July 20, 2020

Dear Families:

I hope you are all well. The Collaborative has received the guidance regarding the return to school from the Department of Elementary and Secondary Education (DESE). While we have been advised to develop three plans (remote, hybrid and in person) DESE has stressed the return to in person services for students with disabilities. I am working with the Program Directors to examine our classroom and therapy locations to determine how we can implement the guidelines for distancing, health and safety. As part of developing our plans and protocols, we would like to hear your thoughts and concerns about having your child return to in person services at school. Please complete the attached survey no later Friday, July 24, 2020.

While we are not yet 100% assured that we will be returning to a full in person model of instruction we are working to ensure that your child will continue to receive instruction and therapeutic services as safely as possible. I will be in contact with you as soon as we have more information about how we can proceed.

Thank you in advance for your input.

Sincerely,

Jeanne M. Sullivan, M.Ed.
Return to School Family Survey

Please complete this brief survey to help us better understand your student’s needs as we prepare our programs for the return to school. Thank you in advance for your input.

* Required

1. Email address *

2. Student Name *

3. Parent/Guardian Name *

4. Address *

5. Phone *
6. Preferred Method of Communication *

*Mark only one oval.*

- [ ] Phone / Text
- [ ] Email
- [ ] US Mail
- [ ] Other: __________________________
7. My child attends: *

*Mark only one oval.*

- ☐ SLBP, Martin School, North Attleborough
- ☐ TEAP, Delaney School, Wrentham
- ☐ TEAP, Millville Elementary School Millville
- ☐ TEAP, Anna Ware Jackson School, Plainville
- ☐ SEAP, Anna Ware Jackson School, Plainville
- ☐ TEAP (Gr. 4-6), Wood School, Plainville
- ☐ SEAP (Gr. 4-6), Wood School, Plainville
- ☐ EDLP, Jordan Jackson School, Mansfield
- ☐ PDL, Jordan Jackson School, Mansfield
- ☐ SELC, Bi-County Regional Education Center, Walpole
- ☐ AMS, Keller-Sullivan Middle School, Franklin
- ☐ LREP, King Philip Middle School, Norfolk
- ☐ LREP, Norton Middle School, Norton
- ☐ TEP, Ahern Middle School, Foxborough
- ☐ SMS, Summit Middle School, Bi-County Regional Education Center, Walpole
- ☐ LC, Blackstone-Millville Regional High School, Blackstone
- ☐ Summit High School, Bi-County Regional Education Center, Walpole
- ☐ STAP, Bi-County Regional Education Center, Walpole
- ☐ ATP, Bi-County Campus School, Walpole
- ☐ LRTC (9-12), Bi-County Campus School, Walpole
- ☐ LRTC (18+), Bi-County Campus School, Walpole

8. Given that CDC and DESE recommended protocols for safety are in place, how likely is it that you will send your child to school for in person instruction and services? *

*Mark only one oval.*

- ☐ I am ready to send my child back to school for in person instruction and services
- ☐ I am not ready to send my child back to school for in person instruction and services
9. If you checked that you are not ready to send your child back to school above, please share your concerns below.


10. Given that CDC and DESE recommended protocols for safety are in place, how likely is it that your child will access transportation to school? (If you require more information about the transportation safety protocols, you will need to reach out to your school district liaison who can connect you with the correct transportation company.) *

*Mark only one oval.

☐ My child will utilize transportation provided by their district to get to and from school.
☐ I do not feel comfortable utilizing the transportation provided by my school district and will transport my child to school.

11. Please provide us some additional information (check all that apply)

*Check all that apply.

☐ My child is tolerating wearing a mask.
☐ My child understands social distancing.
☐ My child does not understand social distancing and is not tolerating wearing a mask.
12. Please share any additional information that we should know to continue supporting your child.
Attachment B
Bi-County Collaborative
Health & Safety Protocols
Screening and Monitoring Guidelines for Staff and Students

A. Daily Screening: 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 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.

Isolation and Discharge of Ill Students and Staff

A. Planning for Isolation and Discharge: Programs must take the following actions to prepare for a potential exposure.

1. Designate a separate space to isolate students or staff who may become ill, with the door closed (or a solid barrier) if possible. The designated space cannot be the nursing office. Isolated students must be supervised by a staff member at all times. A private or separate bathroom should be made available for use by sick individuals only. Others must not enter an isolation room/space without PPE appropriate to the care setting. A location with an open window and/or good air circulation is optimal.

2. If your facility does not have designated isolation rooms/spaces, determine a pre-specified location/facility to which you will be sending students presenting with COVID-19 symptoms.

3. Programs must have an emergency back-up plan for staff coverage in case a student or staff becomes ill.

4. The designated BICO COVID19 point person will notify the local Board of Health and follow the Public Health Recommendations for Community-Related Exposure.

