

**HBIC**



Giving Hope

# COVID-19 HANDBOOK



Help for Brain Injured Children, Inc

**THE CLETA HARDER DEVELOPMENTAL SCHOOL**

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## INTRODUCTION

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Help for Brain Injured Children, Inc. (HBIC) and their non-public school the Cleeta Harder Developmental School (CHDS) have created this plan to assist families and staff as we navigate the reopening of our school during the COVID-19 pandemic. While no public service entity can ensure the absence of COVID-19 in its building and in its activities, HBIC is working diligently to reduce the impact of COVID-19, to the extent feasible. The procedures in this plan are to protect the well-being of students and staff, to establish a sense of normalcy, and to provide instruction for all program constituents. The guidelines referenced in this plan are based upon guidance from the Center for Disease Control and Prevention (CDC) and California and Orange County Departments of Public Health (CDPH / OCDPH). This plan is fluid as the situation with COVID-19 changes from day to day. Regular updates will be made to this plan based on information provided by CDC, CDPH / OCDPH, and applicable federal, state, and local agencies.

For the purposes of this plan, the following terms are defined:

- **Contact/Exposure** – In the presence of an individual with symptoms of COVID-19, or experiencing symptoms of COVID-19, without physical distancing, for a daily cumulative total of at least 15 minutes.
- **Disinfecting** – Cleaning with an approved disinfectant spray or wipe.
- **Face Covering/Mask** – A single use or reusable mask that completely covers the wearer’s nose, mouth, and chin.
- **Physical (Social) Distancing** – Six (6) feet apart or more.
- **PPE** – Personal Protective Equipment.

HBIC recognizes that each individual is unique, with their own challenges, and believes that everyone should be afforded the opportunity to reach their full potential. It is our philosophy that *“All individuals have the right and ability to learn,”* even during these novel and difficult times during the COVID-19 pandemic.

## GUIDING PRINCIPLES

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To ensure the continued well-being of our students and staff, the following guiding principles have been put in place:

- 1) Safety measures are first and foremost on the agendas of HBIC when handling school reopening during the COVID-19 pandemic.
- 2) Health guidelines are non-negotiable, but fluid, as the situation with COVID-19 evolves.
- 3) Support for families is essential in student health and learning.
- 4) Continual, pertinent communication with all constituents is paramount.

Students with complex needs or other vulnerabilities will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning.

## REOPENING PLAN – 5 PHASES

### Responsible for Implementation: Administration & Program Management

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The reopening of the Cleeta Harder Developmental School program will occur in a 5-phase plan. The purpose of the structure of this plan is to allow CHDS flexibility to continue to provide educational services while responding to the everchanging COVID-19 pandemic situation guidelines. As we move through each phase, we can identify potential issues or address COVID-19 cases fluidly by advancing to the next phase or moving back a phase in response. The phases that CHDS and each of their classrooms will be following are as follows:

**Phase 1 (100% Distance Learning)** – This is where the program has been since March 18th. All Academics and Related Services are conducted via alternative, remote methods including, but not limited to email, text, phone calls, and video conferencing.

**Phase 2 (50/50 Hybrid)** – Each classroom will divide their respective students into two Learning Groups (Pods); Group A and Group B. Learning Groups will be determined based on several factors including, but not limited to, services, behaviors, and ability to physical distance from others. Group A will attend in-person on Mondays and Tuesdays, and Group B will attend in-person on Thursdays and Fridays. Learning groups that are NOT in-person will be utilizing Distance Learning, as described in Phase 1. On Wednesdays both learning groups will utilize Distance Learning, and the facility will be cleaned and sanitized in preparation for the change in learning groups.

**Phase 3 (4-day Full Attendance & Satellite Rooms)** – This phase will bring all students on-site, but will utilize the satellite rooms to increase social distancing, and will have all students distance learning on Wednesdays, so the building can be sanitized & disinfected, and staff can evaluate any necessary changes.

**Phase 4 (Full Attendance & Satellite Rooms)** – This phase will be the same as Phase 3, but students will be in attendance Monday through Friday. Sanitizing and disinfecting of the building will occur over the course of the weekend.

**Phase 5 (“Regular” Operation)** – All operations will return to (a new) “normal.” This will most likely not occur until a COVID-19 Vaccine has been developed.

