The Faison School

Health and Safety Plan to Return Students and Staff Back to Campus

faison center

Foreword

During this crisis, The Faison Center's number one priority has, and always will be, the safety and health of those who we serve and our staff. Shortly after the Governor announced at the end of March that all schools in Virginia were closed through the academic year, we began planning for the safe return of our students and staff. Although we did not know when that time would come, we immediately began purchasing the necessary PPE and cleaning materials that we knew would be necessary to create a safe environment. We then began the process of addressing specific steps that would have to be taken on campus to keep those on campus safe and healthy. As you will read in this plan, there were many issues that needed to be considered.

Throughout the entire planning process, we followed and incorporated all guidance from the CDC, the Virginia Department of Health, and the Virginia Department of Education. We were members of two work groups consisting of private day school providers working on issues related to school reopening. One group consisted of Virginia day schools who are members of our accrediting organization, Virginia Association of Independent Special Education Facilities. The other group consisted of day schools throughout the country who are members of the Council of Autism Service Providers. Additionally, we convened a group of parents, teachers, teaching assistants, medical professionals, and autism community leaders to review and revise this plan. The members of the Faison Health and Safety Review Team are listed on the following page. Finally, we reviewed our plan with the Henrico County's and Newport News' Emergency Response Teams and Departments of Health. These entities reviewed our plan and provided excellent feedback and guidance. The Emergency Response Teams visited our respective campuses to walk through how these plans would be implemented.

In his school reopening guidance document, the Governor stated that "some school communities' members will get sick…as the pandemic continues to take a toll on all aspects of our society." The risk of contracting the virus exists everywhere. Just as with all plans to reopen anything in this environment—schools, businesses, recreation facilities—the purpose of this plan is to mitigate the risks associated with COVID-19. Furthermore, this plan is subject to revisions as the guidance and information we receive regarding the virus and the public health conditions change. We will notify you immediately of any revisions that may be made to this plan in the future.

To everyone who helped create this plan, I cannot thank you enough. Your dedication to the health and safety of our students and staff is greatly appreciated and is clearly reflected in this plan.

Sincerely,

W. Brian McCann

President and CEO

Health and Safety Review Team

Member Name	Representation/Role
Dilshad Ali	Parent
Lana Darby	Teaching Assistant
Sherwin Davis	Classroom Teacher
Sukhmani Dhillon	Teaching Assistant
Ann Flippin	Executive Director, Autism Society Central Virginia
Kiva Gatewood	Parent
Harry Gewanter, MD	Board Certified Pediatrician
Candice Hardy	Family Partner Provider for a Faison Student/Former Faison Teacher
Marquis Hazelwood	Teaching Assistant
Kathy Overcash, RN	Registered Nurse
Lisa Ward	Community Support Counselor, Faison Residence/Former Faison School TA
Rachael Webb	Teaching Assistant
Deborah Wilde	Classroom Teacher

COVID-19 Richmond School Team

Member Name	Representation/Role
Harry Gewanter, MD	Board Certified Pediatrician
Francesca Jones	Director of Human Resources & Operations
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Health and Safety Guidelines and Mitigation Plan

For On-Campus Service Provision During COVID-19

The Faison School

Last Updated: September 1, 2020

These guidelines were developed with school-wide considerations in mind; however, additional classroom and departmental-level plans will be layered beneath these overarching practices.

A. Prior to Returning

1. An orientation for staff, families, and students on new policies and mitigation strategies, as well as COVID-19 preventative education, will be delivered prior to providing in-person services.
2. Parents will be asked to complete a 'return to school' form that provides consent for their child to return to in-person services. Parents will also certify that students at higher risk for severe illness (according to CDC guidance) have consulted with their physician to ensure it is safe to return to school. In addition, a student's IEP team must convene to determine that a return to in-person services is appropriate for the individual student per VDOE guidelines.
3. For students who are not able to safely return to school, or who choose not to return for other reasons, remote instruction will continue to be provided.
4. Students will be required to stay home when they are sick or have been exposed to COVID-19, per Appendix 2. Remote instruction opportunities will continue to be available if the student is well enough to receive services while at home.