5. Programs must have masks and other cloth face coverings available for use by students and staff who become symptomatic, until they have left the program building.

B. If a Student Becomes Symptomatic: 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.
(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.

C. If a Staff Becomes Symptomatic: If a staff member becomes symptomatic, they must cease duties immediately and be isolated from others until they can safely leave the building. Staff must regularly self-monitor during the day to screen for new symptoms. If new symptoms are detected among a staff member, follow the requirements above on how to handle symptomatic individuals.

D. If a Student or Staff Contracts COVID-19: 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).

F. Self-Isolating Following Exposure or Potential Exposure: In the event that a staff member or student is exposed to a sick or symptomatic person, the following protocols must be followed.

(1) If a student or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the student or staff must not be permitted to enter the program space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The designated COVID19 point person must consult the local board of health for guidance on quarantine for other students and staff and what additional precautions will be needed to ensure the program space is safe.

(2) If an exposed student or staff subsequently tests positive or their health care provider determines they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 14 days from the 1st day of symptoms appearing AND be fever-free for 24 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.

(3) If a student’s or staff’s household member tests positive for COVID-19, the student or staff must self quarantine for 14 days after the last time they could have been exposed.

G. If an Exposed Student or Staff Remains Asymptomatic and/or Tests Negative for COVID-19: If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for symptoms during the full 14 days.
Face Masks/Face Coverings, and PPE Protocols

A. Face Masks and Coverings: BICO Programs must encourage the wearing of masks or cloth face coverings during the program day. Whenever 6 feet of physical distancing is not possible, masks must be worn.

(1) To slow the spread of COVID-19, program staff are required to wear a cloth face covering while interacting with students, colleagues, and families. Program staff are required to wear a cloth face covering whenever 6 feet of physical distancing is not possible.

(2) Programs should encourage the wearing of masks or cloth face coverings for students who can safely and appropriately wear, remove, and handle masks. Additional guidance on use of face coverings and masks by children is as follows:

(a) If and/or when students can be safely kept at least 6 feet away from others, they do not need to be encouraged to wear a mask.

(b) Masks must not be worn while students are eating/drinking. Strict and consistent physical distancing must be practiced at all times during these activities. Masks do not need to be worn while engaging in active outdoor play, if students are able to keep at least 6 feet of physical distance from others.

(c) Students must be supervised when wearing a mask. If wearing the face covering causes the student to touch their face more frequently, staff must reconsider whether the mask is appropriate for the student.

(3) Families should provide students with a sufficient supply of clean masks each day to allow replacing of the covering as needed. These families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with the student’s name and clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day. If families are unable to provide masks, programs will provide masks for students as necessary. Masks and face coverings must be routinely washed.
(at least daily and any time the mask is used or becomes soiled) depending on the frequency of use. When possible, masks must be washed in a washing machine in hot water and dried fully before using again. If a washing machine is unavailable, masks must be washed with soap and hot water and allowed to dry fully before using again. (4) If using a disposable mask, follow CDC guidance on proper daily removal. Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front. Discard in a waste container and wash hands or use an alcohol-based hand sanitizer immediately.

(5) Programs must enforce the wearing of face masks by parents or guardians when on the premises and at all times. Programs must regularly remind families and staff that all individuals are encouraged to adhere to the CDC’s recommendations for wearing a mask or cloth face covering whenever going out in public and/or around other people.

(6) Programs must teach and reinforce use of cloth face coverings among all program staff. Face coverings are most essential at times when social distancing is not possible. Staff must be frequently reminded not to touch the face covering and to wash their hands frequently.

B. Exceptions to Use of Face Masks/Coverings: Exceptions for wearing face masks include situations that may inhibit an individual from wearing a face mask safely. These may include, but are not limited to:

1. Students who cannot safely and appropriately wear, remove, and handle masks;
2. Students who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
3. Students with severe cognitive or respiratory impairments;
4. Individuals who cannot breathe safely with a face covering;
5. Individuals who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and
6. Individuals who need to communicate with people who rely upon lip-reading.

C. When to Use Gloves: BICO Program staff must wear gloves when appropriate and at all times during the following activities. Handwashing or use of an alcohol-based hand sanitizer before and after these procedures is always required, whether or not gloves are used.

1. Toileting and/or changing;
(2) Food preparation;
(3) Screening activities requiring contact.

**D. Additional Guidance on Using Gloves:** To reduce cross-contamination, disposable gloves should always be discarded after the following instances. After removing gloves for any reason, hand hygiene should be performed with alcohol-based hand sanitizer or soap and water.

1. Visible soiling or contamination with blood, respiratory or nasal secretions, or other body fluids occurs.
2. Any signs of damage (e.g., holes, rips, tearing) or degradation are observed.
3. Maximum of four hours of continuous use.
4. Removing gloves for any reason. Previously removed gloves should not be re-donned as the risk of tearing and contamination increases. Therefore, disposable glove “re-use” should not be performed.
5. In addition, gloves should be removed following activities where glove usage is required including toileting/changing, food preparation, and activities requiring contact.

