

# ST. ELIZABETH SCHOOL REOPENING PLAN



ST. ELIZABETH SCHOOL

*Revised October 26, 2020*



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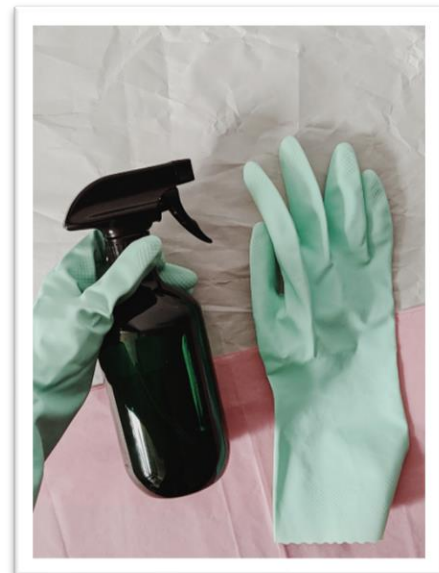
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## SECTION 1

### Rationale and Overview

***“Life’s roughest storms  
prove the strength of our anchors.”  
-Unknown***

#### **Rationale**

The COVID-19 pandemic has certainly tested our mettle and has reshaped the way we see and interact with our world. In January 2021, Governor Larry Hogan announced that all Maryland schools should develop a plan to reopen school for a hybrid of in-person and virtual learning by March 1, 2021. Returning from a long school closure at a time when there is still so much uncertainty surrounding the COVID-19 virus is anxiety-producing at best; however, there are best practices that schools can put into place to maximize safety and minimize risk for students and staff.

While no COVID-19 response plan can guarantee absolute safety, by following guidelines and recommendations from the Maryland Department of Health (MDH) and the Maryland State Department of Education (MSDE), we can minimize the risk of exposure to viruses, including COVID-19. A team of St. Elizabeth School staff representing all facets of the school program created this plan in accordance with guidance documents from the MDH and MSDE. No plan can encompass every possible scenario or answer every “what if?” question, and as we learn more about COVID-19, some of the recommendations in this plan may change.

This guide should be considered a living document that will evolve over time, and to the best of our knowledge, it is accurate as of the revision date on the title page. Common sense and wise discernment on the part of our staff will be crucial to the success of this plan. Some of these recommendations may force us out of our comfort zone. We ask that staff, students, and parents all keep in mind that these guidelines are being put into place to protect everyone in the St. Elizabeth School family and that we give one another some grace as we learn to navigate this new normal together. The COVID-19 “storm” has tested the strength of our anchor (and will likely continue to do so), but our resolve and collaborative, Franciscan spirit will keep us moored in the safest possible harbor until the tempestuous sea settles.

#### **Overview**

Like most children, our students thrive on routines and consistency. We have not seen many of our students in person since November 13, 2020. Understandably, many of our students will feel anxiety about coming back to school. Academic Case Managers, Clinical Case Managers, teachers,

assistants, behavior support staff, and related services providers will collaborate to ensure that our students are able to cope with the transition back to school. Giving our students as much routine as possible when they return to school will also better enable us to introduce our students to our new or modified safety protocols. This section of the plan provides a very general overview of those protocols.

According to the CDC, the most important things we can do to reduce the risk of exposure are maintain a safe physical distance from one another, wash our hands frequently and properly, increase the supply of fresh air, and wear masks to reduce the potential of spreading viral particles from speaking, singing, and breathing. Students and staff must review best practices for handwashing and for covering the nose and mouth when sneezing or coughing.

**Academic Case Managers, Clinical Case Managers, teachers, assistants, behavior support staff, and related services providers will collaborate to ensure that our students are able to cope with the transition back to school.**

As you review this plan, please bear in mind that St. Elizabeth School serves students with a wide array of special needs. For some of our students, not all physical distancing best practices can be followed at all times because doing so may be contraindicated. Therefore, this plan combines best practices for school settings *and* early childcare settings. For example, it will not always be possible or appropriate for staff to be six feet apart from the students they are assisting, nor will it be possible for every student to wear a face mask at all times due to health or respiratory considerations. Physical distancing and wearing appropriate face coverings will be the norm and the general expectation, but the reality is that there will be some exceptions from time to time. We understand that some people will have concerns about maintaining a safe physical distance. Parents who are uncomfortable with this plan are advised to contact their child's Program Coordinator to discuss distance learning options. Staff who are not comfortable working closely with students at this time should contact the Executive Director to discuss alternatives to returning to work.

One of the greatest lessons we learned during our pilot reopening program and our November 2020 reopening was that increased capacity for individualized instruction and behavioral intervention proved to be one of the most crucial factors in the success of the implementation of our reopening plan procedures. While we know no single approach will meet the needs of 100% of our families, St. Elizabeth School has chosen to adopt an A-week/B-week model that allows for this increased capacity while maintaining the schools-within-a-school model that was introduced in our November 2020 reopening. As you can imagine, hybrid scheduling is extremely challenging for schools with intricate

schedules, and this weekly schedule allows for more consistency for programs such as work-based learning as well as for the logistics of service provision.

The schools-within-a-school model, also known as “the house model”, attempts to mitigate the risk of the spread of illness by dividing the building into four smaller schools or “houses”. Each house contains one of the school’s four academic programs, as depicted on the following chart:

The schools within-a-school model at SES will divide the building into four smaller schools (or houses), each named after a value.

### Empathy House

Wynn Team

Grades 1 – 5

### Mercy House

Wynn Team

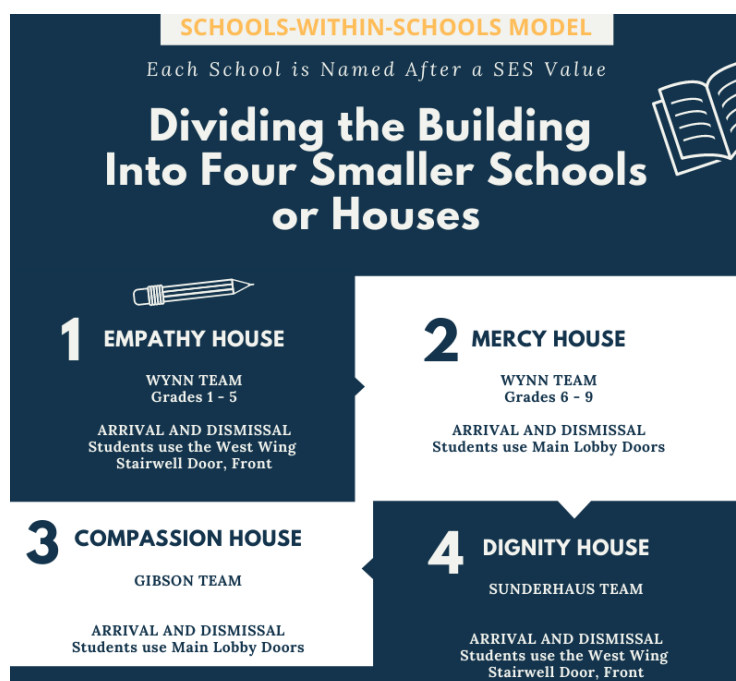
Grades 6 – 9

### Compassion House

Gibson Team

### Dignity House

Sunderhaus Team



When students return to school on March 1, 2021, they will follow one of the schedules listed below, according to their assigned academic house.

House/Team	A-Week Learning Model	B-Week Learning Model
Empathy House – Wynn Team (Blount’s, Medeiros’s, or Bluman’s Homeroom)	In-person at SES	Virtual at home
Mercy House – Wynn Team (All other Wynn Team Homerooms)	Virtual at home	In-person at SES
Compassion House – Gibson Team (All HS20s Homerooms)	Virtual at home	In-person at SES
Dignity House – Sunderhaus Team (All HS30s Homerooms)	In-person at SES	Virtual at home



For your reference, below is a list of scheduled A-weeks and B-weeks for the month of the March and tentative dates for April, if needed.

A-Weeks	B-Weeks
March 1-5, 2021	March 8-12, 2021
March 15-19, 2021	March 22-26, 2021
<i>Reevaluate this model during the week of March 15-19 to determine whether or not to continue with the A-week/B-week model after spring break.</i>	
<b>Spring Break (March 27-April 5, 2021)</b> <i>If the metrics indicate that SES can offer full-time in-person instruction after spring break, then that would begin on April 6. Otherwise, the A-week/B-week model would continue as follows.</i>	
<i>April 6-9, 2021*</i>	<i>April 12-16, 2021*</i>
<i>April 19-23, 2021*</i>	<i>April 26-30, 2021*</i>
<i>Reevaluate this model during the week of April 19-23 to determine whether or not to continue with the A-week/B-week model.</i>	

\*This will only be an A-week or B-week if the leadership team deems that it is necessary to continue the A-week/B-week model beyond spring break. It will be a priority is to offer full-time in-person instruction as soon as the metrics indicate that it is safe to do so.

**NOTE:**

Distance learning alternatives will be provided for students whose families elect to keep them home from school due to concerns about COVID-19. (Parents choosing this option should contact their child's Program Coordinator for more information.) Families who wish to switch to the in-person learning from virtual learning should provide two weeks' notice for planning and transportation.



The Reopening plan that follows this section outlines safety protocols and policies designed to minimize the risk of the spread of infectious disease in our school. These considerations fall into five overlapping categories:



#### **DAILY PREVENTION STRATEGIES**

- Attendance/Personal Illness Policy
- Arrival/Dismissal Protocol for Students and Staff
- Visitor and Delivery Policy
- Breakfast and Lunch Procedures
- Classroom Instruction Best Practices
- Work-based Learning Program/Community-Based Instruction Modifications
- Health Room Procedures
- Restroom Procedures
- Physical Education/Recreational Activity Protocols
- Group Counseling/Instruction Best Practices
- Individual Counseling/Therapy Session Best Practices
- Behavior Support Services Best Practices
- Transportation Best Practices
- Policy on Assemblies and Field Trips
- Elevator Procedures
- Policy on Lobby and Bench Seating

#### **GENERAL SAFETY POLICIES**

- Personal Protective Equipment (PPE) Policy
- Building/Equipment Sanitation Procedures
- Employee Safety Protocol



### RESPONSE PLANNING

- Responding to Suspected COVID-19 Symptoms
- Contact Tracing Procedures
- Emergency School Closing Policy

### FACILITIES MODIFICATIONS

- Physical Barriers and Safe Distancing Reminders
- Sanitation
- Ventilation
- Cleaning/Disinfecting Schedule and Supplies
- Room Capacity

### MENTAL HEALTH RESOURCES

- Disease Outbreaks
- Financial Support
- Immediate Response
- Webinars/Workshops
- Resources for Parents/Caregivers
- Resources for Students
- Resources for Staff



Again, we acknowledge that this plan is not all-encompassing; however, it is the hope of the SES COVID-19 Reopening Plan Committee that it will provide guidance for students, staff, and parents to begin the transition from the distance learning setting to the brick and mortar schoolhouse. Should you have any questions about this plan or recommendations for improving it, please contact Michael Thorne at [mthorne@stelizabeth-school.org](mailto:mthorne@stelizabeth-school.org) or Erin Upton at [eupton@stelizabeth-school.org](mailto:eupton@stelizabeth-school.org).

## SECTION 2

### Daily Prevention Strategies

***“The greatest medicine of all is to  
teach people how not to need it.”  
-Hippocrates***

While no plan can keep us 100% safe from pathogens, there are many ways that we can each help to stop the spread of germs. Students and staff will be reminded of the following “good health etiquette” practices:

#### **Preventing the Spread of Germs to Others**

- Stay home when you are not feeling well, particularly if you have a new onset cough or fever.
- Cover your nose and mouth with a tissue when sneezing, coughing or blowing your nose.
- Discard used tissues in the trash as soon as you can.
- Always wash your hands after sneezing, blowing your nose, or coughing, or after touching used tissues or handkerchiefs.
- Use warm water and soap to wash your hands. If you don’t have soap and water, use alcohol-based hand gel or disposable wipes.
- See your doctor as soon as you can if you have a new onset cough and fever, and follow the doctor’s instructions. Take medicine as prescribed and get lots of rest.
- Wear a face mask that covers the nose and mouth. (We realize that some of our students are unable to tolerate the wearing of a mask, and our staff will provide prompting and training to encourage safe best practices for those students.) See page 17 to review Personal Protective Equipment (PPE Policy).
- Do not share materials that cannot easily be disinfected between use.

#### **Avoiding Germs**

- Wash your hands before eating, or touching your eyes, nose or mouth.
- Wash your hands after touching someone, especially after someone who is sneezing, coughing or blowing his/her nose.
- Wash your hands after making physical contact with high-touch surfaces such as desks, railings, and door knobs.

- Don't share things like towels, lipstick, toys, or anything else that might be contaminated with respiratory germs.
- Don't share food, utensils or beverage containers with others.

