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**Cleveland Clinic Children's**  
**Center for Autism**

### Health and Safety Plan

Highlands Hospital Regional Center for Autism

2020-2021

Pandemic Team	<ul style="list-style-type: none"><li>• Jordan Morran- School Director</li><li>• John Andursky- Highlands Hospital CEO</li><li>• Mickie Sandusky- Employee Health Nurse</li><li>• Leslie Herrod- School Nurse</li><li>• Jennifer Maddas- Facilities Supervisor</li><li>• Kristi Skaggs- Elementary Coordinator</li><li>• Rachael Conner- Secondary Coordinator</li></ul>
Steps to Protect students and staff at higher risk for severe illness.	<ul style="list-style-type: none"><li>• Parents of high-risk students may opt for remote learning options for their child, including digital and non-digital platforms.</li></ul>
Processes for monitoring students and staff for symptoms and history of exposure.	<ul style="list-style-type: none"><li>• Staff start times will be staggered in order to allow for social distancing and to prevent overcrowding in high traffic areas (main office, staff lounge, etc.) as well as allow for covid-19 screening process.</li><li>• Primary classrooms will work from 7:30AM-3:30PM, Secondary classrooms will work from 8:00AM-4:00PM</li><li>• Staff will report to the school nurse immediately upon arrival for their shift.</li><li>• Staff will wait in the hallway and will enter the school nurse's office upon direction of the nurse.</li><li>• The school nurse will ask each staff member a series of covid-19 screening questions and will check their temperature with a forehead thermometer.</li></ul>



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	<ul style="list-style-type: none"> <li>• Staff will be encouraged to remain home when they are sick.</li> <li>• Parents will be reminded to keep their child at home if they are sick.</li> <li>• Parents will receive a copy of the health and safety plan and will sign an acknowledgement of it.</li> </ul>
<p>Steps to take in relation to isolation or quarantine when a staff member, student or visitor becomes sick or demonstrates a history of exposure Guidelines for when an isolated or quarantined staff member, student, or visitor may return to school;</p>	<ul style="list-style-type: none"> <li>• Any student or staff member who exhibits covid-19 symptoms will be removed from the classroom and placed in the isolation room.</li> <li>• Exam room #1, in the nurse's office, will be designated as a covid-19 isolation room.</li> <li>• Parents will be contacted immediately and must pick up their child within the hour.</li> <li>• The area in which the student or staff member was working will be closed off for cleaning.</li> <li>• If a case of covid-19 has been confirmed by medical testing, the school will close for the next school day for disinfecting.</li> <li>• Local health officials, staff, and families will be notified, while maintaining patient confidentiality.</li> <li>• Communication with parents regarding updates and exposures will be provided via the application Class Dojo.</li> <li>• If any student or staff member has been in direct contact with a person who has a confirmed case of covid -19 they will be expected to quarantine at home for 14 days.</li> <li>• If a student or staff member has been diagnosed with covid-19, they must remain home for a minimum of 14 days. To return to school/work, they must be symptom free and released to return by their physician.</li> </ul>
<p>Guidelines for hygiene practices for students and staff which include the manner and frequency of hand-washing and other best</p>	<ul style="list-style-type: none"> <li>• Staff will teach and reinforce washing hands and covering coughs and sneezes among students and staff.</li> </ul>



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<p>practices Guidelines on the use of face coverings (masks or face shields) by all staff Guidelines on the use of face coverings (masks for face shields) for older students as appropriate</p>	<ul style="list-style-type: none"> <li>• Staff will assist students who are unable to wash hands on their own, using hand over hand methods.</li> <li>• All staff will be required to wear face coverings, covering their nose and mouth at all times.</li> <li>• Staff may bring their own face covering or use a mask provided by HHRCA.</li> <li>• School administration will work with facilities personnel to ensure inventory of supplies, including soap, hand sanitizer and cleaning products.</li> <li>• Hand washing signs will be placed within every student and staff bathroom.</li> </ul>
<p>Expectations for the posting of signs in highly visible locations, that promote everyday protective measures and how to stop the spread of germs</p>	<ul style="list-style-type: none"> <li>• Signs will be placed at each entrance to the school, as well as in high traffic areas (main office, staff lounge, bathrooms, and classrooms) regarding how to protect against the spread of germs and covid-19. Signs will include directions regarding social distancing, face coverings, hand washing, etc.</li> <li>• Updates and reminders regarding covid-10 protection measures will be sent home weekly in the student binders and well as weekly reminders on Class Dojo.</li> </ul>
<p>Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces and any other areas used by students (i.e. restrooms, hallways, and transportation</p>	<ul style="list-style-type: none"> <li>• Frequently touched surfaces will be cleaned 2x daily- at mid-day and end of day (door handles, sink handles, drinking fountains, bathrooms and student desks).</li> <li>• The school will be closed to in-person instruction on Wednesdays to allow for deep cleaning. Students will participate in distance learning, in digital and non-digital formats. Staff will participate in telework.</li> <li>• Classroom windows will be opened to allow for increased ventilation whenever possible.</li> <li>• Students and staff will be encouraged to bring their own drinks from home.</li> </ul>