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**PPE GUIDELINES FOR ALL STAFF**

**MASKS**

Staff must wear face coverings or masks, with exceptions for staff for whom it is unsafe due to medical conditions or other considerations. If face coverings or masks are not possible, strict social distancing of 6 feet is required. Staff may choose to wear cloth, washable, or disposable masks. Please note that a bandana or scarf is not adequate. Cloth masks should be washed daily.

**FACE SHIELD**

Wear with a mask for risk of direct cough, sneeze, spit, and bodily fluids.
Protects entry into eyes, nose and mouth. Should be cleaned with alcohol or soap and water.

**PROTECTIVE GOGGLES**

Wear with a mask for risk of direct cough, sneeze, spit, bodily fluids.
Protects entry into eyes, nose and mouth. Should be cleaned with alcohol or soap and water.

**REMOVABLE/WASHABLE LAYER OF CLOTHING**

Wear for direct “hands on” contact with students such as feeding, behavioral management, personal hygiene, toileting/changing. Must be brought to school each day and washed when soiled. Disposable gowns are available for staff who may have close contact with students displaying symptoms of COVID19 (ex. nurses).

**GLOVES**

Wear when providing personal hygiene, feeding, risk of contact with body fluids, and for “hands on” behavior management, assisting and therapies. Wearing gloves is not a substitute for hand washing. Washing hands between contact with students will prevent cross contamination. Hands must be washed before donning gloves and after removal.
Personal Care and Hygiene Protocols

A. Resources and Supplies: 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.

C. Cover Coughs and Sneezes: BICO Students and staff must avoid touching their eyes, nose, and mouth. Students and staff must cover coughs and sneezes with a tissue, then immediately throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).

D. Additional Healthy Habits: BICO Programs are responsible to teach, model, and reinforce the following healthy habits.

(1) Staff must know and follow the steps needed for effective handwashing (use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with individual disposable towel).

(2) Build in monitored handwashing for students at all necessary times throughout the day (e.g., upon arrival, before and after meals, after bathroom use, after coughing and sneezing, after contact with bodily fluids). Visual cues and steps for proper handwashing are posted at handwashing stations throughout each program.

(3) Staff will assist and supervise students with handwashing when necessary.

(4) Students are supervised when using hand sanitizer or hand sanitizing wipes. Hands must be rubbed together until dry.

(5) Staff will reinforce to students why it is not healthy to share drinks or food, particularly when sick. There will be no sharing of food or drink.
(6) Staff will reinforce the importance of students to use a tissue to wipe their nose and to cough inside their elbow. Students must wash their hands with soap and water immediately afterwards.

**E. Assisting Students With Special Needs:** To ensure that programs are adequately prepared to provide safe and appropriate services to students with special care needs and vulnerable students, the following steps must be taken.

1. Nursing will review information submitted by medical professionals and parents to determine how many high-risk students are in attendance.
2. Parents of high-risk students are encouraged to discuss with their healthcare provider about whether the program is a safe option for the student and if additional protections are necessary.
3. Parents are encouraged to discuss with staff any concerns they have regarding the new protocols and how staff can best help their child understand and adhere, as close as possible, to the health and safety requirements.

**F. Supporting Students with Special Needs in Programs:** Students with special needs will require unique supports in programs that may make it less possible to practice social distancing and will require ample staff support to carry out the necessary hygiene practices. Programs must ensure that the program is adequately staffed and that staff are prepared and properly trained to accommodate students’ needs.

1. Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding, toileting, diapering, and changing of clothes. Staff who care for students requiring hands-on assistance for routine care activities, including toileting, diapering, feeding, changing, 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.
2. Nursing staff must be adequately trained and prepared to support students with health care needs with the necessary provisions of care such as administration of medication, tube feedings, blood sugar checks, and allergies to certain foods. For more invasive procedures, nursing staff must protect themselves by wearing a disposable gown or other body covering (e.g., an oversized button-down, long sleeved shirt, etc.), eye protection, and mask.
3. Students with special needs may be unable to comply with face covering because of intellectual, behavioral, or sensory issues. To minimize the risk of infection for students who are unable to wear a face covering, physical distancing must be maintained whenever possible and staff must wear a face covering at all times, including when working with a student who is unable to wear a face covering. Programs serving students who rely on visual facial cues are encouraged to consider the use of transparent face masks to facilitate the reading of lips and facial expressions.

**G. Personal Care for Students with Special Needs:** 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 student.

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

(d) Put on clean gloves.

(e) Replace diaper.

(f) Wash child’s hands or clean with hand sanitizing wipes.

(g) Clean up the changing station.