## REOPENING PLAN – STRICT COHORTS

### Responsible for Implementation: Program Management & Supervisors

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During Phases 2-4, students will be placed in strict classroom cohorts. Within these cohorts, staff (teachers, paraprofessionals) will be assigned. Staff within a specific cohort are expected not to enter other classrooms or have prolonged interaction (i.e. visitation) with members of other classroom cohorts. This is done to limit cross contamination between students/staff from

different cohorts. Cohort stability is important to minimize exposure and for effective contact tracing so students and supervising adults cannot interact with different cohorts.

If a student/staff member contracts COVID-19 and it is deemed that the other students/staff were exposed to the individual, this cohort will close and move to Distance Learning for at least 14-days. Once the appropriate number of staff per students have recovered and returned to work, students who do not still exhibit any COVID-19 symptoms may return.

The Cleta Harder Developmental School may consider full closure when there are multiple cases in multiple cohorts, or when 5 percent of the total number of teachers/student/staff have tested positive for COVID-19 within a 14 day period of time. Final determination to close will be made by Administration, with input and guidance from local health officials.

## **SAFETY OF STUDENTS, STAFF, AND VISITORS**

**Responsible for Implementation: Administration & Management**

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### **EMPLOYEE SCREENING PROTOCOLS (Active and Passive)**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and students, employees will self-monitor (passive) each morning for signs/symptoms of COVID-19 including, but not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to individuals *on campus*, staff must participate in a touchless temperature reading and complete a screening log questionnaire each morning before entering the main building and/or classrooms. Staff that have a fever of 100.4 or higher, or report having symptoms related to COVID-19, will be sent home immediately for further observation. If an employee is exhibiting symptoms of COVID-19 while at the school campus, they will be asked to leave work and seek medical attention immediately. If an employee has symptoms that could be COVID-19 and does not get

evaluated by a medical professional or tested for COVID-19, it is assumed the employee has COVID-19 and may not return to work for a minimum of 10 calendar days.

Employees returning to work from an approved medical leave will contact HBIC Administration and may be asked to submit a healthcare provider's note before returning to work. Employees who test positive for COVID-19 will be required to meet all three of the following criteria below:

- 1) A quarantine of 10 days has been met, and
- 2) At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications), and
- 3) Respiratory symptoms have improved (cough, shortness of breath, etc.)

### **STUDENT SCREENING PROTOCOLS (Active and Passive)**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and students, parents/guardians of students will complete a self-screening of their student(s) each morning, which includes a temperature reading and monitoring & reporting COVID-19 symptoms including, but not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

If students have a fever of 100.4 or higher or any of the symptoms listed above, they must be kept home for observation and or medical attention.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to individuals on campus (students and staff), students must participate in a touchless temperature reading each morning before entering classrooms. Students that have a fever of 100.4 or higher will immediately be sent home for further observation for other symptoms to arise. If a student has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed the student has COVID-19 and may not return to school for 10 calendar days.

Parents are required to notify the school if their child has COVID-19, someone in the home has COVID-19, or if the child/family has been exposed due to close, direct contact to someone with COVID-19.

Students who have been diagnosed with COVID-19 may return to school when all three (3) of the following criteria are met:

- 1) A quarantine of 10 days has been met, and
- 2) At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications), and
- 3) Respiratory symptoms have improved (cough, shortness of breath, etc.)

## **VISITOR PROTOCOLS**

Due to COVID-19 transmission, visitation on school campuses will be restricted (including parents/family of students/staff). The following protocol will be used:

- 1) Visitor must contact the front office via phone prior to entering the campus.
  - a. In most cases, visitors will not be allowed on campus. Rather, visitors can relay messages through phone communication with the front office.
- 2) If deemed necessary (deliveries/approved appointments/etc.), visitors will be screened (touchless temperature, COVID-19 specific questionnaire, etc.) before entry into the building during normal business hours.
  - a. Allowable visitors will be required to wear a mask in public areas.
- 3) Physical Distancing



## **GUIDANCE AFTER CASE IDENTIFICATION ON CAMPUS**

**Responsible for Implementation: Administration & Management**

If an employee or student becomes ill while on campus, they will immediately report to the Front Office. Once the employee or student has arrived at the Front Office, they will be isolated in the Conference Room. This procedure is to help protect other employees and students and



prevent the spread of the potential virus. The following should occur once an individual on campus has been identified as ill and is being isolated:

- If it is an employee who is well enough to transport themselves home / to the hospital, they will be released to do so.
- If it is an employee who is not able to transport themselves, arrangements will be made to do so via one of their emergency contacts or ambulance.
- If it is a student, who is not displaying serious illness (i.e. shortness of breath, blue lips/fingertips, extreme fever), an individual from their emergency contacts will be contacted to transport the student home / to the hospital.
- If it a student who is displaying serious illness (i.e. shortness of breath, blue lips/fingertips, extreme fever), an ambulance will be contacted to transport them to the hospital.
- Any individuals on campus who come into contact with the individual after identification must wear proper PPE.
- Any individuals who may have come into contact with the individual who is ill will be notified. If they have been in direct and/or close contact with the individual, they will be directed to quarantine for 14-days to watch for symptoms.
- After the ill individual's departure from campus, the isolation area (Conference Room, or otherwise utilized room) and the individual's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces shared by the individual.
- Proper health officials will be contacted as needed.
- Personal health information cannot and will not be shared with the public.

## **CAMPUS COVID-19 MANAGEMENT PROCEDURES**

**Responsible for Implementation: Administration & Management**

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### **SOCIAL DISTANCING ON CAMPUS**

Social distancing is an effective way to prevent potential infection. HBIC employees, students, parents, and visitors should practice staying 6 feet away from others and eliminating contact with others, to the extent feasible. However, in a classroom setting, proper social distancing is not always feasible in all areas/duties. Procedures will be implemented to help eliminate direct exposure including, but not limited to:

- No classroom, auxiliary room, or common area should exceed a capacity that allows for proper physical distancing.
- Limiting student movement during the day where feasible (i.e. staggered schedules for use of technology/computer equipment, playground equipment, educational equipment, etc.).
- Staggered meal preparation and dining schedules/locations.
- Directing movements on campus via taped lines and signage (ordering walking directions throughout common areas of the campus to reinforce social distancing



requirement of 6 feet). Signage will promote social distancing guidelines and expectations in public entrances, hallways, and rooms throughout the campus.

- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visitations will be avoided during this time (i.e. large group assemblies, break area gatherings, hallway/doorway discussions, etc.).
- Common use equipment will be restricted/limited.



## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

To minimize exposure to COVID-19, Personal Protective Equipment (PPE) is needed to prevent certain exposures when staff are making direct contact with students and/or other staff while on campus.

PPE can include:

- **Masks/Facial Coverings**
  - All HBIC employees MUST wear masks/facial coverings (including face shields) while on campus.
  - HBIC encourages students to use masks/facial coverings while on campus, but it is not required.
  - Face masks or disposable masks from home will be allowed but must meet current dress code policy (specifically as it relates to slogans – should not be controversial or inappropriate for a school campus setting).
- **Gloves**
  - Disposable gloves are available to staff to wear throughout the school day.
  - Gloves are required to be worn by staff when encountering an individual or situation that exposes them to bodily fluids or matter (i.e. feces, blood).
  - Wearing gloves does not diminish the need to wash hands.
- **Gowns**
  - For a minimal number of HBIC employees that must travel between classroom cohorts, reusable and disposable gowns will be used for specific classrooms. For example:

- If the Behavior Intervention Supervisor visits the Combination classroom, they will wear the gown assigned to them for that classroom. Upon exiting, they will hang up/dispose of this gown. If they are then needed in the Transition classroom, they will wear the gown assigned to them for this classroom, which will be separate/different from the gown they wore in the Combination classroom. It is important to us to avoid cross contamination between cohorts.



## **HAND WASHING PROCEDURES**

Touching one's face with contaminated hands, whether gloved or not, poses a significant risk of infection. In an effort to reduce potential infection via hand-to-face contact, HBIC is requiring all staff and students to wash their hands while on campus. Our expectations for hand washing are:

- Hand washing is encouraged to occur at least every hour.
- When washing hands, soap and water is required. Warm water is encouraged.
- Hand washing should occur for at least 20 seconds (i.e. the duration of singing "Happy Birthday" twice).
- When soap and water is not available, the use of fragrance-free hand sanitizer with at least 60% ethyl alcohol content is encouraged to be utilized.
  - Hands should then be washed immediately when soap and water become available.

## **EMPLOYEE OFFICES/WORKSPACES AND STUDENT WORKSPACES**

HBIC employees and students are expected to follow guidelines and signage provided on campus to perform adequate hygiene, distancing, and PPE protocols during the COVID-19 pandemic. Employees and students will have specific expectations placed upon them for maintaining clean/hygienic workspaces during this time.

