



ACHIEVE THE POSSIBLE

CENTER FOR APPLIED BEHAVIORAL INSTRUCTION
COVID-19 READINESS SUMMARY

Section I: Introduction

The content of this document is focused primarily on the health and safety of Center for Applied Behavioral Instruction (CABI) students, staff, and educational community. This document includes an overview of current health and safety guidelines, initial guidance on summer school programs, and an overview of health and safety standards for in-person summer learning.

It is possible that remote learning will continue to be the most feasible and safest option for CABI students in conjunction with some in-person instruction.

Special Education services at CABI will look different this summer, since the health and safety of students, parents/guardians, and school personnel remain our top priorities. CABI will not be able to provide summer services in the same manner we typically do. However, all students will have access to the services described in their IEPs, whether remotely or in-person on a limited basis.

CABI will employ our best efforts to provide as many in-person services to students this summer as is feasible while following proper health and safety precautions. If CABI is in any way unable to implement these requirements for in-person instruction we will continue to provide remote services for those students.

CABI is setting priorities for in-person instruction this summer in conjunction with the Department of Elementary and Secondary Education and local health authorities. We have developed specific health and safety protocols for delivering in-person services with disabilities. These health and safety guidelines apply to in-person special education services for the summer only and will be revisited for the start of the new school year.

Background

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. 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 (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities (CDC, 2020).

Assumptions

Predicted spread and severity: The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs or sneezes
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be the most contagious when they are symptomatic
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Section II: Overview of Current Health and Safety Guidelines

We are operating on information we have from the Department of Elementary and Secondary Education (DESE) and the Center for Disease Control (CDC) as of early June about how to maintain the health and safety of our students and staff in any in-person school programs and limit the risk of COVID-19 transmission. Based on federal and state guidance and recommendations available at this time, safely re-opening schools for summer programming will require that the following parameters are in place:

Entry screening and other facility operations: Massachusetts Department of Elementary and Secondary Education and CABI has ensured that screening protocols including staff, student, and parent interview are in place.

Staying home if sick: As part of the social compact of re-opening, students and staff must stay home if they are feeling sick or have any symptom associated with COVID-19. This means that CABI will need to have enhanced protocols in place for managing staff and student absences.

Face coverings and masks: Students and staff must wear face coverings or masks, with exceptions only for those students or staff for whom it is not safe to do so due to age, medical conditions, or other considerations. In cases in which face coverings or masks are not possible, strict social distancing of 6 feet is required. Parents will be responsible for providing students with face coverings or masks. CABI will have backup disposable masks available for students who need them but expect students to provide their own. Staff may choose to wear their own mask, or one provided by the school.

Frequent hand washing and hand sanitizing: All students and staff must engage in frequent handwashing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. CABI has established protocols for effective handwashing in which individuals use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel. If handwashing is not available, hand sanitizer with at least 60 percent alcohol content will be used.

Maintaining 6 feet of separation at all times. All students and staff must maintain a social distance of 6 feet to the greatest extent possible. Desks will be spaced at least 6 feet apart and facing the same direction (if appropriate), and CABI has developed protocols to maintain this distance when students are entering and exiting the building and moving through the school (including to and within restrooms) when feasible.

Isolation and discharge protocols for students who may become ill during the day: CABI has developed protocols for isolation and discharge of students who become sick during the school day. A specific room has been identified for students with COVID-19 symptoms that is separate from the nurse's office or other space where other ailments are treated.

Smaller, isolated groups of students assigned to one teacher: Successfully implementing 6 feet of social distancing will require significantly smaller class sizes and reduced staff-to-student ratios. Furthermore, where feasible, CABI will isolate individual groups of students with

consistent staffing, and groups should not mix with other students or staff. At this time, group sizes are restricted to a maximum of 12 individuals, including students and staff, in each room.

Regular cleaning, sanitizing, disinfecting, and disposal protocols: CABI has developed protocols and routines to ensure that facilities and surfaces are regularly cleaned, sanitized, and disinfected in accordance with health and safety guidelines and that hazardous materials are disposed of properly.