B. Staggered Scheduling

1. Determinations on which students receive services on campus must and will be made by each student's IEP team per Virginia Department of Education guidelines.
2. At the discretion of Faison administration, students may attend school for in person instruction on a one week on/one week off staggered schedule so that approximately half of the students attend school each day in any classroom. This will limit the number of individuals (staff and student) in one classroom to 10 or fewer.
3. If students are at home due to a staggered schedule, remote instruction will continue to be provided.
4. Staff will be scheduled such that there are enough teaching assistants to provide coverage for the students each day, but others will work remotely on a rotating schedule to reduce the number of individuals in the classrooms.

5. The staggered schedule will necessitate individual program level processes for: (a) having staff work remotely if they are not essential on a given day (because fewer students than expected are at school); and (b) calling in or accessing other available TAs due to unplanned staff absences.

C. Staff Precautions and Risk Mitigation

1. All staff will complete the COVID-19 Return to Work Questionnaire prior to returning to campus and to provide in-person instruction.
2. Staff will take their own temperature, at home, prior to leaving for work; they will not report to work if they have a temperature over 100.0 degrees.
3. Upon arrival, they will receive a daily screening for symptoms and follow guidelines for return to work for any illness/exposure, as outlined in the screening memo.
4. To minimize congestion at arrival/departure, staff will be provided with staggered arrival times to the school each day; accordingly, departure times will be adjusted.
5. All staff must be wearing a mask or face covering upon arrival to school buildings and will be worn at all times through the day.
6. Scheduled breaks/areas for safe mask removal will be identified.
7. Staff will be assigned to one of four building entrances. Staff will wait 6 feet from the next staff member for both safety and privacy.
8. Visual distance reminders will be painted/marked on the ground.
9. Designated, trained staff will be assigned to take each staff member's temperature and ask questions regarding possible symptoms. If temperature or other symptoms are present, staff member will be immediately sent home.
10. Hand sanitizer or hand-washing will be performed immediately upon entry to the building and staff will proceed immediately to their designated classrooms.
11. Staff will receive training for how to properly put on/remove masks, gloves if indicated, and other protective equipment, as needed.
12. Staff will not be allowed to share food.
13. Faison's Speech Language Pathology team will sanitize or wash hands between students in the same class, and after leaving each classroom. They will limit contact to only the immediate student they are providing services to in a classroom. If using their own materials, they must be sanitized between client use.
14. Please see Appendix 1, which describes what steps will be taken if a Faison Community Member is confirmed to have COVID-19 (i.e., staff, student, other client, or approved contractors). Please also see Appendix 2 for the Notification and Return to Center Protocols for COVID-19 Related Incidents.

D. Safety Gear and Protective Equipment

1. Each staff will be provided with their own set of behavior management or crisis-related equipment, including jean jackets, arm guards, walkie talkie, hat, etc.—as required for the students in their classroom.
2. Additional safety equipment has been purchased, based on individual student circumstances.
3. Two, washable face coverings/masks will be given to all staff; disposable masks will be available whenever needed.
4. Staff will be responsible for the behavior management and safety equipment issued to them. Staff will bring it with them to work every day and launder as needed. Staff will not share the equipment issued to them with other staff. Faison will provide a bag to keep equipment issued to staff.
5. We will maintain a supply of latex and non-latex gloves and they will continue to be used as per usual (i.e., universal precautions, while assisting in restrooms, preparing food); however, the medical community has strongly advised against staff continually wearing gloves as when working with students as it discourages hand-washing and encourages face touching, inadvertently increasing hand-based germ transferring (e.g., people tend to touch things unnecessarily when they wear gloves).
6. The Speech Language Pathology team will work with teachers and families (and purchasing coordinator) to assist in making determinations about transparent face masks for some students to assist with speech services.
7. There may be individual student circumstances where the use of safety equipment, combined with certain features of student behavior, may not be conducive to protecting staff and/or peers from the transfer of germs (e.g., grabbing or touching faces, spitting towards people, etc.). To ensure we account for individual student circumstances, as well as make determinations as consistently as possible, a decision protocol will be used to guide Faison determinations surrounding whether or not we can safely serve a student in-person at any given time.