(h) Remove and dispose of gloves.

(i) Wash hands thoroughly.

(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.
Food Safety Guidelines

A. General Regulations: 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 unless 6 feet of distancing between all students are possible.

(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.
Cleaning, Sanitizing, and Disinfecting

**A. Resources and Supplies:** Below is information about supplies that must be used for cleaning, sanitizing, and disinfecting. BICO will provide all programs with EPA-registered disinfectants, staff are responsible for cleaning and disinfecting high touch areas in classrooms when soiled and also at the end of each day. This is inclusive of shared classroom supplies, desks, tables, chairs, etc.

*Tables and/or desks must be cleaned prior to eating each day and allowed appropriate air-dry time before placing food items on areas. Tables and/or desks must be cleaned again after coming into contact with food items.*

(1) Programs must use EPA-registered disinfectants and sanitizers for use against COVID-19. Follow directions on the label, including ensuring that the disinfectant or sanitizer is approved for that type of surface.

(8) Only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting. Sponges shall not be used for sanitizing or disinfecting.

(9) All sanitizing and disinfecting solutions must be labeled properly to identify the contents, kept out of the reach of students, and stored separately from food items.

(10) Avoid aerosols, they contain propellants that can affect breathing. Pump or trigger sprays are preferred.

**B. Proper Usage:** Proper guidelines must be followed when cleaning, sanitizing, and disinfecting.

(1) All spray sanitizing and disinfecting solutions must be used in areas with adequate ventilation and never in close proximity to students or staff with Asthma or other respiratory conditions.

(2) To ensure effective cleaning and disinfecting, always clean surfaces with soap and water first, then disinfect using a diluted bleach solution, alcohol solution with at least 70% alcohol, or an EPA-approved disinfectant for use against the virus that causes COVID-19. Cleaning first will allow the disinfecting product to work as intended to destroy germs on the surface.
(3) Use all cleaning products according to the directions on the label. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

(4) Surfaces and equipment must air dry after sanitizing or disinfecting. Do not wipe dry unless it is a product instruction. Careful supervision is needed to ensure that students are not able to touch the surface until it is completely dry.

(5) Keep all chemicals out of the reach of children both during storage and in use.

(6) Keep chemicals in their original containers. If this is not possible, label the alternate container to prevent errors.

C. General Guidelines for Cleaning, Sanitizing, and Disinfecting: BICO staff must follow these general guidelines for cleaning, sanitizing, and disinfecting.

(1) Intensify the program's routine cleaning, sanitizing, and disinfecting practices, paying extra attention to frequently touched objects and surfaces, including door knobs, bathrooms and sinks, keyboards, and bannisters.

(2) Clean and disinfect toys and activity items, including sports and specialty activity equipment used by students used more frequently than usual and take extra care to ensure that all objects that children put in their mouths are removed from circulation, cleaned, and sanitized before another child is allowed to use it.

(3) While cleaning and disinfecting, staff must wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer after these procedures is always required, whether or not gloves are used.

D. Cleaning, Sanitizing, and Disinfecting Indoor Play Areas: BICO staff must follow these guidelines for cleaning, sanitizing, and disinfecting indoor play areas.

(1) Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Programs should conduct regular inspection and dispose of books or other paper-based materials that are heavily soiled or damaged.

(2) Machine washable cloth toys cannot be used.

(3) Toys that students have placed in their mouths or that are otherwise contaminated by body secretions or excretions must be set aside until they are cleaned by a staff member, wearing gloves. Clean with water and detergent, rinse, and air-dry or clean in a mechanical dishwasher.
(4) For electronics, such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present. Consider putting a wipeable cover on electronics. Follow manufacturer’s instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Wait in accordance with the manufacturer’s directions and then dry the surface thoroughly or allow to air dry. **Please note, Chromebook screens cannot be wiped with alcohol-based wipes.**

**E. Cleaning, Sanitizing, and Disinfecting Outdoor Play Areas**: Programs must follow these guidelines for cleaning, sanitizing, and disinfecting outdoor play areas.

(1) Playgrounds shared by multiple programs may be used provided there is a plan for proper cleaning and disinfection between each group’s use. In host district schools, all BICO programs will follow the guidelines and expectations for playground equipment use set by the individual district.

(2) High touch surfaces made of plastic or metal, including play structures, tables and benches, should be frequently cleaned and disinfected.

(3) Cleaning and disinfection of wooden surfaces or groundcovers (mulch, sand) is not recommended.

**F. Cleaning, Sanitizing, and Disinfecting After a Potential Exposure in Day Programs**: If a program suspects a potential exposure, they must conduct cleaning and disinfecting as follows.

(1) Close off areas visited by the ill persons. Open outside doors and windows (when accessible) and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Programs must plan for availability of alternative space while areas are out of use.