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	<ul style="list-style-type: none"> <li>• The use of the traditional drinking fountain will not be permitted. Individuals may only utilize the fountain via the water bottle filling mechanism or by the use of a cup.</li> </ul>
<p>Protocols for distancing student desks/seating and other social distancing practices classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day to the maximum extent feasible</p>	<ul style="list-style-type: none"> <li>• Students will remain with their same assigned staff throughout the school day, making a minimum amount of changes as possible.</li> <li>• Students will remain isolated to their specific classroom throughout the day.</li> <li>• Work areas with the students are distanced as close to 6 feet as possible.</li> <li>• Group instruction at the middle table will occur at up to 50% capacity.</li> </ul>
<p>Procedures for restricting the use of cafeterias and serving meals in classrooms</p>	<ul style="list-style-type: none"> <li>• The cafeteria will not be used for student lunches. All student lunches will be in their classrooms with their assigned staff members.</li> <li>• HHRCA will not serve student lunches- all lunches must be brought from home.</li> </ul>
<p>Protocols for sporting activities consistent with the CDC Considerations for Youth Sports for recess, and physical education classes (guidance for organized school sports will be published separately)</p>	<ul style="list-style-type: none"> <li>• Students will utilize the gym, indoor recess area and outdoor recess area, with only one classroom in each area at a time.</li> <li>• HHRCA does not have formal sporting events or extra-curricular activities.</li> </ul>
<p>Schedules for training all faculty and staff on the implementation of the Health and Safety Plan before providing services to students</p>	<ul style="list-style-type: none"> <li>• Virtual training will be provided to staff prior to returning to the school to review new policies and procedures for social distancing and cleanliness.</li> <li>• In-person training will be conducted upon return to the building, in small groups, by the employee safety nurse.</li> <li>• Staff will be provided literature for best practices, including hand washing techniques, cleaning procedures and social distancing.</li> </ul>



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<p>Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<ul style="list-style-type: none"> <li>• Students and staff will remain in their individual classrooms for the duration of the school day.</li> <li>• Recess will take place outdoors when possible.</li> <li>• Indoor recess will occur in the gymnasium or recreational space, with only one classroom participating at a time.</li> <li>• Only one classroom will be permitted in the hallway at a time.</li> </ul>
<p>Procedures to limit the sharing of materials among students</p>	<ul style="list-style-type: none"> <li>• Each student will have their own set of materials for programming, which will be cleaned at the end of each day by their staff person.</li> <li>• Any items that must be shared between students will be cleaned between uses.</li> </ul>
<p>Processes for identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> <li>• Field trips will be temporary suspended until a later date.</li> <li>• Parent observations will be suspended until a later date.</li> <li>• Meetings will occur via phone or zoom when feasible.</li> </ul>
<p>Protocols for adjusting transportation schedules and practices to create social distance between students.</p>	<ul style="list-style-type: none"> <li>• Student drop off times will be adjusted to allow for social distancing among students. Parent drop off will now be at 9:00AM with pick up at 2:30PM. School transportation drop off will be at 8:30AM and pickup and 2:00PM.</li> </ul>
<p>System for ensuring ongoing communication with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home</p>	<ul style="list-style-type: none"> <li>• The health and safety plan will be posted on the hospital website.</li> <li>• Parents will be updated regularly via Class Dojo and the students' take home binders.</li> <li>• Parents will be reminded to keep their child at home sick with any illness.</li> <li>• We will communicate with parents what the expectation and protocol will be for online instruction.</li> </ul>