The safety of our students and staff is paramount. This reopening plan has been developed to provide clear direction on the necessary steps SES is taking to manage our facility as safely as possible as we reopen our doors for our families for the 2020-2021 school year. The goal is to create a safe and healthy environment for staff and students to help limit the risk of exposure to COVID-19. By making the necessary adjustments to meet the unique needs and circumstances of our SES community, these safety measures will be implemented in everything we do as recommended by the CDC, the Maryland Department of Health and Hygiene, and MSDE. To that end, the following policies have been established to further help prevent the spread of germs and avoid exposure to germs at St. Elizabeth School.

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- **When the students return and until further notice, SES will operate under a Monday-Friday, Schools-within-a-school model. In-person instruction will begin on March 1, 2021, using a hybrid model, where the students will alternate in-person attendance on an A-week/B-week schedule, with the intention of having all of the students return to the building when it is safe.**
  - **Physical distancing and traffic control strategies will be implemented, where possible.**
  - **Pre-screening protocols have been established for staff, students, and visitors.**
  - **Staff and visitors exhibiting signs and symptoms of COVID-19 will not be permitted to enter the building.**
  - **The plan places an emphasis on increased hand hygiene and respiratory etiquette.**
  - **The Facilities Team has taken measures to enhance the school's regular ventilation and to redefine the procedures for environmental cleaning and disinfection of the school, including high-touch surfaces.**
  - **The school is providing Protective Personal Equipment (PPE) and guidance for using it.**
  - **All staff have completed comprehensive training on Universal Precautions and COVID-19 with the new SES protocols and safety procedures.**

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### **Attendance/Personal Illness Policy**

We strongly recommend guardians and staff with high-risk medical conditions consult with their medical provider to assess their risk prior to returning to school for the 2020-2021 school year. Primary care



providers are in the best position to make a professional judgment and recommend additional guidelines for safety based upon an individual's health status and their suitability for return to school. No sick student or staff member may attend school/work. Staff is expected to self-monitor their health and assess their own temperature prior to coming to work for the duration of the pandemic.

Families of students are required to check their children's temperature prior to sending them to school each day. Staff and students with the following symptoms: temperature of 100.4 degrees Fahrenheit or greater, new onset cough, shortness of breath, unusual tiredness, sore throat, chills, new loss of taste/smell, and/or muscle pain are required to stay home and remain at home until they are fever-free (without the use of fever-reducing medication) for at least 24 hours, as recommended by the CDC.



**Families of students are encouraged to check their children's temperature prior to sending them to school each day.**

Staff should continue to use the attendance hotline to report absences and contact their immediate supervisor. Student guardians should notify their Clinical Case Manager regarding student absences. Staff and student absenteeism will be closely monitored to determine increased rates of illness among the SES community. Medical clearance to return to work/school may be required in certain circumstances.

#### **Arrival/Dismissal Protocol for Students and Staff**

Staff and students will perform hand hygiene upon arrival to school. Designated staff will use a contact-free thermometer to assess each student's temperature. Students with a temperature of 100.4 degrees Fahrenheit or greater will be transitioned to the school nurse to re-assess and confirm temperature. Students with a temperature of 100.4 degrees Fahrenheit with or without COVID-19 symptoms will be sent home. Parents will be notified for immediate pick up. Students will not be permitted to transport home via bus.

Parents who bring students to school in private vehicles should park in the designated spaces facing the wooden fence that is adjacent to the gym, so students can enter and exit the building through the main lobby doors. Drivers of contracted vehicles (taxi and van service) should park in the small parking lot immediately on the right upon entering the bus loop coming from



Argonne Drive. Staff will escort students to the appropriate entrance. For the safety of our staff, we ask that all drivers wear a mask while on the school parking lot. Adults who are dropping off students at school will not be permitted to enter the building at arrival and dismissal time. If a student has an early dismissal, the adult who is picking up the student should park in a visitor's space and may enter the vestibule of the building only.

To facilitate arrival and dismissal, students who ride school buses will use a specific door according to their Academic House:

<b>Empathy House</b> (Wynn Team grades 1-5)	West Wing Stairwell Door, Front
<b>Mercy House</b> (Wynn, grades 6-9)	Main Lobby Doors
<b>Compassion House</b> (Gibson Team)	Main Lobby Doors
<b>Dignity House</b> (Sunderhaus Team)	West Wing Stairwell Door, Front

Students who do not ride buses will use the following doors for arrival and dismissal:

<b>Students transported by private vehicles</b>	Main Lobby Doors
<b>Students transported by taxi/van service</b>	West Wing Stairwell Door, Front

### **Visitor Policy**

In order to reduce the possibility of exposure to other people, visitors will not be permitted in the building without an appointment. Visitors will be required to wear a mask that covers the mouth and nose, perform hand hygiene upon entrance to the building, and will be expected to wait in the vestibule of the main lobby until the receptionist grants access to the lobby (at a time when the lobby is empty enough for the visitor to practice physical distancing). Visitors will be required to sign in (as always) and complete a self-declaration form that will screen for COVID-19 symptoms. The visit will become part of the school's contact tracing log.

### **Delivery Policy**

Until further notice, all deliveries must be brought into the vestibule and packages left there until someone from the Facilities Team can take them to the designated holding area.



Food deliveries should be kept to a minimum until normal school operations resume. If food must be delivered, it should be left in the vestibule area until it can be picked up by the person who ordered it. The receptionist is not responsible for any personal deliveries that are left in the vestibule.



### **Breakfast and Lunch Procedures**

The SES kitchen will resume operations as soon as the students return to the building. The daily operations and general meal procedures will be adjusted to minimize direct contact between individuals when accessing food and during meal times. In addition, staff members who work in the kitchen will be required to maintain a log of daily temperature checks and ensure that they follow proper health and safety standards as set forth by the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration.

When students return to school, they will now be required to eat breakfast and lunch in classrooms with desks appropriately spaced rather than eating in the cafeteria. Students' meal orders will be taken during morning homeroom, and the food will be individually packaged, and served on a tray that is labeled with the students' names. The meals will be delivered on a food

**The SES kitchen will not accept cash transactions from students or staff members. All payments must be made through the “myschoolbucks” payment system ([myschoolbucks.com](https://myschoolbucks.com)).**

serving cart, which will be picked up and returned by a representative from each house, in conjunction with the Kitchen and Facilities Team staff. Upon the request of parents, tree nut/peanut-free classrooms will be provided for students at meal times (contact nursing at [nurse@stelizabeth-school.org](mailto:nurse@stelizabeth-school.org) for this accommodation).

Staff members will also have the option to order breakfast and lunch from the kitchen. Staff members will only be able to order breakfast and lunch using an online form that will be sent each week. Orders must be placed at least one day prior to when the meal is to be served. The meal will come individually packaged on the cart for the house identified by the staff member.

Any questions regarding the operations and policies of the SES kitchen should be emailed to Robert Mahoney (Kitchen Manager) at [RMahoney@stelizabeth-school.org](mailto:RMahoney@stelizabeth-school.org) to Donna Smith (Assistant Kitchen Manager) at [DMSmith@stelizabeth-school.org](mailto:DMSmith@stelizabeth-school.org).





### **Classroom Instruction Best Practices**

In addition to following the PPE policy for St. Elizabeth School (in Section 3 of this plan), the following best practices will be implemented in classrooms to reduce the risk of transmitting germs that cause illness:

- Students will be seated as far apart as possible from other students in classrooms. For classes that meet in smaller classrooms, alternative spaces will be made available so the teacher can utilize classroom staff to divide the group.
- Teachers and classroom assistants will monitor the spacing between the people in their classrooms, and should a situation arise in which it becomes difficult to maintain safe physical distancing, teachers or their assistants may take some students to an alternative location on campus where they can spread out safely.
- Activities that involve loud voices or singing will be avoided, as speaking loudly and singing increase the physical space required for safe physical distancing.
- Instructional materials will not be shared unless they have been disinfected with the school's hospital-grade disinfectant between uses.
- Teachers will create a handwashing schedule that gives students several opportunities to wash their hands throughout the day. Visuals will be posted by sinks to remind students of proper handwashing materials. Sanitizing soap and paper towels will be kept near every sink in the school building. Students will be directed to wash their hands immediately if they contact another person or an item that has been handled by another person without being properly disinfected. Students will be directed to wash hands before and after meals and also before and after visits to the lavatory.



- In concert with frequent hand washing, hard surfaces throughout the building such as desks, door handles, computer keyboards, hand railings, and light switches will be disinfected daily.

### **Work-based Learning Program/Community-Based Instruction Modifications**

Students will not leave campus for work-based learning experiences or community-based instructional activities until school resumes normal operations. To the greatest extent possible, on campus work-based learning and community-based learning opportunities will be substituted for off-campus experiences.

### **Health Room Procedures**

Only one student and assigned staff will be permitted in the Nursing Suite at any given time. A designated waiting area will be available outside of the Health Room for students waiting to see the Nurse. Markings on the floor will remind students and staff to stand in single file at a distance of six feet apart in the waiting area. Daily routine medication will be dispensed directly to the student in their location. Students or staff should not enter the Health Room, when occupied, unless directed by a school nurse.

**Students that display the following symptoms: temperature of 100.4 degrees Fahrenheit or greater, cough, shortness of breath, unusual tiredness, sore throat, chills, new loss of taste/smell, and/or muscle pain will immediately be isolated from other students.**

Assigned staff will don appropriate PPE and that student will be transitioned to the bed farthest from the nurses' desks. Windows will be opened for ventilation. Once a student is isolated, Nursing operations will be relocated. Nursing will be relocated to the office adjacent to the Admissions Office for routine nursing cares, medication administration, and other health-related concerns. Nursing will remain available to respond to any emergency medical situation. Nursing will make the sole determination as to whether or not a student needs to be isolated.

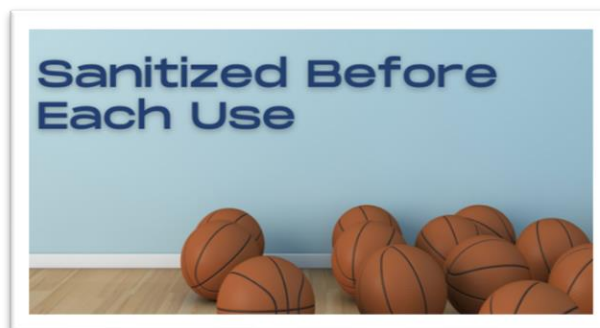
If isolated for suspected COVID-19, parents will be notified for immediate pick up. The student will not be permitted to transport home via bus. Students in isolation will be monitored closely until parent pickup. The Nursing Suite will be thoroughly ventilated and sanitized according to CDC guidelines after a student is isolated for suspected COVID-19.

### **Restroom Procedures**

As always, only one student at a time is permitted into a restroom at St. Elizabeth School. To allow staff to work safely with students who need hands-on toileting assistance, additional PPE will be provided (mask, face shield, gloves, and protective gowns). Students and staff are expected to wash their hands thoroughly and vigorously with soap and water after restroom use. The soap in our restrooms contains hand sanitizer. As frequent handwashing is a universal precaution to prevent the spread of germs, it is highly encouraged at other times as well, including before and after meals and before and after using materials that do not belong to you. Instructional signage for proper hand washing will be posted in each lavatory. Signs will also be posted in restrooms to remind staff of CDC-recommended procedures for diapering students. Staff should use the provided disinfectant spray on faucets and handles prior to exiting the restroom.

### **Physical Education and Recreational Activity Protocols**

Staff should supervise students and make every effort to keep them as far apart as possible during recreational time or physical education. The goal should be to keep students six feet apart or more whenever possible. Common areas and equipment used for recreational time, such as the gymnasium or indoor playground, must be sanitized between recreational time groups,



and room capacity guidance signs should be followed at all times. All shared physical education and recreational equipment, such as rackets, balls, bats, etc., must be sanitized between uses.

### **Group Counseling/Group Session Best Practices**

Clinicians and related service providers who work with students in groups will hold those sessions in spaces that allow for the separation of students to the greatest extent possible (with at least six feet of space between each person being the recommended target). The cafeteria, alternative lunch room, and the back half of the gym are a few recommended locations for group sessions. All adults involved in the session must be wearing a mask that covers the mouth and nose. Any materials that are used must be disinfected before and after use. Classroom assistants will escort students to sessions but will not stay for the session. Other than those staff who are directly involved in running the session, no other staff should enter a group session.