(2) Cleaning staff must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g., tablets, touch screens, keyboards) used by the ill persons, focusing especially on frequently touched surfaces.

**Clean**
- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface.
  Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
High touch surfaces include:
- Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect
- To properly disinfect, BICO staff will only use products provided by the Collaborative. These products are EPA-registered disinfectants for surface use.
- Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
  - Keeping the surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the product label to ensure safe and effective use.
Attachment C
Bi-County Collaborative
Staff Training
COVID-19 Mandatory Training for all Staff as of July 1, 2020

It is mandatory for all Bi-County Collaborative staff members to complete this training, pass each quiz, complete the checklist and sign the Healthy Together Employee Code of Conduct to return to work in our shared facility.

To expedite the tracking of the sign-off process for completion of these trainings, check off each completed training online in the Training Sign Off Form. This is an online process so there is no need to print anything. Your responses will be recorded on a Google Sheet electronically.

The training documents are listed below.

Directions:

- Click on the link below to open each Training document.
- Carefully review the material presented and/or complete a quiz.
- After completing each document and any tasks, click to open Training Sign Off Form. Click the check off box indicating you have completed the requirements.

<table>
<thead>
<tr>
<th>Mansion Drive Training Document Links</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Read</strong></td>
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<td></td>
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<tr>
<td><strong>Quiz</strong></td>
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<tr>
<td><strong>Read</strong></td>
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<td></td>
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<tr>
<td><strong>Watch:</strong></td>
</tr>
<tr>
<td>Activity</td>
</tr>
<tr>
<td>---------------------------------------------</td>
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<tr>
<td>Demonstration of Doffing (Taking Off) PPE</td>
</tr>
<tr>
<td>Quiz</td>
</tr>
<tr>
<td>Watch:</td>
</tr>
<tr>
<td>Quiz</td>
</tr>
<tr>
<td>Quiz</td>
</tr>
<tr>
<td>Read, Print and Sign</td>
</tr>
</tbody>
</table>
Dear Bi-County Collaborative Staff Member,

As we reopen our program locations we are committed to providing you with a work environment that is clean and safe.

When you arrive at the facility, you will see we have posted our notice to all employees and visitors that we have completed a COVID-19 Control Plan in accordance with the Massachusetts reopening guidance. We assure our employees and visitors that we have taken steps to comply with the Massachusetts mandatory standards for workplaces, including:

- Our employees are wearing face coverings in all common areas
- Social distance measures have been put in place
- We have developed and implemented thorough cleaning and disinfecting protocols
- We provide handwashing options and sanitizer dispensers
- We are regularly sanitizing high touch areas
- Our staff have been trained regarding social distancing and hygiene protocols

Below are updated expectations of all staff. Please review each one and, if you agree, please sign below. If you have questions, please contact your direct supervisor. We know that together we can keep our community as healthy as possible!

1. HEALTH AND SAFETY
   - Before I come to work each day, I will conduct a personal assessment of my health in accordance with CDC guidance and Massachusetts guidance to determine if there is any indication that I may have symptoms and/or may have been exposed to COVID-19.
   - When I come to work each day, I recognize that I will be confirming that I do not have any symptoms related to, and have not been knowingly exposed to, COVID-19. If this status changes, I agree to immediately leave the workplace and immediately contact my supervisor.
   - I agree to contact my supervisor and not come into work if I am feeling ill.
   - I understand that, if my temperature exceeds 100.0 degrees Fahrenheit, I will not be permitted to come to or remain at work.
   - While some coughs and sneezes are unrelated to COVID-19, like allergies, no matter the situation, when coughing and/or sneezing, I agree to cover my mouth and nose with a tissue or use the inside of my bent elbow. I will follow-up immediately with washing my hands with warm water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
   - All employees must successfully complete COVID-19 Training.

2. FACE COVERING
   - I agree to wear a face mask at all times when moving about the facility and in all common areas and when physical distancing is not possible.
   - I understand that I may be issued a mask for use while at work. I confirm it is my responsibility to wear a clean mask each day and wash any reusable masks after each use.
   - Forget your mask? No problem – we will provide you with another mask, but we strongly encourage you to come prepared.
3. SOCIAL DISTANCING
   • I agree to keep at least 3 feet between myself and others while on TEC property.
   • I will follow all posted arrows and signs.
   • Refrain from using another person's equipment, phone, computer, desk, or entering private offices without an invitation from the respective manager, and only when the three foot social distancing protocol can be followed.
   • Social distancing in our environment will be tricky. Please refer to your organization’s specific guidelines for working with students.

4. GLOVES
   • I understand gloves are optional for employees with the exception of certain positions that work directly with students. If I do choose to wear gloves, I recognize they DO NOT stop the spread of germs but are a barrier for skin and I will still need to wash my gloved hands or use sanitizing gel as if I were wearing no gloves at all.
   • Please refer to PPE guidelines for the proper use of gloves.

