



**COVID-19 Policies and Procedures for an
In-Person Learning Model**

Boston Higashi School
Fall 2020

A Letter from the Principal

“CHALLENGE, BELIEVE, TOGETHER”

As we begin the new 2020-2021 academic year, now more than ever we find that our school motto is our ever-present guiding light. It encourages and inspires us to rise to be our best selves no matter what circumstances confront us at any moment in time. COVID-19 *challenges* us all in so many ways both personally and professionally. We *believe* that we have what it takes to continue to educate our students across all domains of learning. Working *together* in a strong partnership will bring about the best for everyone.

Our overarching goal remains steadfast: to enact the mission of our school so that all ‘*our students can learn and reach their true potential in a safe and nurturing environment.*’ The leadership team has worked diligently to prepare our staff and our school environment to meet the demands this pandemic requires. The “new normal” has become the “new necessary.”

These COVID-19 policies and procedures are reflective of the most current guidance and advisories from multiple governmental agencies at both state and federal levels. They are presented in this document to all members of the Higashi learning community in order to provide clarity and counsel. In truth, many of these policies and protocols are already implemented and have been in full practice, as the residential program never closed and our day program reopened the week of July 6, 2020. We also offered summer programming during the scheduled vacation times.

All of our students at Boston Higashi School are considered “high needs” learners, hence the chosen model of instruction is in-person learning. For those students who cannot return or must leave campus, we will offer synchronous and asynchronous remote learning opportunities.

In closing, please be assured that we greet September with sustained and unwavering hope. Our brand of hope is more than just a wish for success. It is an active hope fueled by a thoughtful and informed action plan implemented with fidelity and integrity.

With care,



Deborah Donovan
Principal

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Guidance for Staying Home

In an effort to keep the Boston Higashi School community safe, it is imperative that all staff, students, and their families perform a daily health screening prior to arriving on campus. **Students and staff should remain home if they or a household member exhibit any of the following symptoms:**

- Fever (100°F or above without fever-reducing medication)
- Chills, or feeling “feverish”
- Cough
- Shortness of breath
- Loss of taste or smell
- Sore throat
- Headache
- Muscle / body aches
- Nausea
- Vomiting
- Diarrhea
- Fatigue
- Nasal congestion or runny nose (in combination with any other symptoms, or if cause is unknown)

In addition to the symptoms above, students and staff should remain home if they have had any contact with a person known to be infected with COVID-19 in the past 14 days.

Parents and guardians will be asked to sign a daily written attestation form confirming that proper health screenings have been conducted and that the student does not meet any of the above criteria for remaining home. Additional verbal and visual screening will be performed upon arrival by staff.

Please review the “Interim Illness Protocol for COVID-19” in this handbook for more detailed information about addendums to our Medical Policies.

Interim Illness Protocol in Response to COVID-19

****Student and staff illness protocols are subject to change in accordance with the most current guidance from the CDC and DESE.*

Should there be an outbreak of an infectious disease on campus, such as COVID-19, the school will work with local and state boards of health to determine the course of action.

All staff and students are screened for signs of illness prior to entering the building daily. Logs of daily screenings are maintained by the school. All staff are required to wear a face mask or covering while on campus. Students are encouraged to wear face masks whenever possible.

The school has a designated isolation area, with a separate bathroom, for short-term use. Staff will be provided with appropriate PPE when assigned to the isolation room. The school **does not** have the ability to logistically isolate, quarantine, or house a number of sick students on campus. **Students who present with illness will be sent home.**

Student Illness:

- Should a student present with signs or symptoms of illness, the nurse will assess and determine the need for further evaluation.
- Students determined to be ill by the nurse will be isolated until he/she can be picked up by a parent/guardian; **students cannot be transported home via bus.**
- A private bathroom will be made available for use by sick students only while awaiting pick up.
- A designated exit will be used only by those students being discharged due to illness.
- Return to campus post-illness will be determined based on many factors and each case will be reviewed by nursing, in consultation with the school's Medical Consultant.
- P. 4 of DESE's 7/17/2020 Supplement to *Initial Fall School Reopening Guidance* states: **"If staff or students have any (of these) symptoms, they must get a test for active COVID-19 infection prior to returning to school"**
 - Symptoms include fever, cough, shortness of breath, loss of taste/smell, sore throat, headache, muscle/body aches, nausea, vomiting, diarrhea, fatigue
 - When in combination with other symptoms, nasal congestion or runny nose (not due to other known causes and when in combination with other symptoms)
- Additional BHS general guidelines are as follows, and cases are reviewed individually:
 - Test-based strategy: May return to school/campus if a negative COVID-19 test is produced AND student has been symptom free for 3 days.