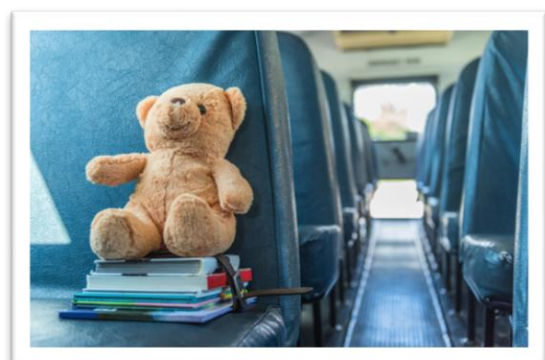
### **Individual Counseling/Therapy Session Best Practices**

Social workers, Speech and Language Pathologists, Occupational Therapists, Physical Therapists, and other staff who work with students in more confined spaces throughout the building (such

as offices) will wear a face shield and/or employ the use of a clear curtain or sneeze guard to minimize the risk of germs being spread. Classroom assistants will escort students to sessions but will not stay for the session.

### **Behavior Support Services Best Practices**

The Behavior Support Program includes a full-continuum of behavioral supports to foster social, emotional and behavioral growth in our students. Behavior support staff and other staff who work closely with students will continue to focus on positive, preventive and proactive interventions to support behavioral success, academic achievement and positive sense of self-worth. We will prioritize a balance between the individual needs of our students and risk reduction for both students and staff. If a student requires additional intervention, which may include accessing a Behavior Support Area or other more restrictive interventions along the continuum of supports that align with their IEP, staff will engage in PPE and physical distancing best practices, when possible. The Behavior Support Services Team is committed to promoting the highest quality of care while maintaining a safe and healthy environment for staff and students. In the event that a student demonstrates persistent behavioral dysregulation, the student's team (including but not limited to the parent, administration, local school system representative, behavior support staff, and core team) will provide consultation and will work collaboratively to support student engagement and/or provide instructional alternatives.



### **Transportation Guidelines**

Individual local school systems will make independent determinations of transportation protocol. If being transported to school by a local system, students must follow the safety protocols established by the local school system's Office of Transportation. To the greatest extent possible, we recommend that students sit at least six feet apart and wear a mask. Parents/guardians should take

their children's temperature and look for signs/symptoms of COVID-19 and should not send them to school if they have a temperature of 100.4 degrees Fahrenheit or greater, new onset cough, shortness of breath, unusual tiredness, sore throat, chills, new loss of taste/smell, and/or muscle pain.

### **Policy on Assemblies and Field Trips**

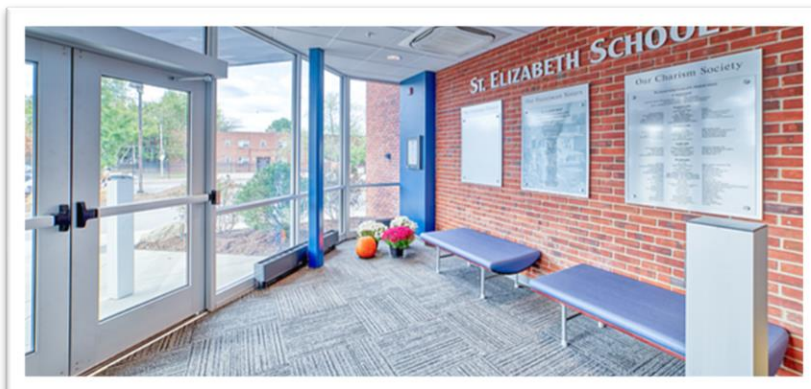
St. Elizabeth School will follow Federal, State, and Local government guidelines when planning any large group event or activity. Until further notice, assemblies and field trips will not be scheduled/approved at St. Elizabeth School.

### **Elevator Policy**

Only one student (with support staff) or only two adults may use the elevator at any given time. When using the elevator, staff members must wear a face mask that covers the nose and mouth. Elevator passengers should take care to stand as far apart as possible, should face forward (or a wall), and should not speak during the duration of the elevator ride, unless absolutely necessary. Elevator passengers must wash their hands and/or use hand sanitizer after pressing the buttons in the elevator. A sign has been posted in the elevator to remind riders of these procedures.

### **Lobby and Bench Seating Policy**

In the school's vestibule and lobby, in the gymnasium, and in several other places on campus, benches are provided for seating. To maintain appropriate physical distancing, only one person at a time may be seated on the blue benches in the vestibule, lobby, and Board Room waiting area. On the longer benches in the gymnasium, students and staff should take care to sit as far apart as possible (with the goal being to sit at least six feet apart). As a reminder, signage posted above benches will reinforce physical distancing guidelines.



## SECTION 3

### General Safety Policies

***“For safety is not a gadget but a state of mind.”  
-Eleanor Everet***

In Section 2 of this plan, we covered many of the daily procedures that have been modified to reduce the risk of exposure to pathogens at St. Elizabeth School. This section focuses on more overarching policies, such as the school’s stance on using various types of personal protective equipment (PPE) and general safety protocols.

#### **Personal Protective Equipment (PPE Policy)**

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. Droplets can land in the mouths, noses, or eyes of people who are nearby or possibly be inhaled into the lungs of those within close proximity. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices are required. We have developed a 3-Level PPE approach, where cloth masks are the standard of care. (See Appendix A for a description of PPE levels.)

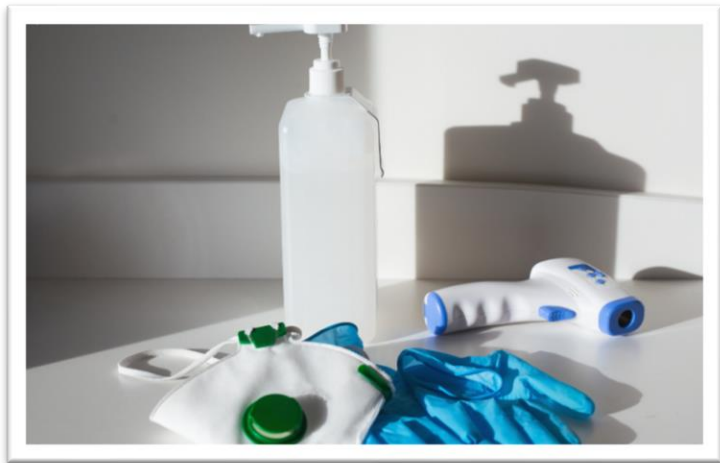
- Upon entering SES, all staff is required to don a cloth mask that will cover the mouth and nose. Staff are required to supply their own masks and to wear them at all times while in the building. The school will provide each staff member with a re-usable plastic face shield. Additional PPE (gloves, procedure mask, splash shield, gowns/coveralls) will be available and recommended for use when appropriate. If a staff member is unable to wear a cloth mask due to medical reasons, he/she should inform his/her direct supervisor, and upon doing so, a clear face shield may be substituted for the cloth face mask. Likewise, in cases in which the student depends upon the facial cues of staff to meet with success, staff may wear clear face shields instead of the mask. When working with students who are not masked, we will require staff to wear both a cloth mask and a plastic face shield.
- Students will be expected to wear masks throughout the school day. While we understand that not all students can tolerate face masks for an extended period of time, it is our expectation that staff and families will work together to provide a continuum of support aimed at increased mask



tolerance. Some examples of this type of support are mask breaks and the implementation of structured skill acquisition training. In some cases, individualized instruction may be recommended in order to mitigate the risk of prolonged exposure to mask non-compliance in a group setting.

Parents will provide an appropriate face covering. Face masks should be routinely washed and sanitized. Students should be able to indicate/communicate to staff if they need assistance in removing their mask or be able to independently remove their mask for safety. We recommend parents practice applying and removing the mask with their students to assess the appropriateness of the selected mask. We strongly recommend guardians of students with high-risk medical conditions consult with their medical provider to assess their risk and the appropriateness of PPE, including cloth mask coverings, prior to returning to school.

- Each classroom will receive at least one PPE “go kit”, containing extra masks, splash shields, gloves, and disposable protective gowns/coveralls.
- Staff will receive continual training on the levels of PPE and its appropriate use.
- Universal Precautions will continue to be implemented and gloves will be donned when required. Staff will continue to receive annual training in universal precautions.
- Proper hand washing is the “gold standard” and will be promoted across all school settings. Increased and scheduled handwashing will be implemented.
- Respiratory etiquette will be reinforced: cover nose/mouth with a tissue when coughing or sneezing, use disposable tissues and discard after use, sneeze into elbow if tissue is not available. Hand hygiene is to be performed after having contact with respiratory secretions and contaminated objects/materials will be disinfected.



### **Building/Equipment Sanitation Procedures**

Each classroom and office area will be stocked with a disinfectant spray for hard surfaces. Staff will clean hard surfaces in their work areas daily. In addition, every evening, the Facilities Team will disinfect classrooms, lavatories, and common areas.



**Employee Safety Protocol**

Employees will use the school's disinfectant spray or wipes to clean contact surfaces of equipment such as copiers, printers, shared computers, telephones, etc. between uses.

Employees will not have access to the time clock, in order to avoid congestion. Instead, they will utilize alternative means of recording their work time.

All staff are required to don a cloth mask that will cover the mouth and nose. Staff are required to supply their own masks and are expected to wear a clean mask to work each day. A limited supply of masks will be available if an employee forgets to bring a mask or if the mask becomes soiled or damaged during the work day. With the exception of eating, staff are required to wear their masks at times when students are present or when they are in common areas, such as hallways, the lobby, the cafeteria, and the gymnasium. Additional PPE (gloves, procedure mask, splash shield, gowns/coveralls) will be available and recommended for use when indicated.

Employees must wash their hands thoroughly and vigorously before and after working with students, using the restroom, working with food, or handling shared materials or equipment.

Staff will need to be mindful of physical distancing best practices, even when not working directly with students. This includes sitting as far apart as possible from other staff in meetings or at lunch. During all meetings, staff should adhere to the room capacity guidelines, being mindful of the recommended capacity, which has been modified for physical distancing. Whenever possible, meetings should be held virtually, using Google Meet or a similar platform.

## SECTION 4

### Response Planning

***“Between stimulus and response there is a space.  
In that space is our power to choose our response.  
In our response lies our growth and our freedom.”***

***-Victor E. Frankl***

While we hope that no student or staff member will ever be exposed to the virus that causes COVID-19, we believe it is in everyone’s best interest to have a response plan in case that should happen. According to the CDC, for most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low. Nevertheless, St. Elizabeth School recognizes the seriousness of the COVID-19 pandemic and has adopted the CDC’s recommendation that anyone with a suspected case of COVID-19 should be quarantined and sent home. The guidelines that follow will govern the school’s response if a student or staff member develops COVID-19. Please note that any portion of this policy may be adapted depending upon updates to CDC recommendations and the availability of COVID-19 testing in Maryland.

#### Responding to Suspected COVID-19 Symptoms and/or Exposures

In keeping with the school’s Franciscan values, it is essential that any student or staff member who exhibits symptoms of illness be treated with dignity, respect, and compassion. St. Elizabeth School will take every reasonable measure to protect the confidentiality of the health information of its students and staff, in accordance with federal law.

Should a student present with COVID-19 symptoms while at school, the student will be transitioned to the Health Room to be examined. Nursing will make the sole determination as to whether or not a student needs to be isolated. Nursing will determine if the student is permitted to remain in school. If COVID-19 symptoms are suspected, the student will be quarantined in the Health Room and parents will be notified for immediate pick up. The student will not be permitted to transport home via the bus. Nursing operations will be relocated to the office adjacent to the Admissions Office for routine nursing cares, medication administration, and other health-related concerns. Nursing will remain available to respond to any emergency medical situation. Students in isolation will be monitored closely until parent pickup. Should an employee present with COVID-19 symptoms while at work, he/she should notify his/her Supervisor and leave immediately.

A student or staff member who meets any of the conditions bulleted below should stay home from school until approved to return by the school nurses, Principal, Executive Director, or Executive Assistant. These conditions include:

- Exhibiting symptoms of COVID-19
- Receiving positive test results for COVID-19
- Being exposed (within 6 feet for a total of 15 minutes, irrespective of wearing a mask or protective equipment) to someone who tested positive, or who is awaiting test results, for COVID-19
- A family member who tested positive or awaiting test results for COVID-19
- Being ordered by a doctor to quarantine

Return dates for individuals who have had potential COVID-19 exposures and/or infections will be determined on a case-by-case basis, as referenced in the “Potential COVID-19 or COVID-like Illness Screening Procedures” found in the appendix of this plan. It is recommended that individuals who stay home for any of the reasons outlined above get tested for COVID-19, as most scenarios will require a negative test result or to complete the required quarantine period before the person may return to school.

The school nurses, Principal, Executive Director, and Executive Assistant will follow CDC guidelines in making a determination as to when the person may return to school. Using the CDC’s symptom-based strategy, if a student or staff member tests positive for COVID-19 he/she should not return to school until the following criteria are met:

- At least twenty-four hours have passed since last fever without the use of fever-reducing medications; and,
- There is an improvement in symptoms.
- At least ten days have passed *since symptoms first appeared*.