5. CLEANLINESS
   • I agree to keep my hands washed/sanitized while at any BICO program.

6. FACILITY CLEANLINESS
   • Every member of the BICO community is required to contribute to routine disinfection of surfaces particularly in their work area.
   • I agree to follow all protocols for meals and snacks.

7. EMPLOYEE TRAVEL AND SELF-QUARANTINE
   • As of June 30, 2020, Governor Baker has instructed out-of-state travelers to self-quarantine for 14 days with the exception of seven Northeastern states. Employees traveling to and from Rhode Island, Connecticut, Vermont, New Hampshire, Maine, New York or New Jersey do not have to automatically self-quarantine.
   • Travel to and from other locations may require a 14-day self-quarantine period before returning to work and should be reported to your supervisor.
   • This is subject to change based on the latest information.

8. MISCELLANEOUS
   • Delivery of food from vendors must be outside of the facility and received in strict accordance with social distancing standards.
   • Signing for UPS and other deliveries must be done with appropriate use of PPE.

9. ACCOMMODATIONS AND TIME OFF

   **Qualified Individuals with a Disability**

   It is possible that employees, including those with and without a disability who have been working remotely may request to continue working remotely for various reasons. In general, under the Americans with Disabilities Act (ADA) only a qualified individual with a disability is entitled to a reasonable accommodation that allows the employee to perform the essential functions of the job.

   If you are unable for any reason to comply with any of the above, please contact your organization’s HR contact.

10. ACKNOWLEDGMENT:

    By signing this document below you will be acknowledging and agreeing to comply with this policy. You will be agreeing to help us ensure that we are all maintaining all of the proper precautions put in place to keep the workplace safe and make sure our reopened workplace is a healthy environment for both employees and our students and families.

    Failure to comply with these requirements may result in disciplinary action.
A copy of this document will be part of your personnel record.

_________________________   ______________________________
Print Name                  Sign

_________________________
Date
COVID-19 Guidelines
for all Bi-County Collaborative employees
as of July 1, 2020

Overview:
To educate and train all employees, we are implementing general guidelines to limit the spread of COVID-19 which must be followed. These guidelines are based on CDC and MDPH best practices. As guidelines change, we will be updating requirements.

Current Information Suggests COVID-19 is Spread Through:

- Close personal contact, such as touching or shaking hands, followed by touching the mouth, nose or eyes.
- Airborne respiratory droplets expelled during regular talking and breathing as well as coughing and sneezing.
- Touching a contaminated surface or object, then touching the mouth, nose or eyes.
- Be aware that some employees may be at higher risk for serious illness - consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors.
- Please refer to the CDC.gov for additional guidance due to the changing information known about the virus.

Required Hand Hygiene:

- All employees, students and guests will be required to wash their hands upon entering the building, before and after meals, after bathroom use, after coughing or sneezing and before dismissal or end of school day.
- If handwashing facilities are not available then the use of hand sanitizer with at least 60% alcohol is acceptable. Dispensers are available in the common areas throughout the facility.

Sick? Please Stay Home:

- If you are exhibiting any of the symptoms noted, you must report this immediately to your supervisor (via phone, text or email) and follow the directions provided. If employees notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to his/her supervisor (via phone, text or email) and asked to leave the worksite immediately.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 must notify their supervisor and follow CDC recommended precautions.

**Symptomatic Employee with Suspected or Confirmed COVID-19**

All employees will be excluded from working until:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared
- Staff with immunosuppression should consult their healthcare provider before returning to work.

**Employee Self Screening**

Self screening for symptoms is required for all staff prior to entry into the facility. This may include a temperature and symptom checklist that will need to be submitted daily.

**By coming to work you are Self-Certifying to your Supervisor that you:**

- Have no flu-like symptoms, no signs of a fever or a measured temperature above 100.0 degrees or greater, a cough or shortness of breath within the past 48 hours.
- Have not had “close contact” with an individual diagnosed with COVID-19 or exhibiting flu-like symptoms in the past 48 hours.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- Have been cleared by a Medical Professional to return to work if any COVID-19 symptoms were experienced.

**Travel and Self-quarantine**

As of June 30, 2020, Governor Baker has instructed out-of-state travelers to self-quarantine for 14 days with the exception of seven Northeastern states. Employees traveling to and from Rhode Island, Connecticut, Vermont, New Hampshire, Maine, New York or New Jersey do not have to self-quarantine.

Travel to and from other locations does require a 14-day self-quarantine period before returning to work. This is subject to change based on the latest information.
If a student is suspected of being ill, please follow the guidelines below:

- If you suspect that a student in your classroom may be ill, please call nursing to your classroom so the student can be assessed and appropriate measures can be taken.