E. Student Arrival/Departure

1. Students will be assigned to front and back car line to evenly distribute cars/buses.
2. The Faison administration will coordinate with directors of transportation in all school districts to ensure drivers of vehicles will be wearing a mask during arrival and dismissal.
3. Designated, trained staff will be assigned to take the temperature via an infrared no-touch thermometer and provide a visual assessment of each student prior to the student exiting the vehicle.

4. If symptoms are present, staff will not have the student exit the vehicle; rather, the driver will be directed to take the student home. The parent will be notified via phone and Faison will complete documentation to go home with the student, along with guidelines for when the student may return to school.
5. A supervisory staff will be present during car/bus line to assist in making determinations, processing relevant paperwork (illness symptom checklist) and alert the student's teacher to notify the parent by phone that they are being returned home.
6. Hand sanitizer or hand-washing stations will be available at the exterior of building entrances and all students will be prompted to sanitize or wash their hands before entering.
7. Students will be brought into the building at the entrance that is closest to their classroom so as to space out entries. Six feet of space will be provided between each student/staff pair before entering the building.
8. Visual reminders will be placed on exterior walkways to indicate 6 feet of space, especially leading up to doors/entrances.
9. Students will proceed immediately to their designated instructional area, and staff will assist them in using caution in the hallways/stairwells to maintain 6 feet of distance from others to the greatest extent possible.
10. Because of distancing provisions, some student instructional areas will be modified, and their classroom environments will look different. As such, teachers will work with each family to determine if a brief video tour of their space is appropriate prior to returning to campus.
11. All students will have their temperature taken a second time, at the mid-point of their school day with a no-touch infrared thermometer.
12. Students must (with assistance, as needed) sanitize/wash hands upon arrival and frequently throughout the day, including but not limited to: between staff switches, before eating, after using the restroom or when they leave/return to classroom for any reason.

F. Cleaning – Cleaning Staff

1. Our contracted cleaning service has added staff to their team to ensure all enhanced cleaning and sanitizing measures are completed.
2. Cleaning staff will ensure restrooms are stocked with supplies at the beginning of each day and entrance doors will be wiped down before staff arrival.
3. High traffic areas – doorknobs, restrooms, stair rails, water fountains, sinks – will be included on the schedule of items to be cleaned multiple times during the day.
4. Electrostatic cleaners will be used in each classroom, every evening after school.
5. All playground equipment will be cleaned daily.

6. Safety separation rooms will be cleaned after each use of an emergency safety intervention.
7. Signage will be available for areas that have been used and need cleaning prior to use again (e.g., areas used for medical isolation, safety separation rooms, etc.).

G. Cleaning – Classroom Staff

1. Each classroom will have a kit with cleaning supplies and equipment that is abundantly stocked in preparation for the day.
2. Each classroom will have a bin to place items that have been placed in a student's mouth and cannot be cleaned immediately. This bin will be out of the reach of students and items cleaned thoroughly at the end of each day.
3. Disinfecting wipes will be used sparingly and only when student presence prevents using other methods. A spray bottle with disinfecting spray will be kept in a safe space out of reach of students and will be used with paper towels or washable cloth towels to wipe down surfaces throughout the day.
4. Staff will take care to keep individual student materials (i.e., instructional, reinforcers, toys, etc.) separate from one another. For those few materials that must be shared, such as computers or tablets, staff will use cleaning supplies to wipe the entire item down between uses.
5. If work areas must be shared, furniture (table, chairs, etc.) will be wiped down between student/staff uses.

H. Use of Space and Physical Distancing

1. The cafeteria will not be utilized for lunch and/or snack – students will eat their lunch in their designated instructional spaces. Prior to and after eating, the tables/desks will be wiped down using cleaning supplies.