- HBIC Employees
  - Staff, such as teachers and paraprofessionals, will be assigned to specific classroom cohorts. Once assigned, it is expected that they will not enter other classrooms or have prolonged interaction (i.e. visitation) with members of other classroom cohorts.
  - Staff desks/work areas will be assigned and, to the extent possible, will not be shared by other staff or students.
  - Staff desks/work areas will be cleaned on a regular basis (at least twice per day).
  - Staff desks/work areas will be clear of clutter and personal items that may either contaminate or be contaminated.
- Students
  - Students will be assigned to specific classroom cohorts. Once assigned, it is expected that they will not enter other classrooms or have prolonged interaction (i.e. visitation) with other members/students of other classroom cohorts.
  - Student desks will be assigned and, to the extent possible, will not be shared by other staff or students.
  - Student desks and chairs will be cleaned on a regular basis (at least twice per day).
  - Student desks will not be placed next to one another, attempting to maintain a 6-foot distance in alignment with social distancing guidelines.
  - Student desks will be clear of clutter and personal items that may either contaminate or be contaminated.
  - Special dividers may be utilized to structure the classroom environment if deemed necessary to maintain cleanliness if student engages in behaviors that involve bodily fluids/matter (i.e. saliva, purposely sneezing on others, smearing blood/feces, etc.).



## **SHARED WORKSPACES AND COMMON AREAS ON CAMPUS**

There will be limited access to certain communal workspaces and areas on campus to reduce exposure to risk and cross-contamination. Please consider the following areas:

- Classroom and Office Capacity – Each classroom and office on campus will be monitored to maintain a strict capacity of individuals within each. In addition, all classrooms have been provided an air purifier rated for the specific square footage of each room.
- Copy Machine/Printers – There will be limited communal access to copy machines and printers. These machines will require sanitation prior-to and after each individual use. As with every area on campus, strict social distancing guidelines are to be practiced while using the copy machine or other printers.
- Conference Room – Signage indicating capacity limits for meetings and gatherings within the Conference Room will be placed for all individuals to clearly recognize. Meetings and gatherings requiring more individuals that is above the current capacity limit will be held digitally via Zoom or teleconference equipment.
- Break Rooms – This space will be closed for gatherings until further notice, including eating of meals. In addition, the number of individuals allowed into the room for meal storage purposes will be limited. The use of shared appliances, such as coffee machines, microwaves, refrigerators will require sanitation prior to and after each individual use.

Additionally, commonly touched surfaces will be given special attention and staff are required to disinfect these spaces multiple times throughout the day.

Lastly, please note that proper equipment such as acceptable disinfectants and PPE should be used when cleaning.





## DAILY CAMPUS PROCEDURES

Responsible for Implementation: Administration, Management, & Supervisors

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### **STUDENT BELONGINGS**

Student belongings, such as backpacks and extra sets of clothing, will be kept in their assigned lockers, placed inside by classroom staff in accordance with social distancing guidelines and protocols. Classroom specific supplies must be kept in a sealable container and not used by other students.

### **CLASSROOM ARRANGEMENTS**

Teachers and classroom staff will maintain a clean environment free of clutter and unnecessary furniture/personal belongings. Student desks will be arranged so that students will be spaced as far apart as possible, aiming at 6 feet distance between each student work area. Cooperative learning assignments and other cooperative work between students will be postponed or worked on in appropriate online learning opportunities. Student supplies will not be shared, including but not limited to pencils/pens, markers, crayons, calculators, timers, and reinforcer items. Likewise, textbooks will not be shared.

### **RESTROOMS**

All restrooms will be cleaned throughout the day: prior to the start of the day, after each use, and at the end of the day. Students and staff must use social distancing while entering and exiting the restrooms. Signage reinforcing the importance of proper handwashing techniques in stopping the spread of COVID-19 will be in-place.



## **MEAL PREPARATIONS**

Use of the kitchen for preparing meals for students (i.e. accessing lunch boxes, warming meals, making meals from scratch) will be primarily by staff unless otherwise indicated as an IEP goal for a particular student. The kitchen will have a staggered schedule of use and a strict limited number of individuals allowed at a time. The use of shared appliances, such as the stove, microwaves, refrigerators, and dish washer will require sanitation prior to and after each individual use.

## **MEAL PERIODS**

Meals, such as snacks and lunches, will be served within the classrooms (or outside when feasible) and students will partake in the meal inside of the classrooms. As with meal preparations, snacks and lunches will also be on a staggered schedule.