General Guidance to Prevent Exposure & Limit the Transmission of the Virus:

- No handshaking.
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- While on the job, a "No Congregation" policy is in effect for safety purposes; individuals must implement social/physical distancing by maintaining a minimum distance of 3-feet or more from other individuals. This provision is in no way meant to limit the employee’s rights under Chapter 150E.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
- Avoid sharing equipment, pens, food, and other personal items
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing.
- Avoid touching eyes, nose, and mouth with your hand.

Work Site Risk Prevention Practices:

- At all times, everyone will be required to wear a face mask when social distancing is not possible or in common areas. Masks can be one of your own choosing or one provided by your employer. Use of scarfs or bandannas will not be allowed.

- In addition to the standard face mask, employees will be required to wear PPE appropriate to their task. (see detailed list of PPE requirements according to service level)

- We will continue to monitor and respond to federal, state and local health authorities to protect our employees and students and will adjust or add precautions as required.
Due to the current events of COVID-19 it can be difficult to know when you should go to school or stay home. The following are recommendations taken from the CDC:

The following are signs and symptoms of COVID 19:

<table>
<thead>
<tr>
<th>-Fever or chills (greater than 100 degrees F)</th>
<th>-Headache</th>
<th>-Nausea or vomiting</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Loss of smell or taste</td>
<td>-Congestion or runny nose</td>
<td>- Diarrhea</td>
</tr>
<tr>
<td>- Sore throat</td>
<td>-Fatigue</td>
<td>-Muscle/body aches</td>
</tr>
<tr>
<td>-Shortness of breath</td>
<td>-Difficulty breathing</td>
<td></td>
</tr>
</tbody>
</table>

- If you have been potentially exposed and have some of these symptoms you should not come to work. Please call your healthcare provider for advice on your next step.
- If you have a fever of 100 or higher you cannot be at work, please contact your healthcare provider.
- If your Immune system is compromised please consult your healthcare provider prior to coming to work.

If you suspect you have COVID-19 you can return to work when:
- 3 days of no fever and no fever reducing medication has been taken. AND
- Respiratory symptoms have improved, and
- 10 days since symptoms have first appeared

If you have tested positive for COVID-19 and have had no symptoms you can return to work:
- 10 days after the test has been given, and
- have had two negative test results at least 24 hours apart

If you have been exposed to someone who is suspected to have COVID 19 or has had a positive test for COVID 19 you may come to work:
- After 14 days since first day of being exposed

If you have travelled outside of Massachusetts you must inform your direct supervisor before returning to work. You may have to self isolate for 14 days before returning to work according to phase 2 of the reentry guidelines (subject to change as guidelines are updated).
COVID-19 Transmission Quiz
* Required

1. Email address *

2. Name: *

3. How is COVID-19 spread in the community? *

   Mark only one oval.

   - Close personal contact.
   - Airborne respiratory droplets
   - Touching surfaces then touching your eyes, nose or mouth.
   - All of the above

   1 point

4. What are the symptoms of COVID-19 virus? *

   Mark only one oval.

   - Fever (over 100.0)
   - Respiratory issues/shortness of breath/cough
   - Chills
   - Body aches
   - Loss of taste/smell
   - All of the above

   1 point
5. How do I prevent exposure to the COVID-19 virus? (Check all that apply) * 1 point

Check all that apply.

☐ Maintain social distancing whenever possible.
☐ Congregate in large groups
☐ Wash hands frequently
☐ Touch my eyes, nose and face frequently
☐ Cough into a tissue or my elbow
☐ Use a mask when in public or around potentially sick people

6. When can I return to work after having a positive COVID-19 diagnosis or having a suspected case of COVID-19? * 1 point

Mark only one oval.

☐ Once I feel better
☐ When I feel I'm not contagious anymore
☐ When I have met the CDC recommendations for return to work

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Hand Washing Quiz
* Required

1. Email address *

2. Name: *

3. How long does it take to thoroughly wash your hands? *
   Mark only one oval.
   - [ ] 60 Minutes
   - [ ] 40 seconds
   - [ ] 20 seconds

4. Is hand sanitizer the first option for washing hands? *
   Mark only one oval.
   - [ ] Yes, hand sanitizer is the best way to wash hands
   - [ ] No, washing hands with soap and water is the preferred method if available
5. Does hand sanitizer kill bacteria and viruses that cause diarrhea? *

*Mark only one oval.*

- [ ] Yes
- [ ] No

6. Do I need to use antibacterial soap to wash my hands? *

*Mark only one oval.*

- [ ] Yes, antibacterial soap is the only soap that kills germs
- [ ] No, plain soap and water works just as well.

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Introduction to the Use of Personal Protective Equipment (PPE)

Donning and Doffing PPE

All staff must view this series of CDC videos demonstrating the proper technique for donning (putting on) and doffing (removing) PPE. You may or may not have to use all of the PPE mentioned.