Section III: Protective Equipment and Mask Use

All safety requirements, including training, cleaning and disinfecting procedures, and all necessary protective equipment have been put in place. **All staff and students must wear face coverings or masks at all times, with the exception of those for whom it is not safe to do so due to age, medical condition, disability impact, or other health or safety considerations.**

Some CABI students require support, and need assistance from staff with feeding, washing, dressing, academic readiness, sitting at a desk, manipulating academic materials, using communication devices, etc. In order to reduce the risk of contracting or spreading COVID-19, staff will minimize contact whenever possible; however, when it is not possible, CABI staff will use protective equipment. Students with suspected or confirmed COVID-19 are not permitted to attend in-person instruction; those who develop symptoms at school will be sent home immediately.

It is critical that student learning takes place in a safe environment, and it is also important that students, families, and staff *feel* safe. CABI is committed to clear, ongoing communication with families throughout our summer programming. Remote learning will still be provided for students who are not able to attend in-person school this summer and for any services that cannot be provided in-person.

Protective Equipment

Prior to resuming in-person instruction, CABI has and will continue to purchase and procure the appropriate protective equipment to meet the health and safety needs of students and staff. It is recommended that direct service providers at a minimum follow [OSHA guidance](#) for “Jobs Classified at Medium Exposure Risk.” **All staff and students must wear face coverings, with the exception of individuals for whom it is not safe to do so due to age, medical condition, or other health or safety considerations. Staff should wear appropriate protective equipment based on the specific interactions they are having with students (e.g., instruction, behavior support, activities of daily living, etc.).**

Section IV: Situation Specific Protocols

In order to protect the health and safety of students, staff, families, and community members, CABI has developed protocols to follow CDC recommendations in the following areas:

- Health and safety considerations, social distancing, and infection control practices (handwashing, face coverings, and gloves);
- Classroom, meal, and cleaning practices;
- Disinfecting practices;
- Health office practices, protective equipment, management and [isolation of students and/or staff](#) showing signs and [symptoms of illness](#).

In addition, the following guidance addresses situation-specific protocols that have been developed:

Screening and Monitoring Protocols:

In circumstances in which maintenance of recommended social distancing (6 feet minimum) is not possible, the following recommendations should be implemented:

- CABI has ensured that there are adequate staff who are prepared and properly trained to accommodate students' health and safety needs in addition to their education.
- CABI staff are prepared to provide hands-on assistance to students with disabilities for any circumstance that would require them to be within 6 feet from any student.
- To protect themselves, CABI staff who care for students requiring hands-on assistance such as feeding, washing, dressing, physical prompting, helping students sit at a desk, manipulating academic materials, and prompting students to use a communication device, etc., will wear appropriate protective equipment based on the activity and risk level and wear long hair up or tied back during all activities requiring direct contact with a child.

Toileting Protocols:

- Staff will change students' clothing and their own clothing when soiled with secretions or body fluids. Students' soiled clothing will be bagged and sent home sealed in a plastic container or bag.
- Toileting and diapering areas (including tables, pails, countertops, toileting chairs, sinks/faucets, toilets, floors, etc.) will be cleaned and disinfected after each use.
 - **Note:** Cleaning and disinfecting are two separate tasks:
 - **Clean:** To physically remove dirt, debris, and sticky film by washing, wiping, and rinsing.
 - **Disinfect:** To kill nearly all of the germs on a hard, non-porous surface with a recommended chemical to remove bacteria.
- CABI staff will disinfect when students are not in the area. Surfaces should be dry by the time students use the area.
- Toileting/diaper procedures (including extra COVID-19 steps) will be posted in the bathroom changing area.

- All staff are trained on [proper removal of gloves, gowns, facial masks, and other protective equipment](#) and on handwashing before donning and after removing equipment in order to reduce contamination.
- All necessary supplies will be gathered before beginning toileting procedures.
- To reduce contamination, staff will wash the student's hands after the toileting/diaper change.

Physical Intervention and Restraint Protocols:

Physical Restraint and COVID-19: These guidelines are to be used in conjunction with Massachusetts regulations outlined in [603 CMR 46.00](#) and local procedures.

In all situations, CABI staff avoid the use of physical restraint whenever possible and only use physical restraint in emergency situations in conjunction with Massachusetts rules and regulations. All staff have been full trained and have received review training on Safety-Care® Behavioral Safety Training program. The following outline updates that have been made or elements that are adapted with regard to COVID-19. CABI staff will be mindful that seeing staff putting on protective equipment or being approached by staff wearing protective equipment may cause students to escalate behaviorally.