## **RECESS / PLAYGROUND USE**

The playground will be available to students during the COVID-19 pandemic, but the playground will have strict limit of individuals who may be on it at one time (regardless of the equipment being utilized). Students will be given a specific amount of time to utilize the playground to prevent one or more students monopolizing the area. The equipment will be sanitized prior to and after each individual use.

## **HYGIENE INSTRUCTION**

Hygiene instruction is a foundational skill that is taught within the CHDS program. During the COVID-19 pandemic, we will not be teaching brushing teeth and deodorant application. Hand washing and toilet training will continue to be taught, with the latter being as needed/per IEP.

## **COMMUNITY BASED INSTRUCTION**

Community Based Instruction (CBI) is a foundational skill that is taught within the CHDS program with most students attending the school. During the COVID-19 pandemic, we will not be taking students off campus for vocational, independent living, or leisure-based skill training.

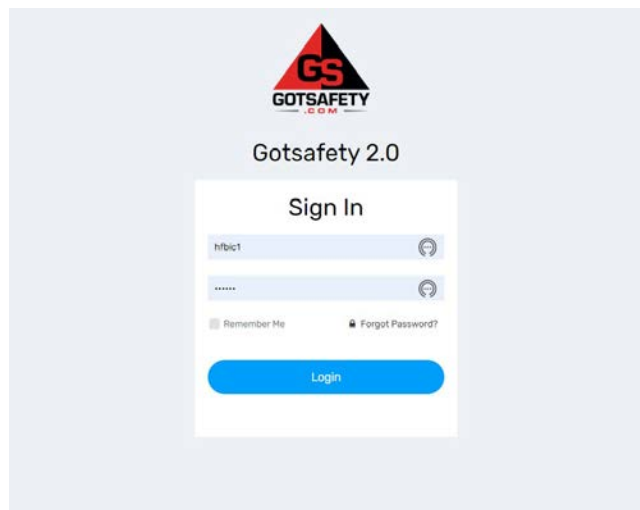
## CAMPUS CLEANING PROTOCOLS

Responsible for Implementation: Administration, Management, & Supervisors

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the beginning and end of each day; before/after shared use between users.
Appliances	Refrigerators, Microwaves, Coffee Machines	Prior to and after each use; at the end of each day.
Electronic Equipment	Copier, Shared Computers, TVs, Projectors, Telephones, Keyboards, iPads	Prior to and after each use; at the end of each day.
Playground Equipment	Swings, Slide, Spinner, Play Panels, PE Machines	Prior to and after each use; at the end of each day.
General Use Objects	Door Handles, Light Switches, Faucet Handles, Restrooms	At the beginning and end of each day; prior to and after each use.
Common Areas	Multi-Purpose Room, Locker Hallways, Computer Lab, Rest and Recovery Room	At the beginning and end of each day; prior to and after each use.
Outdoor Areas	Benches, Covered Picnic Tables	Prior to and after each use.
Reinforcers	Yoga Balls, Toys, iPads	Prior to and after each use; at the end of each day.

## MISCELLANEOUS INFORMATION

From the time of program closure on March 16, 2020 HBIC Administration has been in regular contact with state and local health officials, as well as the Orange County Department of Education. All HBIC staff members have completed multiple training units on communicable diseases, pandemics, and COVID-19 through our insurance providers and the GotSafety online safety application. It is the goal of HBIC to ensure that all constituents return to a safe and healthy environment.





## ADDENDUMS

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As the COVID-19 Pandemic is a fluid, ever-evolving situation, the response(s) must be as well. In this section we will add ADDENDUMS as information necessitates.

- **ADDENDUM 1 (12/01/2020)** – Staff members who travel out of state, regardless the reason, must self-quarantine for ten days upon their return to home. This is not to be interpreted as “time off,” as you are still able to telecommute (work remotely). You will not be able to physically return to campus until after the ten-day self-quarantine is complete.
- **ADDENDUM 2 (01/28/2021)** – Prior to a return of IN-PERSON services for any specified PHASE, all staff members are *strongly encouraged* to get tested for COVID-19 on a “regular basis (twice monthly).” This could potentially become mandated, based on requirements of CDE, CDPH, OCDE, or OCDPH, as well as industry standard.
- **ADDENDUM 3 (01/28/2021)** – Prior to a return of IN-PERSON services for any specified PHASE, and upon availability, all staff members are *strongly encouraged* to get vaccinated for COVID-19. This could potentially become mandated, based on requirements of the CDE, CDPH, OCDE, or OCDPH, as well as industry standard.