Please remember that:

- **PPE** should be donned and doffed in designated areas of your program.

- With the exception of face masks, PPE should be donned prior to direct contact with a specific student and doffed immediately following contact with that student in the designated doffing area. Doffing must be done in this designated area and disposed of in a closed lid trash can (if disposable) or placed in a sealed bag until properly cleaned.

- For staff members working with students, remember that soiled PPE should not be worn while walking in hallways or visiting other areas of the building.

- Please remember to have long hair tied back and to bring an additional set of clothing to work each day. This includes an extra shirt that buttons down or zippers down in order to wear while assisting students with ADL’s.

**Masks:**

All BICO Staff, Students, Visitors, and Vendors must wear masks unless deemed inappropriate for medical/tactile reasons.

Masks are mandatory when walking through hallways, in elevators, in all common areas, and whenever physical distancing is not possible.

[Click here to view a video on how to properly wear a mask.](#)

Thank you for your cooperation in keeping our buildings, students and staff safe.
| **MASKS** | Staff must wear face coverings or masks, with exceptions only for those staff for whom it is not safe to do so due to medical conditions or other considerations. In cases in which face coverings or masks are not possible, strict social distancing of at least 3 feet is required. Staff are encouraged to wear their own mask.

Please note that a bandana or scarf is not adequate. Cloth masks should be washed daily. |
| **FACE SHIELD or GOOGLES** | Wear for risk of direct cough, sneeze, spit, secretions. Protects entry into eyes, nose and mouth. Should be cleaned with alcohol or soap and water. |
| **REMOVABLE/WASHABLE LAYER OF CLOTHING (Such as button down shirts)** | Wear for direct “hands on” contact with students such as feeding, behavioral management, personal hygiene, toileting/changing. Must be brought to school each day and washed when soiled. Disposable gowns are available for staff who may have close contact with students displaying symptoms of COVID19 (ex. nurses). |
| **GLOVES** | Wear when providing personal hygiene, feeding, risk of contact with body fluids, and for “hands on” behavior management, assisting and therapies. Wearing gloves is not a substitute to meticulous hand washing. Washing hands between contact with students will prevent cross contamination. Hands must be washed before donning gloves and after removal. |
PPE Quiz

* Required

1. Email address *

2. Name: *

3. What PPE must be worn at all times when physical distancing is less than 3 feet and/or in common areas? *
   
   Mark only one oval.
   
   ☐ Masks
   ☐ Gowns
   ☐ Gloves
   ☐ All of the above

4. Hand washing is the first step in donning PPE. *
   
   Mark only one oval.
   
   ☐ True
   ☐ False
5. Where should PPE be doffed? *

Mark only one oval.

☐ In the hallway outside the classroom/behavioral area.
☐ While care is being provided.
☐ In the specified PPE donning and doffing designated bathroom.
☐ In any bathroom that is available.

6. When do staff need to wear masks in school? *

Mark only one oval.

☐ When walking in the hallways.
☐ When teaching in classrooms.
☐ When providing personal care.
☐ All of the above.

7. What is the first thing to do before and after donning or doffing a mask? *

Mark only one oval.

☐ Hand hygiene.
☐ Put on gown.
☐ Put on gloves.

8. When removing a mask, what part of the mask should you be touching? *

Mark only one oval.

☐ The front part of the mask
☐ The inside of the mask.
☐ The masks loops or ties.
9. How should an unsoiled mask be stored for future use? *

*Mark only one oval.*

☐ In a pocket of your jacket or pants.
☐ In the top drawer of your desk.
☐ Folded in half, front side facing in, in a brown paper bag or baggie.

10. What part of a face mask should never be touched? *

*Mark only one oval.*

☐ The ear loops
☐ The ties.
☐ The front of the mask.
☐ The inside of the mask.
Training Sign Off Sheet for COVID-19

All Bi-County Collaborative staff should complete the checklist items below. You may exit and enter this form as you complete each item.

* Required

1. Email address *

2. Check next to mm/dd/yyyy to display the calendar and select today's date *

Example: January 7, 2019

3. Last Name *

4. First Name

Training Sign Off Sheet for COVID-19
5. Check off each completed training: *

*Check all that apply.*

- [ ] Read COVID-19 Guidelines
- [ ] Read Should I Go to Work?
- [ ] Take COVID-19 Transmission Quiz
- [ ] Read Overview of PPE Use
- [ ] Read Introduction of use of PPE
- [ ] Watch Demonstration of Donning PPE
- [ ] Watch Demonstration of Doffing PPE
- [ ] Watch Wearing a Mask
- [ ] Take PPE Quiz
- [ ] Watch Fight Germs-Handwashing
- [ ] Take Hand Washing Quiz
- [ ] Complete Checklist to Return to Work
- [ ] Read and Sign Healthy Code of Conduct

6. Add comments here: *

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