   Note: The cafeteria will be re-purposed and assigned for enhanced social distancing and auxiliary instruction.
2. Physical education classes will be provided, however, several mitigation approaches will be used, including but not limited to: class sizes will be reduced to allow for maximal physical distancing, classes will be held outdoors when deemed appropriate, and activities themselves and equipment use will be modified to minimize the possibility of germ transfer.
3. The playground will initially be restricted to no more than four students with necessary staff at one time. The program supervisors will work with teachers and families, as necessary, to determine which students need the most regular access and prioritize based on individual student need.
4. Programs that share space with more than one classroom of students at a time will utilize additional space assigned to them to promote optimal social distancing.
5. Common area space will be re-appropriated for instructional space/use, thus allowing for more physical distancing. These spaces will be assigned at the program level and program supervisors will work with teachers to schedule use of the space.

6. Group instruction will be limited to that which can be done with students in separate areas.
7. Teachers will arrange classrooms and instructional space to ensure work areas are spread out (6 feet or greater from one another) and that areas of ingress/egress also allow for sufficient physical distancing.
8. If distance cannot be maintained between students, classroom recreation/leisure areas will be scheduled for one-at-a-time use.
9. No more than two students (with minimally necessary staff assisting) will be permitted in shared restrooms at any given time. Signage to denote when a restroom is occupied will be utilized.

   Note: In areas where multiple single bathrooms are in close proximity, the adjacent program's supervisor will ensure traffic flow is coordinated to prevent people from congregating while waiting.
10. In general, hallways and restrooms in the various, wings, and sections of the building will be coordinated for use. In most cases, the adjacent (to the space in question) program's supervisor will ensure traffic flow is coordinated to prevent people from congregating while waiting or moving throughout the hallway.
11. Standard water fountains will be shut down; the water fill stations (no touch) will remain operational. Faison will provide disposable cups.
12. Crisis situations that require a hands-on intervention will be managed by immediate classroom staff as much as possible, followed by staff in the same program before assistance from outside of program is requested.
13. The Community Center will be utilized by rotations of classrooms to provide exercise space, with easy to clean, one-person only equipment.
14. Staff who do not work with students directly or semi-directly (nearly everyone except TAs, Teachers, and PSs) must remain in their assigned office locations when not performing a critical function around the building. This will be monitored and enforced by Directors, Assistant Directors, and other Faison leadership. These personnel must also utilize phone and video conference rather than in person meetings/interactions unless absolutely necessary.

I. Use of Common Areas

1. In general, staff will be required to physically distance themselves throughout common areas. No more than two staff will be allowed in the copy room at any time.
2. Access to the 1710 front office will be restricted to essential staff only.
3. Refrigerators are high touch, therefore for the time being, refrigerators will not be accessible to staff or students. As a result, staff must bring an ice pack with their lunch, as needed.
4. To ensure maximum physical distancing during staff lunch breaks, program supervisors and teachers will work together to arrange staff lunches to ensure these are spread across time

(e.g., 11:00-1:00) and will designate space within their program for eating.

Note: Staff may continue to eat outdoors, and are encouraged to do so, as long as they maintain physical distance of 6 feet or greater, or in their vehicle, as weather permits.

5. Meetings will be limited to rooms that can accommodate social distancing and the number of chairs will be predetermined to account for that and promote proper distancing.
6. Video conference/phone meetings will continue to be utilized rather than in-person, whenever possible.
7. Signage to communicate area restrictions and markings on floor will be provided to signify 6 feet of spacing wherever required (e.g. front desk).
8. Signs and messaging to promote healthy hygiene will be posted throughout the school.
9. Ventilation systems have been checked to ensure they are operating properly, and filters have been checked and changed as needed.

J. Community Access and Visitors

1. Initially, students will not participate in community-based internships that require contact with other classrooms, field trips, externships, or internships. Opportunities for student outings will be reviewed monthly.
2. Unless an exception is granted by a school director or a member of the executive team, visitors will not be permitted into Faison Center buildings, including parents and transportation staff.
3. In general, contracted related service providers will not be permitted on-site, therefore IEP teams must discuss whether virtual or consultative services are appropriate at that time. Exceptions to this rule must be approved by the Director of Education or Director of Administration on a case-by-case basis.
4. A portable bathroom for drivers will be available outside of the 1701 building so that entering the building is not necessary.

