to minimize the number of individuals in close proximity to the student. Gloves are to be made available for staff to carry. A staff member in each classroom should be designated daily as the initial point person—quick access to PPE. Prior to any restraint, staff should ensure they are wearing gloves, masks, and face shields. Masks and face shields to be worn if there is a risk of bodily fluids e.g., from spitting and/or self-injurious behaviour. Following physical contacts with others during a restraint, remove and dispose of gloves immediately. Avoid touching your face and limit contact with hard surfaces before immediately washing hands and arms, if bare. Keep hands clear of the eyes, mouth and nose of yourself and others during instances of physical restraint.

Toileting / Changing Protocols:
Staff must practice stringent hygiene and infection control practices to keep themselves and students healthy and safe.

(1) Staff must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities that may expose staff to bodily fluids.
(2) Staff must change outer clothing if body fluids from a student come into contact with the clothing.
(3) Staff must change the student’s clothing if body fluids come into contact with the clothing.
(4) Soiled clothing must be placed in a sealed plastic bag or container until it can be sent home to be washed.
(5) All staff must follow safe and sanitary toileting/diaper changing procedures. Staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.

Procedures must be posted in all toileting/diaper changing areas, and must include:
   (a) Prepare (includes wearing PPE, gathering all supplies, washing hands, and putting on gloves).
   (b) Clean the child.
   (c) Remove trash (soiled diaper, wipes, and gloves).
   (d) Put on clean gloves.
   (e) Replace diaper.
   (f) Wash child’s hands.
   (g) Clean up diapering station.
   (h) Remove and dispose of gloves.
   (i) Wash hands.

(6) During changing and feeding activities, staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.
   (a) Staff must thoroughly wash their hands (regardless of glove use), neck, and any other areas touched by a student’s bodily fluids.
   (b) Staff must change the student’s clothes if bodily fluids are on the student’s clothing. Staff must then change the button-down shirt, if bodily fluids are on it, and wash their hands again.
   (c) Contaminated clothes must be placed in a sealed plastic bag or container and then washed in a washing machine.
   (d) It is recommended that staff and students have multiple changes of clothing on hand each day.

Surface areas will be sanitized and disinfected after each change. Hand Washing procedures will be followed by staff.

**Handwashing:**

BICO ensures that each program has adequate supplies to promote effective hygiene behaviors.

Programs must have the following materials and supplies:

1. Handwashing facilities with soap and water must be readily accessible to all students and staff. Hand washing instructions are posted near every hand washing sink and where they can easily be seen by students and staff.

2. Hand sanitizer or hand sanitizing wipes with at least 60% alcohol may be utilized at times when hand washing is not available. Hand sanitizer must be stored securely and used only under supervision of staff. Staff is responsible for teaching students proper use.

3. Hand hygiene stations are set up at the entrance of the programs, so that students can clean their hands before they enter. If a sink with soap and water is not available, hand sanitizer or hand sanitizing wipes with at least 60% alcohol are provided at program entrance locations. If hand sanitizer use is not appropriate or not approved and there is no soap and water located at the entrance, students are instructed to go to the nearest handwashing station upon entry. The use of hand sanitizer is supervised by staff.

4. If pens are required for visitor sign in, they will be disinfected between each use.

**B. When to Wash Hands:** BICO Students and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Staff and students must be perform hand washing with soap and water for at least 20 seconds when the following criteria are met:
(1) Upon entry into and exit from program space;
(2) When coming in to the program space from outside activities;
(3) Before and after eating;
(4) After using the restroom;
(5) After sneezing, coughing or nose blowing;
(6) After toileting and/or changing students;
(7) Before and after handling food;
(8) After touching or cleaning surfaces that may be contaminated;
(9) After using any shared equipment like toys, computer keyboards, mouse, copy machines, etc;
(10) After assisting students with handwashing;
(11) Before and after administration of medication;
(12) Before entering vehicles used for transportation of students;
(13) After contact with facemask or cloth face covering;
(14) Before and after changes of gloves.