#### Contact Tracing Procedures

In the event that a student or staff member tests positive for COVID-19, parents/guardians and staff members will be notified in writing of the possible exposure to COVID-19. The school will also use its sign-in sheet to make every effort to notify visitors who may have been exposed to an individual at St. Elizabeth School who tested positive for COVID-19.

#### Emergency School Closing Policy

St. Elizabeth School will contact the Baltimore Health Commissioner’s office in the event that a student or staff member tests positive for COVID-19 and will follow the recommendations of that office to minimize the risks of transmission. Please note that the response to COVID-19 infections may be different at various times over the duration of the pandemic. Should the school building need to be closed for reasons related to COVID-19, St. Elizabeth School will continue instruction

and clinical/related services using the distance learning model that was implemented in October 2020.

### Travel

In accordance with the Community Agreement to protect the health and safety of the school, members of the SES community are encouraged to limit nonessential travel whenever possible and to follow the guidance of the Maryland Department of Health Travel Advisory, including expectations for testing and self-quarantining. From an infection and exposure standpoint, travel by private car carries much less risk than modes of mass transportation such as airplanes, trains and buses. Staff planning to travel out of state should notify their supervisor before traveling, and families planning out of state travel should notify the student's academic case manager. Requirements to return to the building after out of state travel will be determined on a case by case basis and may include a period of quarantine. St. Elizabeth School strongly encourages staff and students to exercise caution when traveling during the pandemic.

## SECTION 5

### Facility Modifications

***“Prepare and prevent. Don’t repair and repent.”  
-Anonymous***

To prepare for the reopening of school, the Facilities Team made several modifications to the physical facility:

- Plexiglas shields have been installed at the receptionist’s desk and in front of the cash register.
- Drinking fountains have been deactivated and temporarily replaced by water cooler dispensers (with disposable paper cups) on each level of the building.
- Signs have been posted throughout the building to remind students and staff of proper handwashing procedures.
- All pleated air filters in the school’s HVAC system have been replaced.
- Air handlers have been adjusted to bring in 14% fresh air, which creates entire room air changes twice per hour.
- Air purifiers have been placed in the classrooms, therapy rooms, and key locations within the building to pull and filter potential contaminated air.
- At least two hand sanitizing stations have been installed on each floor. Additionally, hand sanitizer containing at least 70% alcohol has been strategically placed in common areas, classrooms, and other locations around the building.
- Physical distancing alerts/signage will be placed and spaced six feet apart in high traffic areas.

Furthermore, to reduce the risk of illness, the school uses the following cleaning products that have been proven to kill the COVID-19 virus on surfaces:

- Monk Disinfectant Wipes (or equivalent)
- Max 64 (or equivalent) Disinfectant Spray

St. Elizabeth School has also restructured its housekeeping team to ensure that surfaces throughout the building can be cleaned and disinfected daily. Teachers and classroom staff will use H2Orange2 to clean surfaces throughout the school day. This cleaner is student-safe and

environmentally friendly. St. Elizabeth School has been using H2Orange2 for several years. Housekeeping staff will work second shift and will use disinfectant spray (Max 64 or its equivalent) to disinfect surfaces throughout the school building at the end of each school day. For more information of the distinction among the terms *cleaning*, *disinfecting*, and *sanitizing*, please see Appendix D of this plan (“How to Clean and Disinfect Schools”, a resource from the CDC).

The Facilities Team has posted room capacity signs on classroom doors and the doors of group session areas throughout the school building. The capacity of these rooms was determined using the square footage of the room and an *average* of 6 feet of space between occupants. Staff have been instructed to use the capacity signs to make real-time decisions about when to divide the class into smaller groups and when it is safe to admit clinical/related service staff into the classroom.

## SECTION 6

### Mental Health Resources

#### A. Mental Health Information for Disease Outbreaks

- **Living With Mental Illness During COVID-19 Outbreak– Preparing For Your Wellness**  
This webpage provides information and wellness tips for individuals living with mental health conditions during the COVID-19 outbreak.  
<https://mhanational.org/living-mental-illness-during-covid-19-outbreak-preparing-your-wellness>
- **Medication Access During COVID-19**  
Changes and uncertainty surrounding COVID-19 can make it difficult to know what to do to make sure you have access to needed medications. Here are some tips and pieces of information to help you prepare and care for yourself or your loved ones:  
<https://mhanational.org/medication-access-during-covid-19>
- **Compassion Fatigue, Empathy Burnout For Health Care Workers: Which Is It?**  
Compassion fatigue and empathy burnout for health care workers can be similar and can occur for anyone working with individuals who are experiencing physical and/or emotional stress.  
<https://mhanational.org/compassion-fatigue-empathy-burnout-health-care-workers-which-it>
- **Coronavirus and Emerging Infectious Disease Outbreak Response**  
These fact sheets provide information and recommendations for healthcare personnel, families, leaders, and businesses to address the psychological and behavioral health impacts of the novel Coronavirus (COVID-19) pandemic.  
<https://www.cstsonline.org/resources/resource-master-list/coronavirus-and-emerging-infectious-disease-outbreaks-response>
- **Coronavirus Anxiety—Helpful Expert Tips and Resources**  
This page from the Anxiety and Depression Association of America provides COVID-19 resources, including videos, tips, and blogs on managing anxiety and coping.  
<https://adaa.org/finding-help/coronavirus-anxiety-helpful-resources>
- **COVID-19: Mental health in the Age of Coronavirus**  
An article from the United Nations with guidance on promoting mental health among different populations including caretakers, health care workers, leaders, people with children, older adults, and pregnant, breastfeeding women.  
<https://news.un.org/en/story/2020/03/1059542>



- **COVID-related Mental Health and Recovery Resources**

A Guide from Tempest on companies and organizations that offer online support for individuals, including those with eating disorders and alcohol or substance use concerns.

<https://docs.google.com/spreadsheets/d/1wM8N-JfHOSIDrXQ3NCKKvjhIFeWISk7XEIHfi-wa2zg/edit#gid=0>

- **Managing Stress and Anxiety related to COVID-19**

This page from the Center for Disease Control and Prevention (CDC) provides tips for coping with stress and anxiety, including information focused on parents, first responders, and people who have been released from quarantine.

[https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fmanaging-stress-anxiety.html](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fmanaging-stress-anxiety.html)

## **B. Financial Support**

- **COVID-19 Ancillary Costs**

The HealthWell Foundation just announced a COVID-19 Fund that provides up to \$250 in assistance with ancillary costs associated with COVID-19. Grants awarded through the fund will provide reimbursement assistance to at risk or quarantined individuals for delivered food, medication, telehealth copays and transportation costs associated with COVID-19.

[https://www.healthwellfoundation.org/fund/covid-19-fund/?utm\\_medium=social&utm\\_source=MHA&utm\\_campaign=COVID-19\\_story](https://www.healthwellfoundation.org/fund/covid-19-fund/?utm_medium=social&utm_source=MHA&utm_campaign=COVID-19_story)

- **NeedyMeds.org**

NeedyMeds is a 501(c)(3) national non-profit that connects people to programs that will help them afford their medications and other healthcare costs.

<https://www.needymeds.org/>

- **Paycheck Protection Program (PPP) Information Sheet**

The Department of the Treasury put out an information sheet on a small business loan program called the Paycheck Protection Program created the CARES Act.

<https://home.treasury.gov/system/files/136/PPP%20Borrower%20Information%20Fact%20Sheet.pdf?cldee=bWdtpbGliZXJ0aUBtaGFuYXRpb25hbC5vcmc%3d&recipientid=contact-65ac9ee2afd4e911a2d1000c2959e3d7-28d46a06a8c24665bda773176bddd254&esid=2ff5f39b-2c70-ea11-a2dd-000c2959e3d7>

- **COVID-19 Emergency Food Assistance Program for People with Cancer, Rheumatoid Arthritis, and Multiple Sclerosis**

The program supports patients with cancer, multiple sclerosis or rheumatoid arthritis who are unable to afford or access food or nutritional needs due to COVID-19. Qualified patients will receive a one-time grant in the amount of \$500 to cover groceries, food delivery or pick up, and medically tailored meals and can request complimentary delivery of food and other critical supplies directly to their place of residence by one of TR's Greyshirt volunteers.

<https://mhanational.org/sites/default/files/COVID%2019%20Emergency%20Food%20Assistance>

[%20Program%20One%20Pager\\_Final.pdf](#)

- **The COVID-19 Relief Fund for Black Women and Families**  
The COVID-19 Relief Fund for Black Women and Families will provide mini-grants to women to meet their family's immediate needs for food, housing, childcare, toiletries, medication, healthcare related costs, or other critical expenses.  
<http://ffbww.org/covid19/relief-fund/>

## C. Resources for Immediate Response

- **Disaster Distress Helpline**  
Call 1-800-985-5990 or text TalkWithUs to 66746. The Disaster Distress Helpline (DDH) provides crisis counseling and support for anyone in the U.S. experiencing distress or other behavioral health concerns related to any natural or human-caused disaster, including public health emergencies.  
<https://www.samhsa.gov/find-help/disaster-distress-helpline>
- **Crisis Text Line**  
Text MHA to 741741 and you'll be connected to a trained Crisis Counselor. Crisis Text Line provides free, text-based support 24/7.  
<https://www.crisistextline.org/>
- **Dial 2-1-1**  
If you need assistance finding food, paying for housing bills, accessing free childcare, or other essential services, visit 211.org or dial 211 to speak to someone who can help. Run by the United Way.  
<https://www.211.org/services/covid19>
- **Caregiver Help Desk**  
Contact Caregiver Action Network's Care Support Team by dialing 855-227-3640. Staffed by caregiving experts, the Help Desk helps you find the right information you need to help you navigate your complex caregiving challenges. Caregiving experts are available 8:00 AM – 7:00 PM ET.  
<https://caregiveraction.org/covid-19#>

## D. Webinars, Live Events, and Workshops

- **MHA (Mental Health America) webinar: Peer, Friend and Self Support in the COVID-19 Crisis: How to Provide Support for Ourselves and Others Through Times of Fear and Isolation**  
This webinar speaks directly to skills and techniques we can utilize to maintain our collective health and provide the support we all need to cope with this time of fear, anxiety, and isolation. The techniques developed in behavioral health peer support can be adjusted and combined with new ideas developed by each of us in order to rise to the occasion.  
<https://www.mhanational.org/events/peer-friend-and-self-support-covid-19-crisis-how-provide-support-ourselves-and-others>

- **Teaching Kids How to Wear/Tolerate Wearing a Mask**  
<https://consciousdiscipline.com/e-learning/webinars/four-ways-to-help-with-mask-wearing/>
- **MHA Webinar: Building Resiliency to Isolation & Loneliness: How to Increase Our Resiliency During the COVID-19 Crisis**  
This webinar will discuss the crisis we face:  
<https://mhanational.org/events/building-resiliency-isolation-loneliness-how-increase-our-resiliency-during-covid-19-crisis>

#### **E. For Students**

- **Headspace App**  
<https://www.headspace.com/> Providing Meditation and Mindfulness techniques
- **“What is Social Distancing?” Social Story**  
<https://drive.google.com/file/d/1UjFPIg32zi75gFnAnganNVjKq622ye6/view>
- **“Wearing a Mask to School” Social Story**  
[https://drive.google.com/file/d/1R1ISbfZ8TRchbHCiK\\_4svK7WLH62ISIH/view](https://drive.google.com/file/d/1R1ISbfZ8TRchbHCiK_4svK7WLH62ISIH/view)
- **“Going Back to School” Social Story**  
<https://drive.google.com/file/d/1cFYEsI1oBS1gO5G7IM7rljTYDMEQfMOy/view>
- **“Greetings During COVID-19” Social Story**  
<https://drive.google.com/file/d/19q9SDO4YiOOSoG4AC0Qvv8DkhUk5hHcJ/view>

#### **F. For Educators/Caregivers**

- **Responding to the Novel Coronavirus (COVID-19) Outbreak through PBIS**  
[https://assets-global.website-files.com/5d3725188825e071f1670246/5e713cc6a814d74f2453520c\\_Responding%20to%20the%20Novel%20Coronavirus%20\(COVID-19\)%20Outbreak%20through%20PBIS.pdf](https://assets-global.website-files.com/5d3725188825e071f1670246/5e713cc6a814d74f2453520c_Responding%20to%20the%20Novel%20Coronavirus%20(COVID-19)%20Outbreak%20through%20PBIS.pdf)
- **A Trauma-Informed Approach to Teaching Through Coronavirus**  
[https://www.tolerance.org/magazine/a-trauma-informed-approach-to-teaching-through-coronavirus?utm\\_source=Teaching+Tolerance&utm\\_campaign=95fa0b600a-Newsletter+3-24-2020&utm\\_medium=email&utm\\_term=0\\_a8cea027c3-95fa0b600a-86863911](https://www.tolerance.org/magazine/a-trauma-informed-approach-to-teaching-through-coronavirus?utm_source=Teaching+Tolerance&utm_campaign=95fa0b600a-Newsletter+3-24-2020&utm_medium=email&utm_term=0_a8cea027c3-95fa0b600a-86863911)
- **Self-Care for Student Support Professional During COVID-19**  
<https://storage.trailstowellness.org/trails-2/covid-19-resources/self-care-during-covid-19.pdf>
- **10 Mental Health Tips for Teachers During the COVID-19 Pandemic**  
<https://everfi.com/blog/k-12/10-ways-educators-can-support-their-mental-health/>