- **Limiting Risk of Infection Prior to a Physical Restraint or Transport**
 - Plastic protective gowns that can be easily ripped or torn are not to be used during physical restraint
 - CABI staff will wear disposable gloves, disposable masks, face shields, and long sleeves to the maximum extent possible in the event that a restraint occurs.
- **Limiting Risk of Infection During a Physical Restraint or Transport**
 - CABI staff will keep hands clear of eyes, mouth, and nose of self and others.
 - First responders will be relieved as soon as possible if not wearing appropriate protective equipment.
- **Limiting Risk of Infection After a Physical Restraint or Transport**
 - CABI staff will remove and dispose of and/or clean protective equipment immediately.
 - CABI staff will avoid touching their face and limit contact with hard surfaces before immediately washing hands.
 - To minimize exposure, all staff will have a change of clothes available in cases where their clothes become contaminated.
 - Once all health and safety issues have been addressed, staff will follow debriefing and reporting procedures for the restraint.

SECTION IV: Transportation Protocols

CABI will support student's families and districts in planning for student arrival at school through transportation providers. It is expected that all transportation providers follow the given guidelines when transporting students. CABI staff will meet unload and load students from the van following all health and safety guidelines and assist in promoting safe transitions. CABI has a comprehensive transportation plan to help enable students to safely get on and off the bus, transition into school, and help students to sit in the van in a way that allows for social distancing.

Although transportation is provided by each students' school district, the following outlines state expectations for transportation providers. In order to reduce the risk of transmitting COVID-19, districts will work collaboratively with families to determine their ability to transport their child(ren) to and from school. Parents of students for whom special transportation is provided for in their IEPs and who transport their student are eligible for reimbursement, according to [603 CMR 28.07\(6\)](#). In these cases, the student maintains the right to access transportation for a disability-related need at a future date. The IEP should not be amended, but the family should be notified in writing.

In cases where special transportation is provided for in the student's IEP and the family is unable to transport their student in order to receive in-person summer services, school districts will coordinate and provide transportation for those students, including students in out-of-district placements.

- **Develop a Transportation Plan**

Schools and districts providing transportation must develop a written transportation plan following appropriate health and safety protocols. Additional requirements are as follows:

- [Social distancing and group size requirements](#) must be maintained to the extent possible while embarking, disembarking, and in transit.
- Because close seating on vehicles makes person-to-person transmission of respiratory viruses more likely, programs providing transportation to and from educational programs must maximize space between riders and follow requirements for wearing masks or face coverings.
- In cases where social distancing cannot be maintained (e.g., students who need to be buckled in, transferred in and out of wheelchairs, etc.), drivers and/or monitors should wear the appropriate protective equipment, as indicated in the chart above.

- **Communicate with Families**

Schools, districts, and/or transportation providers should provide clear, timely information to families to let them know what processes will be used to promote students' safety when they travel to and from school. To convey this information, schools should use multiple languages and multiple means of communication (e.g., mail, email, text messages, school website announcements, phone calls, etc.). In addition, DESE

encourages schools and districts to institute a system to ensure that families can communicate transportation questions or concerns to the school.

Section V: Education and Training

All CABI staff will be provided with in-depth training on all necessary policies and procedures, outlined in this and other training documents. Training will be monitored, and all staff will have met all training requirements before returning to in-person direct work with students.

Education for Students on Safety Protocols

- CABI has helped to provide when possible training in safety protocols through direct instruction and/ or embedded content in lessons and activities, as developmentally appropriate. CABI will continue to teach students safety protocols throughout instruction.
- Training content has included, as developmentally appropriate, student specific general information related to COVID-19 from the CDC as well as content to ensure students are familiar with changes to their regular school practices. Future instruction could include items such as routines for entering and exiting the school, snacks/meals, assembling, passing in hallways, being transported via bus or van, and accessing the bathroom.
- CABI students have been (if they have been able to participate in remote learning directly), as developmentally appropriate, explicitly trained on how to use protective equipment. This instruction will continue as developmentally appropriate throughout in-person instruction. Training has included how to put it on masks, take them off, dispose of them, and where it should be placed in instances where it needs to be cleaned by staff.
- Social stories, visual cues, and other appropriate developmental strategies have been used (and will continue to be used) to reinforce these new concepts and protocols.