Toilet/ Restrooms:
Sanitized and wiped down by the person utilizing the restroom following use.
One (1) person in the restroom at a time.

Cleaning and Disinfecting Schedule (Include who is responsible):
All staff will clean and disinfect student work areas at the start and end of the day.
Teacher will be responsible for overseeing cleaning and disinfecting of the door handles, faucets and other frequently touched areas regularly throughout the day.
Each staff member will clean and disinfect student work stations at the end of each session.
Each staff member will clean and disinfect sensory/ break areas after each use.
Staff will clean and disinfect the changing table, sink, and toilet area after each use.
Checklists will be posted with step by step instructions.
Teacher will be responsible for signing off on the checklist at the end of each day.
School custodial staff will clean each classroom at the end of each school day.

Sign In/Out Procedure:
Staff/ Visitors:
- Signs are posted on the front door.
- The building policy regarding COVID procedures is posted at the sign-in table.
- Staff and visitors will sign in and out in the front foyer before entering the building.

Students
- Student attendance will be completed by classroom staff.
- When a parent needs to pick up their child early from school, we are requesting a phone call prior to arriving so that we are prepared to dismiss in an efficient and safe manner.

Student Entry / Exit Procedure (Include - Use of sanitizer, handwashing, masks...)
Staff members will be stationed (wearing PPE) at the drop-off point in the rear of the building to support students and allow for social distancing during both arrival and dismissal. Students that are able will wear face masks except during mask breaks. Staff will bring our students into the classroom and put their backpacks/materials in a designated space which will be separate from other students’ items. At dismissal, the students will exit the classroom one at a time, ensuring that adequate staffing is available to support a socially distanced transition. Only one student at a time will be allowed out in six-feet intervals. Staff and students will use hand sanitizer upon entry and prior to dismissal from the school building.
Student / Staff Screening & Monitoring Process (See BICO Screening Instrument)
All BICO staff, students, parents/guardians, and any individuals seeking entry into the program spaces must be directed to self-screen at home, prior to coming to the program each day.
(a) Self-screening shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold/flu. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.
(b) Parents and staff must sign written attestations daily regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given students medicine to lower a fever.
(c) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space.

B. Regular Monitoring: Staff must actively monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be referred to the nurse and be separated from the larger group and isolated until able to leave the facility. Program nurses have non-contact thermometers on site to check temperatures if a student is suspected of having a fever (temperature above 100°F).

"If any student or staff appears to have severe symptoms, the program nurse must call emergency services immediately. Before transferring to a medical facility, the nurse must notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won't stop.

Nursing Protocols for students who are ill (not experiencing symptoms)
If a student becomes ill with symptoms unrelated to COVID19, the nurse will assess per illness protocol.
The student will then remain in the health office until:
(1) The student is well enough to return to class.
(2) The student will be dismissed to parent/guardian.

Nursing Protocols for students experiencing symptoms:
***Include Quarantine Space & notification of family
If a student becomes symptomatic, programs must follow the protocols below:
(1) Immediately isolate from other students and minimize exposure to staff.
(2) Whenever possible, cover the student's nose and mouth with a mask or cloth face covering and accompany the student to the designated isolation room.
(3) A staff member must alert the program nurse. The nurse will then properly assess the student in the isolation room to determine if the student should remain in the isolation room with a staff member until a parent or guardian arrives for pickup.
(3) Contact the student's parents and send home as soon as possible.
(4) Follow the program's plan for the transportation of a student who has developed symptoms and who relies on program transportation.
(5) If the nurse determines the student is experiencing severe symptoms and is in need of emergency care, the nurse will immediately call 911 and remain with the student until EMS arrives.
(6) Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the CDC cleaning and disinfection recommendations for cleaning the exposed locations.
Protocol if staff or student is diagnosed.
Sick students or employees who are COVID-19 positive or symptomatic and presumed to have
COVID-19 must not return until they have met the criteria for discontinuing home isolation and have
consulted with a health care provider. Program leaders will determine the date of symptom onset for the
student/staff. Program leaders will identify if the student/staff attended/worked at the program while
symptomatic or during the two days before symptoms began and also determine who had close contact
with the student/staff at the program during those days (staff and other children).
(1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be
discontinued when at least 14 days have passed from the date of the positive test, as long as the
individual remains asymptomatic. For example, if the individual was tested on April 1, isolation
may be discontinued on or after April 15.