## G. For Parents

- **ASERT Autism Resource: Coronavirus (COVID-19) Health and Safety Guide**  
<https://paautism.org/resource/coronavirus-resources/>
- **Maryland State Department of Education COVID-19 Resources for Maryland Schools Guidance, Resources and Updates for Maryland Schools and Communities**  
<http://marylandpublicschools.org/newsroom/Pages/COVID-19/index.aspx>
- **Autism Speaks**  
<https://www.autismspeaks.org/covid-19-information-and-resources>
- **The Parent Guide to Resilience**  
<https://resiliencyguide.org/>
- **Helping Children Cope with Changes Resulting from COVID-19**  
<https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/helping-children-cope-with-changes-resulting-from-covid-19>
- **Talking to Kids about COVID-19**  
Some advice from the experts at the Child Mind Institute on talking to your child about the virus.  
<https://childmind.org/article/talking-to-kids-about-the-coronavirus/>
- **Cómo Hablar Con los Niños Sobre el Coronavirus**  
Talking to Kids about COVID-19 (article in Spanish)  
<https://childmind.org/article/como-hablar-con-los-ninos-sobre-el-coronavirus/>
- **Talking to Children About COVID-19 (Coronavirus): A Parent Resource**  
<https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/helping-children-cope-with-changes-resulting-from-covid-19>
- **Supporting Kids During the COVID-19 Crisis**  
[https://childmind.org/article/supporting-kids-during-the-covid-19-crisis/?utm\\_source=newsletter&utm\\_medium=email&utm\\_content=%20Parents%20Guide%20to%20Problem%20Behavior&utm\\_campaign=Weekly-03-16-20](https://childmind.org/article/supporting-kids-during-the-covid-19-crisis/?utm_source=newsletter&utm_medium=email&utm_content=%20Parents%20Guide%20to%20Problem%20Behavior&utm_campaign=Weekly-03-16-20)
- **How to Avoid Passing Anxiety on to Your Kids**  
[https://childmind.org/article/how-to-avoid-passing-anxiety-on-to-your-kids/?utm\\_source=newsletter&utm\\_medium=email&utm\\_content=%20Parents%20Guide%20to%20Problem%20Behavior&utm\\_campaign=Weekly-03-16-20](https://childmind.org/article/how-to-avoid-passing-anxiety-on-to-your-kids/?utm_source=newsletter&utm_medium=email&utm_content=%20Parents%20Guide%20to%20Problem%20Behavior&utm_campaign=Weekly-03-16-20)
- **Scholastic Learn at Home Free Resources**  
<https://learnathome.scholastic.com/thanks.html>

- **Smithsonian Distance Learning Resources**  
<https://learninglab.si.edu/distancelearning>
- **Virtual Field Trips from Discovery Education**  
<https://www.discoveryeducation.com/community/virtual-field-trips/>
- **Free Learning Resources from Lakeshore Learning Materials**  
<https://www.lakeshorelearning.com/resources/free-resources?ref=hpS2>
- **List of Education Companies Offering Free Subscriptions due to School Closings**  
<https://docs.google.com/spreadsheets/d/1RRv9cENXMp1frTxMmGv3HrNkag6e2RqRZirpHSRzy44/htmlview?fbclid=IwAR2MZ-TSoBtsMKjDXdjAcYmPfOhbx6x8cn62FXDBh4xrDVvSqhdz1lfGXz0#gid=0>
- **How to Talk to Your Anxious Child or Teen About Coronavirus**  
<https://adaa.org/learn-from-us/from-the-experts/blog-posts/consumer/how-talk-your-anxious-child-or-teen-about>

## SECTION 7

### References and Resources

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<https://www.linkedin.com/in/lauraturton/>.

## APPENDICES

Following are resources created by the St. Elizabeth School Nursing Team that will be used to support the SES Reopening Plan:

<b>Appendix A</b>	Personal Protective Equipment (PPE) Guidelines
<b>Appendix B</b>	Self-Screening Checklist for Visitors
<b>Appendix C</b>	Potential COVID/COVID-Like Illness Screening Procedures
<b>Appendix D</b>	How to Clean and Disinfect Schools
<b>Appendix E</b>	Cleaning/Disinfecting Guidelines for Staff
<b>Appendix F</b>	Class Schedule for the Reopening of School
<b>Appendix G</b>	Front Door Sign
<b>Appendix H</b>	COVID-19 Fast Facts Sign
<b>Appendix I</b>	Universal Precautions Poster
<b>Appendix J</b>	Summary of Nursing Program Modifications
<b>Appendix K</b>	CDC Diapering Procedures Poster
<b>Appendix L</b>	Social Distancing in the Elevator Sign
<b>Appendix M</b>	Social Stories Related to COVID-19



## APPENDIX A - PERSONAL PROTECTIVE EQUIPMENT (PPE) LEVELS

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. Droplets can land in the mouths, noses, or eyes of people who are nearby or possibly be inhaled into the lungs of those within close proximity. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection; therefore, personal prevention practices are required.

### Guiding Principles per the CDC

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Low Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **Some Risk:** Students learn in small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days, and groups do not mix. Students remain at least 6 feet apart and do not share objects (*e.g.*, hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **High Risk:** Students learn in full-sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

Continued community transmission has increased the number of individuals potentially exposed to and infected with SARS-CoV-2, the strain of the coronavirus that causes COVID-19. Fever and symptom screening have proven to be relatively ineffective in identifying all infected individuals. Symptom screening also will not identify individuals who are infected but otherwise asymptomatic or pre-symptomatic; additional interventions are needed to limit the unrecognized introduction of SARS-CoV-2 into healthcare settings by these individuals. As part of aggressive source control measures, facilities should consider implementing policies requiring everyone entering the facility to wear a cloth face covering (if tolerated) while in the building, regardless of symptoms. This approach is consistent with a [recommendation to the general public](#) advising them to wear a cloth face covering whenever they must leave their home.

### PPE at SES

Visitors should, ideally, be wearing their own cloth face covering upon arrival to SES. If not, they should be offered a facemask or face covering as supplies allow, which should be worn while they are in the building.

### Level 1- (Standard) Cloth Mask Coverings

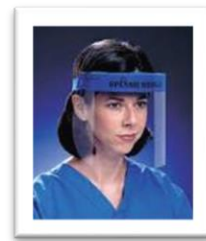
Cloth Mask Coverings: Upon entering SES, all staff is required to don a cloth mask covering.

Rationale: The CDC recommends wearing cloth face coverings in public settings and schools where other social distancing measures are difficult to maintain. The CDC advises the use of simple cloth face coverings to slow the spread of the virus. They are intended to keep the person wearing one from spreading respiratory secretions when talking, sneezing, or coughing. It is uncertain whether cloth face coverings protect the *wearer*.

Considerations: Cloth face coverings can become saturated with respiratory secretions. They should be changed if they become soiled, damp, or hard to breathe through and laundered regularly (e.g., daily and when soiled).

### Level 2- Procedure Mask and Splash Shield

Procedure Mask and Splash Shield: These items are *recommended* for staff working with students who exhibit the following: persistent sneezing, cough, drooling, and/or spitting. Staff would change from their cloth face mask to Level 2 PPE if indicated.



Rationale: COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. Droplets can land in the mouths, noses, or **eyes** of people who are nearby. It is difficult for some of our students to adhere to respiratory hygiene, cough etiquette, and personal boundaries. Staff lack the additional protective barrier that would be in place if students wore masks. When available, facemasks are generally preferred over cloth face coverings as facemasks offer both source control and protection for the wearer against exposure to splashes and sprays of infectious material from others.

Considerations: Mask and splash shield are **to stay at SES** and should be stored in a labeled storage bag when not in use. Staff are to report to work and leave SES wearing their cloth masks. All staff will be provided one splash shield.

### Level 3- Procedure Mask, Splash Shield, Gown/coveralls, and Gloves

Procedure Mask, Splash Shield, Gown/coveralls, and Gloves: These items are *recommended* and reserved for high-contact direct, student care activities that provide opportunities for transfer of pathogens to the hands and clothing of staff. Examples include: assisting with toileting (hands-on), escorts, restraints, dressing, showering, transferring, and providing hygiene.

*\*\*Level 3 PPE would be required for staff monitoring/providing direct care to a student in "isolation" with signs and symptoms of potential COVID-19*

Considerations: Gown/coveralls and gloves would be thrown away after each use. Splash shield and mask do not have to be replaced and can be reused even with high-contact direct, student care activities. Splash shield to be wiped antibacterial wipes or spray to disinfect after use. Level 3 PPE used with a student in isolation would be disposed of and new PPE would be provided. Supplies of gowns/ coveralls would be kept in all classrooms, Nursing, PT, and Behavior Support.

## APPENDIX B – SELF-SCREENING CHECKLIST FOR VISITORS

### St. Elizabeth School Self-Screening Checklist

To help prevent the spread of COVID-19 and reduce the potential risk to students and staff, we are conducting a simple self-screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

Visitor's Name: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

If the answer is "yes" to one or more of the following questions, access to the school building will be denied.

#### Self-Declaration by Visitor

Have you had close contact with or cared for anyone diagnosed with or suspected to have COVID-19 in the last 14 days?

Yes ☐ No ☐

Are you showing any signs of one or more of the following symptoms or have you been exposed to anyone showing these signs: Temperature of 100.4° F or higher, cough, shortness of breath, sore throat, muscle pain, new loss of taste or smell, or unusual tiredness?

Yes ☐ No ☐

Signed (visitor): \_\_\_\_\_ Date: \_\_\_\_\_

The section below will be completed by the St. Elizabeth School receptionist.

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Access to school building approved? Yes ☐ No ☐

Temperature: \_\_\_\_\_ Initials of receptionist: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX C – POTENTIAL COVID/COVID-LIKE ILLNESS SCREENING PROCEDURES

### REPORTING PROCEDURE FOR COVID-19 AND COVID-LIKE ILLNESS

For the purposes of this decision aid, COVID-19-LIKE illness is defined as: Any 1 of the following: New onset cough, shortness of breath, difficulty breathing, new loss of taste or smell, **OR AT LEAST 2** of the following: Fever of 100.4 or higher (measured or subjective), chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, and congestion or runny nose.

#### WHO SHOULD REPORT:

- Anyone who displays physical symptoms of a potential COVID-like illness;
- Anyone who lives with someone who tests positive for COVID-19 or COVID-like symptoms;
- Anyone who was face-to-face and within 6 feet of someone who tested positive for COVID-19 or who has COVID-like symptoms for 15 minutes or more over the course of a 24-hour period;
- Anyone who has direct physical contact with someone who tests positive for COVID-19 or COVID like illness;
- Anyone who has direct physical contact with secretions (i.e. touching used tissues or sharing drinking/eating utensils) from someone who tests positive for COVID-19 or who has a COVID-like illness
- Anyone who has had indirect contact with someone who tested positive for COVID-19 (i.e., friend of a friend, sibling's classmate); or

#### HOW TO REPORT:

- Staff and Parents/Guardians should send an email to [covidreporting@stelizabeth-school.org](mailto:covidreporting@stelizabeth-school.org)
- Staff members must also contact their immediate supervisor AND call the 1350 line to report their absence for the day. Please do not share personal details of the absence on the 1350 line.

#### WHAT TO REPORT: The email should contain:

- Name of staff member or student
- Contact phone number for staff member or student's parent/guardian
- Date symptoms began or date of possible exposure
- Brief description of symptoms or scenario surrounding possible exposure

#### WHEN TO REPORT:

- **IMMEDIATELY** upon onset of symptoms or upon learning of a possible exposure.

#### WHAT HAPPENS NEXT:

- A designated representative from SES will contact the staff member or student's parent/guardian to conduct a phone screening interview to determine next steps according to the Maryland Department of Health Decision Aid for identification of and required exclusion related to symptoms that meet the criteria for COVID-like illness and/or scenarios of high risk and potential exposure to COVID-19.
- Recommended actions, follow up, and anticipated return to school date will be determined based upon the findings of the phone screening. Any case that is not clearly defined during the initial phone screening interview is subject to review and collaboration with administration and/or the Baltimore City Health Department, as needed, to [make a determination](#) for necessary action and further recommendations
- All scenarios where testing is recommended require continued follow-up and appropriate medical documentation may be required.