K. Clinic Procedures and Delivering Student Medication

1. Medication will be brought to students in each classroom by clinic staff or their designee.
2. Students will be brought close to the door, whenever possible, so that the clinic staff do not need to enter fully into the classroom.
3. If a student needs to visit the clinic for an injury suspected illness, the teacher will call the clinic on the phone to report the injury or symptoms and the clinic staff will determine if the student needs to be seen by a nurse or provide recommended next steps to the teacher (e.g., treat injury in the classroom using first aid kid, take student's temperature, take student to observation room on 2nd floor, etc.).
4. If the student is displaying symptoms of COVID-19, the clinic staff will attend to the student

in the observation room on the 2nd floor.

L. Student Illness

1. Student illness symptoms checklist has been revised to include COVID-19 symptoms. The parent/guardian will be called for immediate pick-up for suspected illness.
2. Any student exhibiting COVID-19 symptoms will be brought to one of the two observation rooms on the second floor. Staff will separate as much as possible (e.g. student in inner room, staff in outer room), until parent pick-up.
3. Pre-made kits have been prepared for such occurrences and will include N95 masks and additional PPE for use by staff members.
4. Guidelines for return to school will be followed – these will be updated continually as any new guidance from the CDC, VDH, and VDOE is provided.
5. If the parent and teacher determine the student is well-enough to receive remote instruction while at home, Faison will provide it.
6. Observation rooms will be cleaned thoroughly by cleaning staff before next use. In general, the room will be blocked off and no one will enter for 24 hours if a suspected case of COVID-19 was in contact with that space. If no other private/separate room is available for use, the room may be cleaned carefully prior to 24 hours by cleaning staff. Clinic staff will notify the front desk when an observation room has been used for this purpose and needs to be cleaned.
7. The Faison School serves students across the autism spectrum as well as individuals with other developmental delays, behavioral challenges, and intellectual disabilities. As such, mental health needs that arise as a result of COVID-19 necessitate proactive organization-wide approaches and student-specific approaches as circumstances require. Organizationally, Faison will ensure students are compassionately reoriented to campus and trained, appropriate to their developmental level, on new expectations for students. In addition, specific mental health needs that arise will be addressed through IEP/IIP team determination prior to and/or following their return to campus for in-person learning.
8. Please see Appendix 1, which describes what steps will be taken if a Faison Community Member is confirmed to have COVID-19 (i.e., staff, student, other client, or approved contractors). Please also see Appendix 2 for the Notification and Return to Center Protocols for COVID-19 Related Incidents.

M. Parent/Guardian Responsibilities

1. Prior to returning to campus for instruction, parents will be provided with a form to complete, which will serve to: (a) Obtain their informed consent for in-person instruction to resume; (b)

Ensure they agree to follow our mandated procedures related to COVID-19 mitigation; and (c) If the child is in a higher risk category for contracting COVD-19, confirm that the parent and their child's healthcare provider have made an informed determination on the safety of the child returning to school for in-person instruction.

2. There may be unique circumstances where a student's medical condition or their behavior health status manifests similar to COVID-19 symptoms. As such, parents must communicate any relevant features to Faison, accompanied with documentation from a physician so that Faison may make informed, case-by-case decisions.

   Note: Faison will continue to err on the side of caution with regard to permitting students to be on campus, as the health and safety of all students and staff remains paramount.

3. Parents will check child's temperature each morning and monitor for symptoms.

4. Parents will notify school of any illness symptoms in child or if the child has had prolonged, close contact with an individual with COVID-19 symptoms or a positive COVID-19 test. Child will not be sent to school if any of these apply.

5. Parents will send their child to school each day with a mask, and work with school staff to assist in introducing the mask to student. If the parent has a concern about their child wearing or learning to wear a mask while in public, or indoor spaces, they are asked to contact their child's teacher to determine what student-specific modifications should be made and if in-person services are still appropriate.