E. Notifying Required Parties: In the event that a program experiences an exposure, BICO programs
must notify the following parties.
(1) Staff members and families about exposure while maintaining strict confidentiality.
(2) Local board of health if a student or staff is COVID-19 positive (the BICO COVID19 point
person will notify the local BOH while adhering to the Public Health Recommendations for
Community-Related Exposure).

Proposed Transition Process (ex. Open house with staggered scheduled times for students,
Virtual tours, pre-return meeting with student / teacher - (social story about mask wearing /
handwashing, etc...) 1:1 Teacher / Parent Conference to check in on student status, discuss return
to school, explain what the day will look like):
Parent letter sent with details of the date and time students will return. All protocols will be clearly
communicated and parents will need to sign off that they have read and agree to them.
Teachers will offer phone calls, remote sessions, and emails to answer any student specific questions.
Support materials such as social stories, videos, and lessons will be available to address safety and
sanitation precautions.

Notification Process: In the event that one of our school locations/programs needs to move from
one model to another we will notify:

Families: Program Director - Phone Call
Executive Director - Email / Letter

Sending District Representatives: Director of Student Services - Phone contact with follow up
letter

Staff: Program Director - Email

Technology Needs:
Chromebooks and instructional materials were delivered to students upon the initial closure in March to
families that needed them to access the curriculum and virtual classes and therapy sessions. Students
are expected to return to school with their Chromebooks. In the event that we have to revert back to
remote learning, accommodations will be made to deliver Chromebooks to students who will need them
at home.

Moving / Relocation Needs:
Upon the return to a hybrid or on-site model we would require access to the building in which we are
housed. The Program Director would work out the details of re-entry with the administration of the
building.

COVID-19 Response Team: Program Director: Jacob Richardson, Director of Student Services:
Julie O'Connor, Lead Nurse: Dianne Croteau, Executive Director: Jeanne Sullivan
Hybrid Learning Template

Program Name: Life Roles Transition Center 18+
Program Grade Level: 12+

Program Location:
141 Mansion Drive
East Walpole, MA 02032

Number of Students Served: 9
Number of Full time Staff: 6
Number of Itinerant Staff: 7 (alternating)

Description of Program:
The Life Roles Transition Center (LRTC) provides individualized educational and community-based programming aligned with the Massachusetts Common Core Standards and the National Transition Standards. The program serves special education students ranging from 15 to 22 years of age who have fulfilled their MCAS Alternate Assessment requirements and are working towards a certificate of completion.

LRTC is designed to provide students with individualized educational, transitional, and therapeutic services that range from functional academics to community-based instruction, meaningful internships/work experiences, and learning skills related to independence in recreation/leisure activities. Instruction in functional academics, activities of daily living, self-advocacy, employability skills, social skills development, pragmatic language skills, and community-based experiences are all part of the Transition Center's commitment to support students as they develop competencies that will assist them as they transition to adult life. The individualized, coordinated set of activities and instruction provided to each student is designed to maximize independence and enable students to become successful, valued, and productive adult members of society.

Transition assessments are completed to identify and prioritize students' interests, preferences, strengths, and needs. Data gathered from formal and informal assessments is used to develop a comprehensive individualized action plan with post-secondary goals for instruction, employment, and community experiences. Ongoing monitoring of student progress is conducted to help students acquire the skills necessary to achieve their desired post-school outcomes.

Supervised school and community-based life experiences are an intricate part of a holistic approach to transitioning students from school-based educational experiences to community-based adult living experiences.

RELATED SERVICES including Speech and Language Therapy, Occupational Therapy, Physical Therapy, Vision Services, and Behavioral Consultation are provided based on the recommendations made by each student's IEP Team.