## APPENDIX D – HOW TO CLEAN AND DISINFECT SCHOOLS

Source: <https://www.cdc.gov/flu/school/cleaning.htm>

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in schools. Other measures include staying home when sick, covering coughs and sneezes, and washing hands often. Below are tips on how to slow the spread of germs specifically through cleaning and disinfecting.

### 1. Know the difference between cleaning, disinfecting, and sanitizing.

**Cleaning removes germs**, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

**Sanitizing lowers the number of germs** on surfaces or objects to a safe level, as judged by public health standards or requirements. This process **works by either cleaning or disinfecting** surfaces or objects to lower the risk of spreading infection.

### 2. Clean and disinfect surfaces and objects that are touched often.

Follow your school's standard procedures for routine cleaning and disinfecting. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. Some schools may also require daily disinfecting these items. Standard procedures often call for disinfecting specific areas of the school, like bathrooms.

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

### 3. Simply do routine cleaning and disinfecting.

It is important to match your cleaning and disinfecting activities to the types of germs you want to remove or kill. Most studies have shown that the flu virus can live and potentially infect a

person for up to 48 hours after being deposited on a surface. The novel coronavirus that causes COVID-19 can survive on surfaces for up to 72 hours.

The flu virus and coronavirus are known to be relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down walls and ceilings, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

#### **4. Clean and disinfect correctly.**

Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water, and follow with an EPA-registered disinfectant to kill germs. Read the label to make sure it states that EPA has approved the product for effectiveness against influenza A virus or coronavirus, as appropriate.

If a surface is not visibly dirty, you can clean it with an EPA-registered product that both cleans (removes germs) and disinfects (kills germs) instead. Be sure to read the label directions carefully, as there may be a separate procedure for using the product as a cleaner or as a disinfectant. Disinfection usually requires the product to remain on the surface for a certain period of time (e.g., letting it stand for 3 to 5 minutes).

Use disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.

#### **5. Use products safely.**

Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves should always be worn to protect your hands when working with bleach solutions.

Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death.

Ensure that custodial staff, teachers, and others who use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use. This might require that instructional materials and training be provided in other languages.

**6. Handle waste properly.**

Follow your school's standard procedures for handling waste, which may include wearing gloves. Place no-touch waste baskets where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching used tissues and other waste when emptying waste baskets. Wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.



## APPENDIX E – CLEANING/DISINFECTING GUIDELINES FOR STAFF

### Cleaning and Disinfecting Guidelines for the Reopening of SES

Following is a summary of some of the basic, daily **cleaning** and **disinfecting** procedures that classroom staff are expected to use to ensure that the school building is as safe as possible during the SES Reopening Pilot Program.

**Cleaning** refers to the physical removal of dirt and grime, and in the process, some portion of the germs on a given surface. We currently use **H2Orange2** (red spray bottle) as our cleaning agent. In general, when **cleaning** a hard surface (such as a desk, door handle, bathroom fixture, etc.), spray on **H2Orange2**, and then wipe the surface dry. If **cleaning** electronics (keyboards, screens, etc.), do not spray the cleaner directly onto the device. Instead, spray the cleaner onto a clean cloth or paper towel and apply it to the surface.

**Disinfecting** refers to killing a high percentage of the germs on a surface or rendering them incapable of reproducing. We currently use **Max 64** (blue/yellow spray bottle) as our **disinfectant** spray. After spraying a surface with the **disinfectant** spray, wait five minutes before wiping the surface dry. **Do not use hospital-grade disinfectant spray when students are in the immediate area.**

Quick Review: **Cleaning?** Use the **RED** spray bottle. **Disinfecting?** Use the **BLUE**/yellow spray bottle.

Cleaning (As Needed Throughout the Day)		Light Cleaning After Restroom Use	
✓		✓	<i>Using the <b>H2Orange2</b> spray from your classroom, spray the following surfaces after restroom use:</i>
—	<b>Clean</b> desks.	—	Toilet handle
—	<b>Clean</b> door handles.	—	Sink fixtures
—	<b>Clean</b> light switches. ( <i>Spray the cloth, not the switch!</i> )	—	Light switch ( <i>Spray the cloth, not the switch!</i> )
—	<b>Clean</b> keyboards and touchscreens. ( <i>Spray the cloth, not the device!</i> )	—	Door handle
—	<b>Clean</b> any shared materials between use.		
Cleaning a Spill		End-of-Day Cleanup Procedures	
✓	<i>If a spill contains bodily fluids (blood, vomit, urine, feces, etc.):</i>	✓	
—	If the spill contains bodily fluids, contact the Facilities Team. Avoid touching the spill and relocate your group of students to an available area, if possible. The Facilities Team will <b>disinfect</b> the area with <b>disinfectant</b> spray after students have been relocated.	—	<b>Clean</b> and <b>Disinfect</b> desks.
		—	<b>Clean</b> and <b>Disinfect</b> door handles.
		—	<b>Clean</b> and <b>Disinfect</b> light switches.
		—	<b>Clean</b> and <b>Disinfect</b> keyboards and touchscreens.
		—	<b>Clean</b> and <b>Disinfect</b> student materials and place in individual student bags.
	<i>For spills that do not contain visible bodily fluids:</i>		
—	Use <b>H2Orange2</b> spray to <b>clean</b> the area. Then, wipe it dry.		
—	Dry the area with paper towels and dispose of them in a trash can with a liner.		
—	If possible, avoid using the area until it can safely be <b>disinfected</b> with <b>disinfectant</b> spray at the end of the day.		




## APPENDIX F – CLASS SCHEDULE FOR THE REOPENING OF SCHOOL

This modified schedule includes extended breaks for fresh air, handwashing, and the cleaning/disinfecting of materials between classes.

### Class Schedule for Reopening

St. Elizabeth School

PERIOD	M, T, Th, F Schedule		WEDNESDAY	
	ARRIVE	DEPART	ARRIVE	DEPART
HR	<i>Bus and parent drop-off from 8:05-8:30</i> <b>8:05</b>	<b>8:45</b> <small>8:54 8:57</small>	<i>Bus and parent drop-off from 8:05-8:30</i> <b>8:05</b>	<b>8:45</b> <small>8:54 8:57</small>
1st	<b>9:00</b>	<b>9:30</b> <small>9:39 9:42</small>	<b>9:00</b>	<b>9:30</b> <small>9:39 9:42</small>
2nd	<b>9:45</b>	<b>10:15</b> <small>10:24 10:27</small>	<b>9:45</b>	<b>10:15</b> <small>10:24 10:27</small>
3rd	<b>10:30</b>	<b>11:00</b> <small>11:09 11:12</small>	<b>10:30</b>	<b>11:00</b> <small>11:09 11:12</small>
4th EMHS Lunch	<b>11:15</b>	<b>11:45</b> <small>11:54 11:57</small>	<b>11:15</b>	<b>11:45</b> <small>11:54 11:57</small>
5th High School Lunch	<b>12:00</b>	<b>12:30</b> <small>12:39 12:42</small>	<b>12:00</b>	<b>12:30</b>
6th	<b>12:45</b>	<b>1:15</b> <small>1:24 1:27</small>	<i>Bus and parent pick-up</i> <b>12:45-1:05</b>	
7th	<b>1:30</b>	<b>2:00</b> <small>2:09 2:12</small>	<p>Note to Distance Learners: Enrichment Sessions &amp; Related Service Sessions may be scheduled during this time.</p> <p>Key for Bell Times: Red = Empathy and Compassion House Purple = Mercy and Dignity House</p>	
HR/FLEX	<b>2:15</b>	<b>2:45</b>		
	<i>Bus and parent pick-up</i> <b>2:20-2:45</b>			

## APPENDIX G – FRONT DOOR SIGN



## APPENDIX H – COVID-19 FAST FACTS SIGN


# COVID-19 | FAST FACTS

*Know how to keep yourself, your family and your coworkers safe.*


---

### DAILY SELF-SCREENING


Are you experiencing any of the following COVID-19 symptoms?




Temperature  
>38°C  
(100.4°F)+



Frequent  
unexplained  
Cough and/or  
difficulty  
breathing




Unexplained  
Tiredness




If the answer is YES, you may have symptoms of COVID-19.  
Please contact your supervisor immediately and seek further medical treatment.

### PERSONAL HYGIENE




Wash your hands frequently with soap and water for at least 20 seconds

or




Use antibacterial gel with 70% alcohol if you're unable to wash your hands




When sneezing or coughing cover your nose and mouth with the inner angle of your arm or with disposable handkerchief


Don't touch your face including your mouth, ears, eyes and nose




### SOCIAL DISTANCING




1 Keep a distance of 6 feet between people



3 Avoid going to crowded places



2 Avoid physical contacts such as hand greetings, kissing and hugging



4 Avoid contact with anyone who is sick

## St. Elizabeth School

## APPENDIX I – UNIVERSAL PRECAUTIONS POSTER

### UNIVERSAL PRECAUTIONS

All St. Elizabeth School employees are trained annually on Universal Precautions to promote a healthy and safe school environment. This training includes:



#### Proper Hand Hygiene

- Handwashing with soap and warm water for at least 20 seconds
- Alcohol-based hand sanitizer when access to a sink is not available



#### When to Wear Gloves

- While assisting a student with toileting
- When there is potential to be exposed to bodily fluids



#### Cleaning & Waste Disposal

- Disinfect high-touch surfaces regularly
- Call Housekeeping for clean-up of bodily fluids or glass
- Proper care and/or disposal of tissues, soiled briefs or clothing



#### Stop the Spread of Germs

- Cover cuts, rashes and skin infections
- Practice proper respiratory etiquette
- Stay home when sick

## APPENDIX J – SUMMARY OF NURSING PROGRAM MODIFICATIONS

### Nursing Changes

To minimize co-mingling of houses in the hallways and in the Nursing Suite, the following changes are being implemented



#### Medication Cart

Nursing will report to the classroom doors of each school house for most students' daily medication at the appropriate time. Certain students will continue to report to Nursing for other medical needs and procedures.



#### Floor Stickers Outside of Nursing

Only 1 student may be in the Nursing Suite at any given time. Other students and staff must wait in the designated area outside of Nursing.



#### Sick Students

Please call Nursing before sending a sick student to the Nursing Suite (ext. # 1178 or 1171).



#### Isolation

Should Nursing encounter a student with suspected COVID-19 symptoms, the Nursing Suite will be immediately closed for the remainder of the day and all other Nursing needs will be conducted out of the small office next to Admissions (right across the hall from Nursing).



#### Staff Injury Report Form

This form will now be available on the I-drive. Please only report to Nursing if immediate medical attention is required.



#### Feminine Products

Will now be stocked in each restroom.

## APPENDIX K – CDC DIAPERING PROCEDURES POSTER

# Safe and Healthy Diapering to reduce the spread of germs

Keep a hand on the child for safety at all times!





### 1. PREPARE

- Cover the diaper changing surface with disposable liner.
- If you will use diaper cream, dispense it onto a tissue now.
- Bring your supplies (e.g., clean diaper, wipes, diaper cream, gloves, plastic or waterproof bag for soiled clothing, extra clothes) to the diapering area.



### 2. CLEAN CHILD

- Place the child on diapering surface and unfasten diaper.
- Clean the child's diaper area with disposable wipes. Always wipe front to back!
- Keep soiled diaper/clothing away from any surfaces that cannot be easily cleaned. Securely bag soiled clothing.



### 3. REMOVE TRASH

- Place used wipes in the soiled diaper.
- Discard the soiled diaper and wipes in the trash can.
- Remove and discard gloves, if used.



### 4. REPLACE DIAPER

- Slide a fresh diaper under the child.
- Apply diaper cream, if needed, with a tissue or a freshly gloved finger.
- Fasten the diaper and dress the child.



### 5. WASH CHILD'S HANDS

- Use soap and water to wash the child's hands thoroughly.
- Return the child to a supervised area.



### 6. CLEAN UP

- Remove liner from the changing surface and discard in the trash can.
- Wipe up any visible soil with damp paper towels or a baby wipe.
- Wet the **entire surface** with disinfectant; make sure you read and follow the directions on the disinfecting spray, fluid or wipe. Choose disinfectant appropriate for the surface material.



### 7. WASH YOUR HANDS

- Wash your hands thoroughly with soap and water.



Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

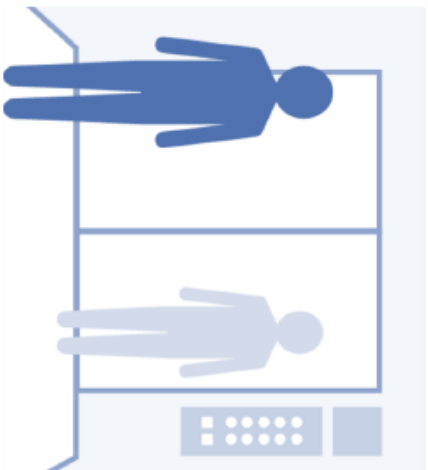
CS25714

## APPENDIX L – SOCIAL DISTANCING IN THE ELEVATOR SIGN

# SOCIAL DISTANCING IN THE ELEVATOR

**FOR YOUR SAFETY AND THE SAFETY OF OTHERS:**

- **LIMIT THE NUMBER OF PEOPLE TO:**
  - ONE STUDENT (w/ SUPPORT STAFF) OR
  - TWO ADULTS
- **STAND AS FAR APART AS POSSIBLE.**
- **FACE FORWARD OR FACE A WALL.**
- **DO NOT SPEAK.**
- **DISINFECT HANDS AFTER PRESSING BUTTONS.**
- **COUGH OR SNEEZE INTO YOUR ELBOW.**

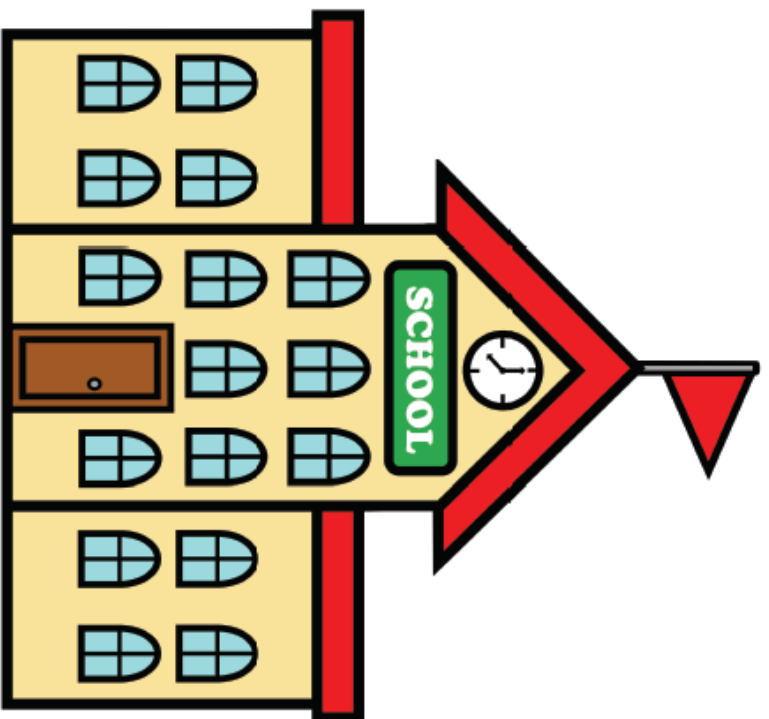
An illustration of an elevator interior. Two stylized human figures are standing. The figure on the left is dark blue, and the figure on the right is light blue. They are positioned at opposite ends of the elevator car, facing away from each other towards the back wall. The back wall features a control panel with several buttons. The elevator shaft walls are light gray, and the floor is a darker gray.

## **APPENDIX M – SOCIAL STORY FOR SCHOOL REOPENING**

The social story in this appendix may be useful for parents and staff to prepare students for some of the changes they will encounter when they return to school. This social story was created by Tara Tuchel, a Speech/Language Pathologist. The author has granted permission for educators to distribute this story, which can also be found on the web site of Autism Little Learners ([www.autismlittlelearners.com](http://www.autismlittlelearners.com)). Parents and educators can find other COVID-19-related social stories on the Autism Little Learners web site as well.

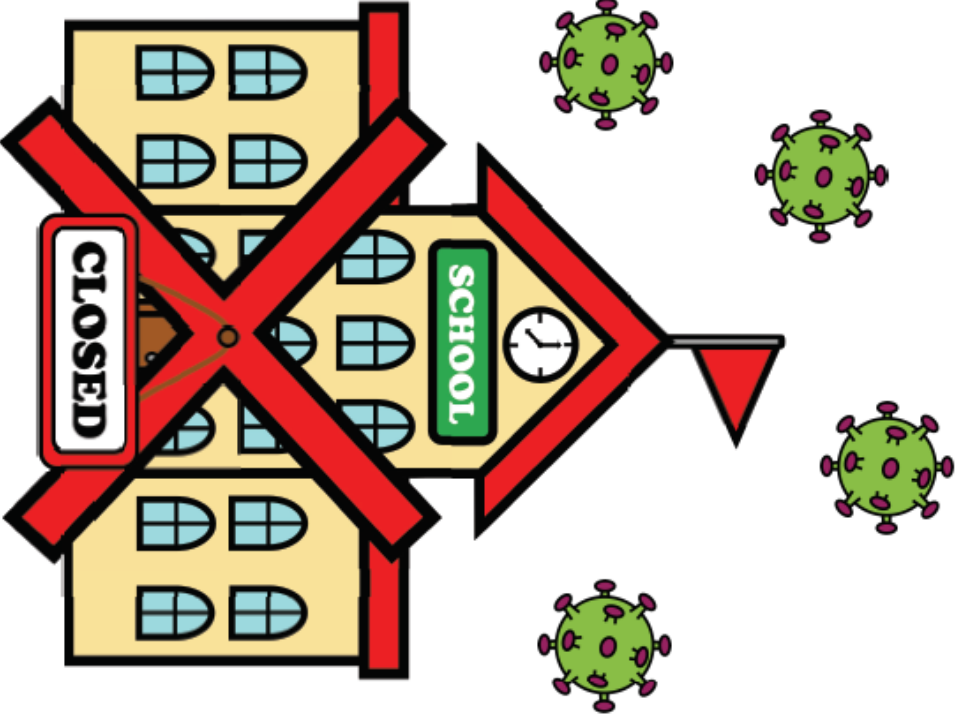


# GOING BACK to SCHOOL!



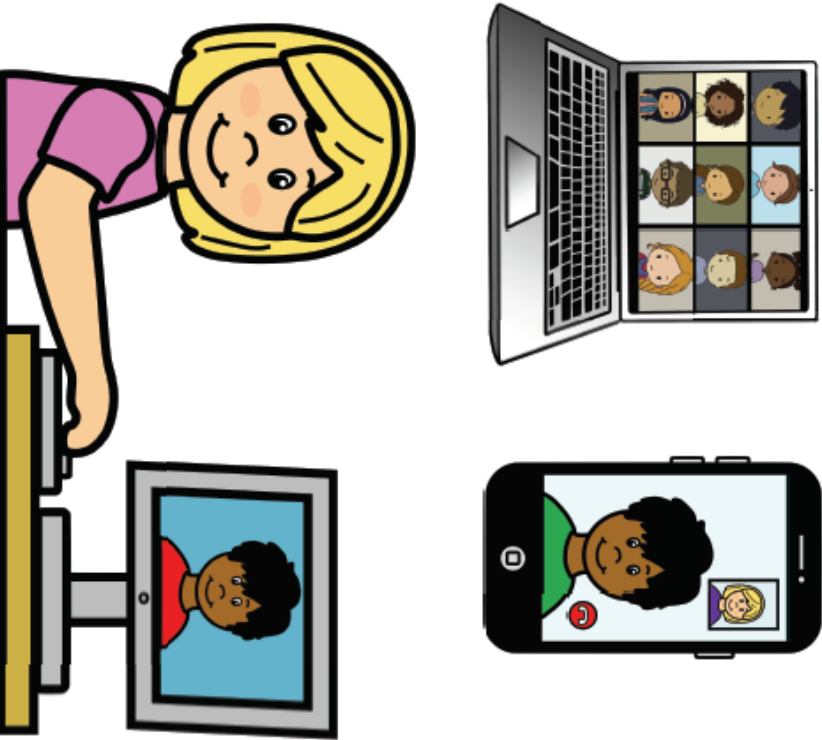
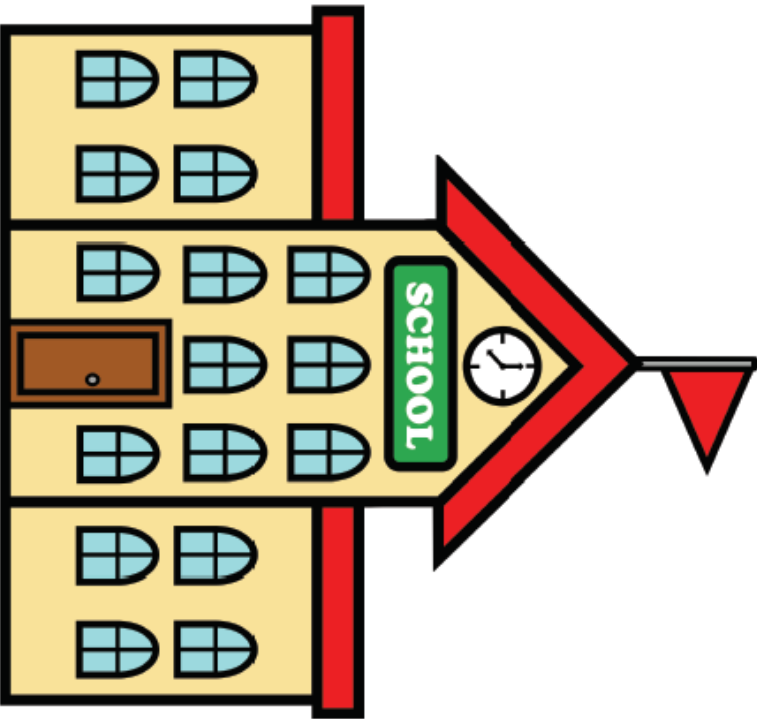
© Autism Little Learners

1



My school was closed for a long time because of Coronavirus.

© Autism Little Learners

<p>2</p>  <p>A cartoon illustration of a young girl with blonde hair, wearing a pink shirt, sitting at a yellow desk. On the desk is a laptop and a computer monitor. The laptop screen shows a video call with eight participants in a grid. The monitor shows a video call with two participants. The girl is looking at the monitor.</p> <p>When my school building was closed, I did distance learning.</p> <p>© Autism Little Learners</p>	<p>3</p>  <p>A cartoon illustration of a yellow school building with a red roof. The building has several windows and a central entrance. A sign on the building says "SCHOOL". A clock is visible on the roof. A red flag is flying from the top of the building.</p> <p>My teacher and parents will tell me when it is time to go back to my school building.</p> <p>© Autism Little Learners</p>
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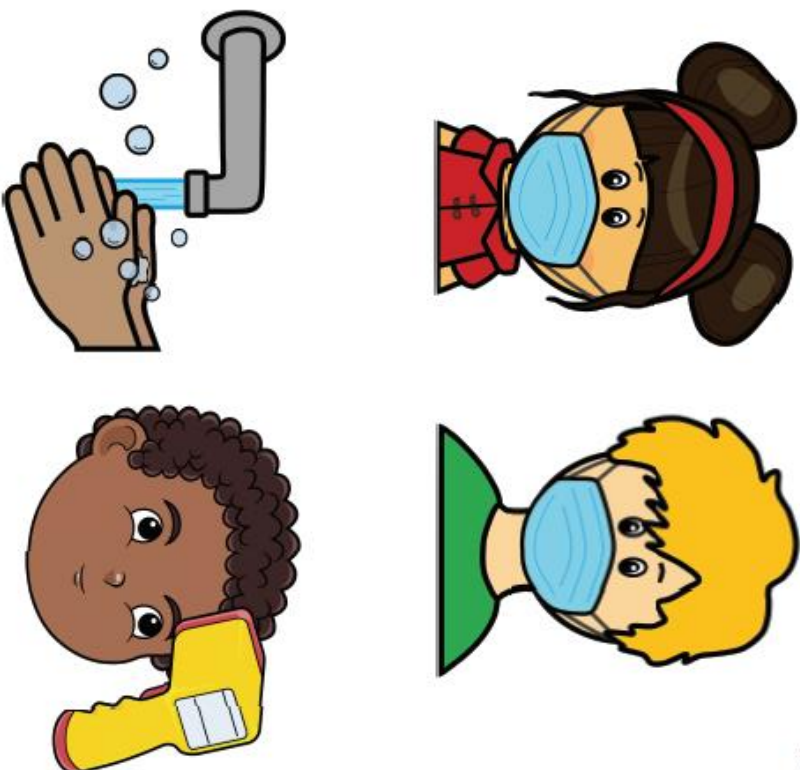
4



When I go back to my school, it  
will be so fun to see my friends  
and my teachers!

© Autism Little Learners

5



But, some things might be a little  
different when I go back  
to my school building.

© Autism Little Learners

6



Some schools will be checking kid's temperatures when they come to school. This is just to make sure kids aren't sick.

© Autism Little Learners

7



If I'm sick, I need to stay home and rest until I'm better.