6. As has been Faison's policy, parents will be available at all times, or ensure emergency contact is available, in case pick-up is needed at any time throughout the day.

7. If a parent is picking-up or dropping-off, the parent will stay in their car and wear a mask.

8. Student pick-up and drop-off will occur in the car line. If parent needs to pick-up or drop-off a student at times other than designated, they will be asked to call the front desk and staff will meet the parent at the car to accompany the student.

9. Initially, parent visitation into the building will be suspended.

10. If a parent needs to drop off items (lunches, supplies, etc.), they will call the front desk prior to arrival, ring the bell, and leave at the front door for front office staff to retrieve.

11. Parents will send no more than one week's worth of supplies at a time, so that we may limit the amount of items to be stored and restrict what is on premises to only what is needed for that week.

12. Student belongings sent in with students should be cleaned and disinfected prior to coming into the building (e.g., toys, lunch box, etc.).

13. In addition to disposable cups for water, Faison will also continue to provide paper plates and single-use utensils in case these are needed for student lunches. However, if parents do send reusable containers, this will be immediately placed in the student's lunchbox after

use (i.e., not washed or unnecessarily handled after use).

N. Staff Protections and Policies

1. Staff are asked to contact Human Resources as soon as possible if they have a condition that would put them at higher risk for severe illness, or other circumstance that would prevent their return to work in-person. HR will work with each individual staff member to determine options for accommodations.
2. All staff will be required to stay home when they are sick or have been exposed to COVID-19. Sick leave policies in combination with the Families First Coronavirus Response Act (FFCRA) will allow for staff to stay home when necessary.
3. Mental health services for staff are available in the form of our Employee Assistance Program. Additionally, staff covered under the Faison health plan have access to an additional employee assistance program including a COVID-19 emotional support line, and premium access to a stress reduction meditation app.

APPENDIX 1

Protocol: Faison Community Member* is confirmed to have COVID-19

*Defined as staff, student, client, or approved contractors

1. Director of Administration or designee will contact local health department and follow all guidance. Decision regarding reduction of in-person attendance and closures due to confirmed COVID-19 cases will be made based upon guidance from the Virginia Department of Health.
2. Program Supervisor/Manager will identify and report to the Director of Human Resources or designee:

   - When individual with COVID-19 was last on campus

   - Locations used by individual with COVID-19 while on campus– these areas will be immediately closed by Operations if the individual was on campus within the past 24-hours

   - Close contacts - which staff and/or students/clients did the individual with COVID-19 have prolonged close contact with.
3. Communicate to staff and parents following Notification and Return to Center Protocols for COVID-19 Related Incidents. In communication, provide information including resources on how to self-monitor for symptoms for those identified to have closed contact with confirmed case, and follow CDC guidance if symptoms develop.

Returning to campus following positive test:

Follow Notification and Return to Center Protocols for COVID-19 Related Incidents (Appendix 2).

APPENDIX 2

Notification and Return to Center Protocols for COVID-19 Related Incidents

The Notification and Return to Center Protocol was developed in consultation with the Virginia Department of Health.

Notification Protocol for COVID-19

Faison will provide a general notification to all staff members of a positive COVID-19 diagnosis on campus, but no additional information will be shared to protect that individual's confidentiality. Additionally, all individuals who had prolonged close contact with the individual will be notified and provided with appropriate resources and guidance.

Duration of Absences

1. A staff or student is diagnosed with COVID-19 or experiencing symptoms related to COVID-19. Can return 10 days after the onset of symptoms (or date of positive test if asymptomatic), provided the individual has not had a fever in the last 24 hours without taking fever-reducing medications, and other symptoms are improving. If experiencing symptoms, and testing is negative or not recommended by a healthcare provider, can return with a doctor's note specifying a return to work/school/center is allowed.
2. A staff or student has been in prolonged* contact with an individual diagnosed with COVID-19. Can return 14 days after the exposure..

*Prolonged closed contact is defined as being within 6 feet of someone with confirmed COVID-19 for at least 15 minutes.