Guidance for Specific Populations

Parents/guardians are encouraged to consult their child's health care provider to discuss the appropriateness of students with high risk medical conditions attending in-person instruction. These include students who depend on mechanical ventilation and children with tracheostomies. The CABI school nurse is available to work with primary care providers to identify alternatives to nebulizer treatments in the school setting, such as metered dose inhalers (MDIs) with a spacer. A collaborative approach should be used to inform decision-making relative to how the student can safely access in-person instruction.

Section VI: Checklist of CABI health and safety protocols

The following health and safety standards will have been established prior to re-opening school.

Preparation and program planning:

- Opening:** CABI plans to open on July 13th, as long as all plans are developed in accordance with state guidance.
- Capacity:** In accordance with state guidelines, CABI will keep summer programming enrollment at less than 25 percent of a school's capacity with two-3 hour blocks of instruction.
- Instruction:** CABI will provide in person instruction for 3 hours a day. Gym, recess, and electives can only be provided outside and following 6 feet of social distancing. Additional instruction will be provided remotely.
- Permissions:** CABI will ensure all students have updated forms with relevant medical information and comprehensive contact information to easily reach families in case of concerns.
- COVID-19 point person:** Courtney LaPorte and Josh Dufresne are designated as the COVID-19 point persons.
- Protocol development:** CABI has developed protocols in advance of re-opening on topics including: hygiene and cleaning; identifying, isolating and discharging sick students; ensuring safe vendor deliveries; providing safe transportation if transportation is necessary; managing program closures and staff and student absences; administering medication to students, including any safety concerns; coordinating space and facilitating services to students, including IEP services; and sharing information and guidelines with families, including providing translation and interpretation services for limited English proficient parents.
- Limitations:** Field trips, visitors, and assemblies are not permitted.
- Staff training:** CABI has provided COVID-19-focused education and training for all staff, including mitigation procedures, personal hygiene, signs and symptoms of illness, assessment, the referral process for students requiring mental health supports, and the use and disposal of health and safety supplies.
- Entry/exit:** CABI has developed clear plans for student entry and dismissal from the building including a plan for traffic, drop-off, and pick-up that comply with social distancing guidelines.

Classroom set up and movement within the building:

- Class size:** Classrooms will have no more than 12 people, including staff, total in a classroom.
- Class isolation:** CABI students will stay in self-contained classes with the same teacher and students throughout each day during the summer program, when feasible.
- Desk spacing:** CABI staff will ensure that student desks are spaced at least 6 feet apart and are facing the same direction (or away from other individuals)
- Classroom placement:** CABI will, as necessary, use additional space in school buildings to spread out classrooms.
- Movement within building:** CABI has developed a plan for safely moving students in and out their classrooms while maintaining 6 feet of social distance when feasible; necessary student access to common areas, including bathrooms, will be managed by staff to avoid crowding.
- Food service/meals:** CABI will hold breakfast and/or lunch in classrooms, following appropriate food safety guidelines and taking specific precautions for food allergies.

General health and safety practices

- Entry screening:** Entry screening procedures have been established.
- Face coverings and masks:** All students and staff wear face coverings or masks, unless not possible for medical or behavioral reasons.
- Handwashing:** Students and staff will hand-wash upon entry; before and after meals; after sneezing, coughing, or nose blowing; after using any shared equipment such as computer keyboards; and before

dismissal. Hand washing will occur using soap and water or hand sanitizer with at least 60 percent alcohol content.

- Separate room for suspected COVID-19 cases.** CABI has established a separate area (different from the nurse's office) where students suspected of having COVID-19 can go until they are picked up by a parent.
- Facility cleaning:** CABI has established systems for frequent cleaning, disinfecting, and sanitizing all utilized materials and spaces, especially bathrooms and frequently touched surfaces.
- Supplies:** CABI has ensured that all necessary health and safety supplies are on hand (DESE will issue guidance on COVID-19 related supplies in the coming week).
- Staff/students with medical conditions.** CABI will, along with families, develop individualized plans for staff and students with underlying medical conditions.

Families are expected to:

- Do a wellness check on their child each morning at home before determining if the child should go to summer school and complete a daily home log assessment.
- Keep their child home if they suspect their child is ill.
- Ensure their child arrives to school wearing a face covering and ideally has an extra on hand.
- Follow school policies on drop off and pick up and recognize that parent access to the building will be strictly limited.
- Be sure the school has updated contact information in the event the child needs to be sent home.