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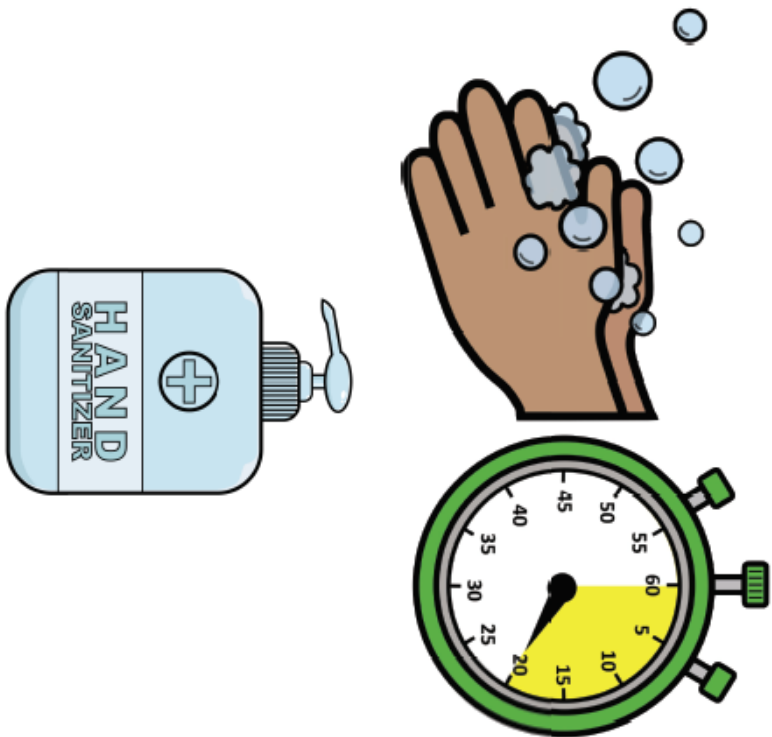
8



Another thing I might see are people wearing gloves. Gloves can help protect that person from getting germs on their hands.

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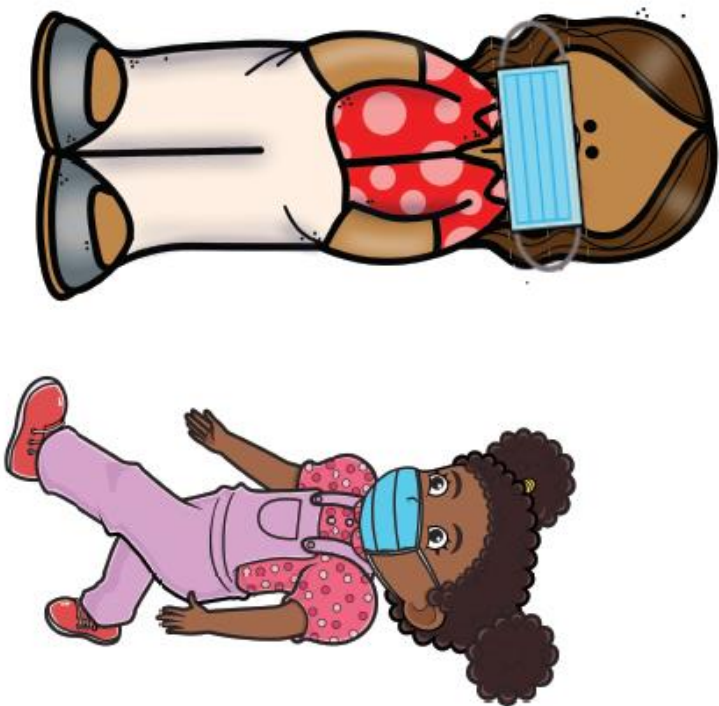


We will also wash our hands and use hand sanitizer a lot more often.

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10



I might even see teachers or  
or kids wearing masks.

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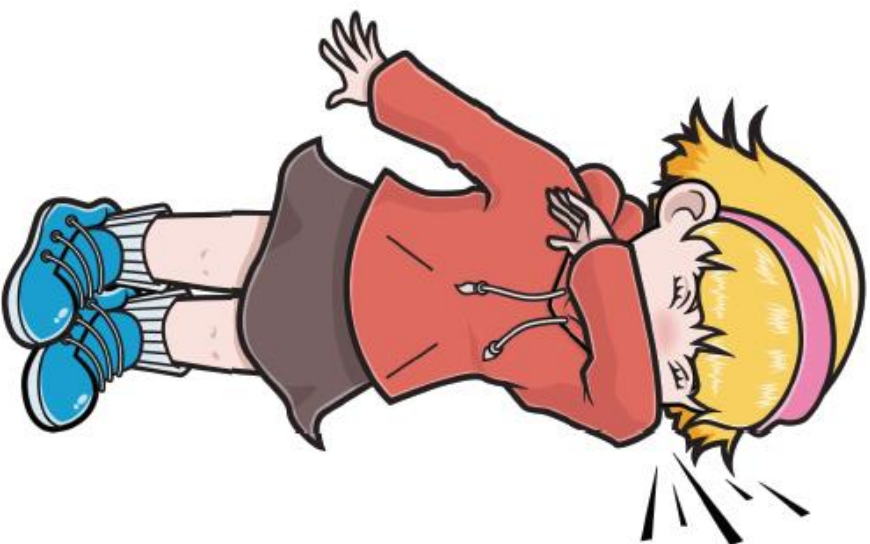
11



A mask helps keep the  
droplets from a cough from  
flying through the air.

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12



If I don't have a mask on and  
I need to cough, I should cough  
into my elbow.

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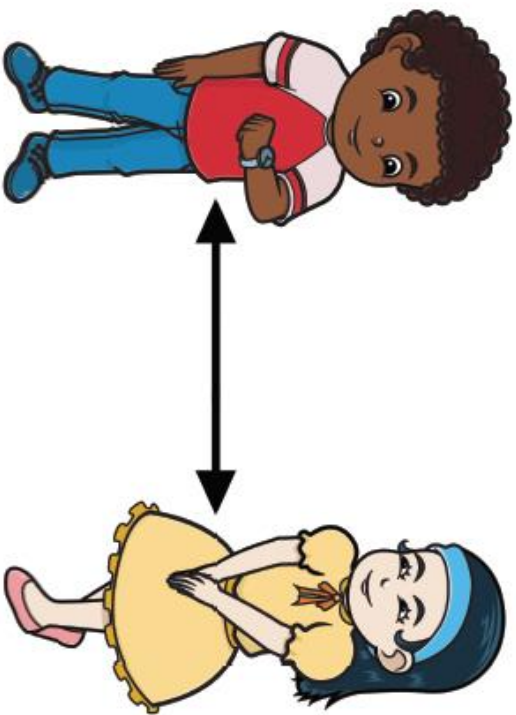
13



In school it will be important to  
try not touch my face as much.  
Touching my face and then  
touching other things can  
spread germs.

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14



I will probably need to maintain social distancing at school too. This helps prevent germs passing between me and my friends.

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It is important to eat a healthy diet and exercise to help keep me from getting sick.

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16



At school, I probably won't be giving high 5's, handshakes or touch my classmates for a while.

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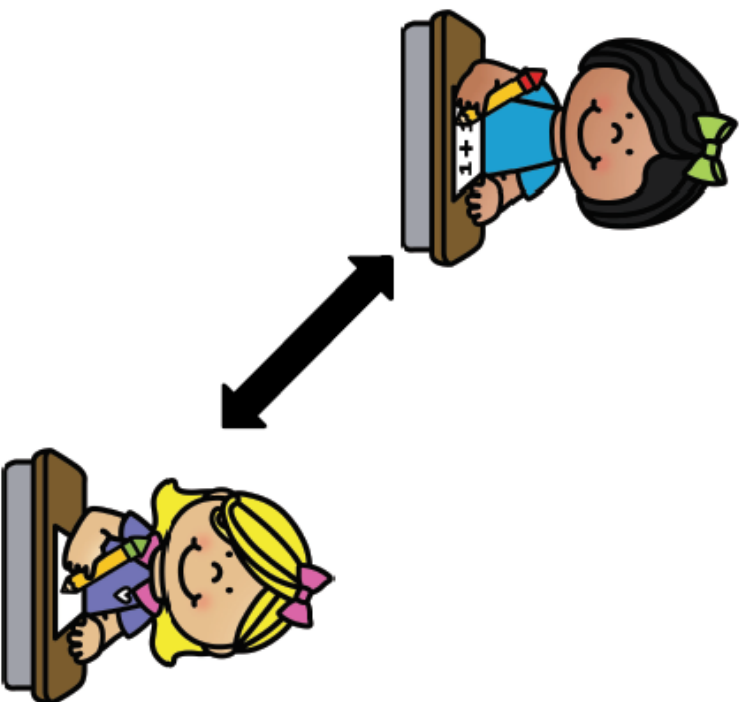
17



I can wave at my friends! My teacher will come up with fun new ways of greeting each other without touching.

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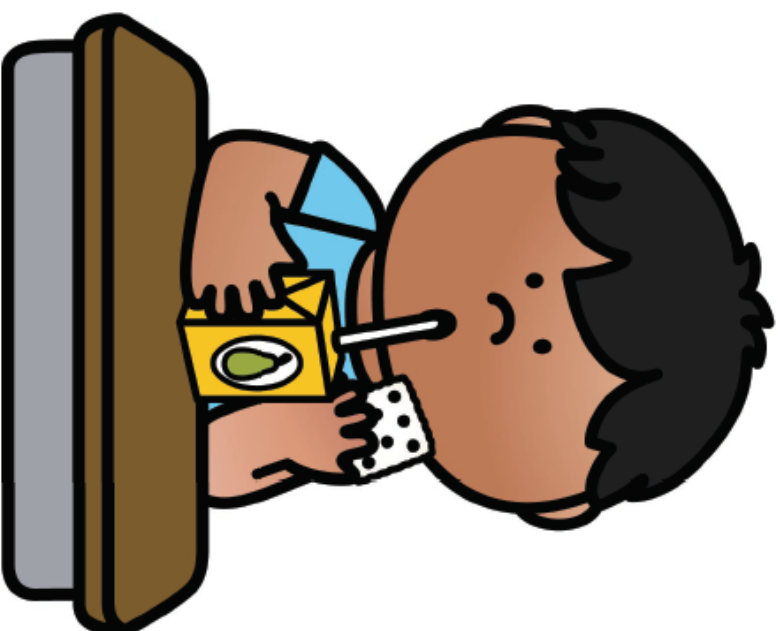
18



In my classroom, my desk might not be as close to my friend's desk as it used to be. That is because we need social distancing.

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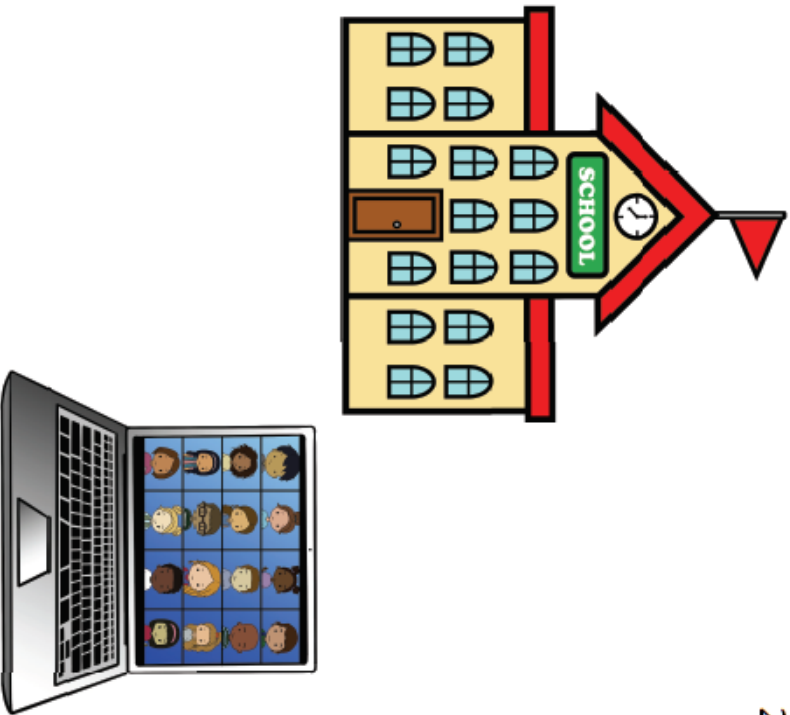
19



Eating lunch might be a little different too. We might eat in our classroom, or maybe in the cafeteria with social distancing.

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20



Some schools will be doing part of the school day in the school building, and the other part at home through distance learning.

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21



These are all changes for me. Sometimes change can be hard. Doing these things will help so we don't get sick and we can keep going to school! I can handle it!

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