- Non-test based strategy: May return to school/campus after 14 days from onset of symptoms, AND symptom free for 3 days preceding return.
- May return if a different diagnosis has been determined and documentation is provided by a physician, AND symptom free for 3 days.

If a Student is Positive for COVID-19:

- Students must stay home for a minimum of 14 days from the first day of symptom onset, AND be free of symptoms for 72 hours.
- Release from isolation is under the jurisdiction of the local board of health where the individual resides.

Staff Illness:

- Should a staff member present with illness, he/she will be sent home immediately
- All staff sent home due to illness **must provide a negative test result** in order to return to work.
 - Staff must also be symptom free for 3 days, without the use of medication, before returning to work.
- Cases may be reviewed by nursing in consultation with the school's Medical Consultant as needed.

If a Staff Member is Positive for COVID-19:

- If a staff member tests positive, or their doctors says they have probable COVID-19, they must stay home for a minimum of 10 days from the 1st day of symptoms, AND be free of symptoms for 72 hours.
- **Staff must retest and provide negative result in order to return to work.**
- Release from isolation is under the jurisdiction of the local board of health where the individual resides.
- In the event of a staffing emergency, the school may follow CDC guidelines for return to work criteria for Healthcare Providers, or those identified as essential direct care staff.

Exposures & Notification:

- For any positive cases identified on campus, the school administration will identify close contacts/exposures in accordance with CDC guidelines.
 - Close contact is defined as being within 6 feet of the individual for at least 10 minutes
 - When students are in self-contained classrooms for an extended period, all students/staff within the cohort are considered close contacts per DESE.
- If a student is identified as a close contact during the school day, they must be masked for the remainder of the day and adhere to strict physical distancing. They

should not take the bus home at the end of the day (*if unable to mask, the student must remain isolated until picked up by their caregiver).

- Close contacts should test in 4-5 days from last exposure.
- **If an exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.**
- The Nurse Manager will notify the local/state Department of Public Health.
- Employees and families will be notified of any positive cases on campus, with confidentiality/HIPAA in mind.

*For additional information on infectious disease protocols, refer to the Healthcare Manual, Communicable Disease Overview, and *MA Reportable Diseases, Surveillance, and Isolation and Quarantine Requirements*, 105 CMR 300.000

Attendance Policy

Parents and guardians of students who are not attending school should contact the Education Office directly by calling 781-961-0800 ext. 101 or 105.

If there is any question as to whether or not a student has symptoms meeting the criteria for remaining home, please contact the Health Office at 781-961-0800 ext. 751.

If you suspect that your child or household member has symptoms of COVID-19, or has come into contact with someone who has tested positive for COVID-19, please contact the Nurse Manager in the Health Office for guidance and to determine if attending school is appropriate. If necessary, the Nurse Manager will contact the local Department of Public Health in accordance with the “Interim Illness Protocol for COVID-19,” as outlined on pages 5-7 of this handbook.

Coverage Policy for Teachers Who are Absent

Teachers and staff are required to follow the policies and procedures outlined in the “Interim Illness Protocol for COVID-19.” If a teacher is absent due to short-term or long-term quarantine, Boston Higashi School will provide adequate coverage for the duration of that teacher’s absence.

Each division is responsible for creating a plan for coverage in the event that a staff member is sent home, or must remain home, in compliance with the “Interim Illness Protocol for COVID-19.” The division director will notify parents of any long-term personnel changes to ensure communication between school and home is maintained for each student.

Should a staff member test positive for COVID-19, the school administration will identify and notify close contacts in accordance with CDC guidelines.

Daily Health Screening

As part of the social compact of reopening, students and staff must stay home if they are feeling sick or have any symptom associated with COVID-19.

Daily Screening: Boston Higashi School must screen all staff and students before they are permitted to enter the school building following these requirements:

1. Students must enter the program through the Day Student Entrance if transported by bus, or through the Day Reception lobby if transported by caregivers, to ensure that no individual is allowed to enter the building until they successfully pass the screening. Staff must enter through the designated entrances (Magennis elevator entrance for EP Division, PD/Library entrance for all other staff).
2. Division designees will conduct all screening activities.
3. The screening activities will occur at the vehicle transporting the student to allow for more confidentiality in screening. Unless a physical barrier is used, such as a plexiglass screen, the space designated for screening must allow for physical distancing of staff from child/family while screening is conducted (i.e. at least 6 feet of separation).
4. All student screening responses must be recorded and maintained on file.
5. Designated screeners will verbally screen students and parents asking the questions listed below. **If the answer to any of the below are “yes,” the student must not be allowed to enter the building and return home with their caregiver.**
 - a. Today, or in the past 24 hours, have you or any household members had any of the following symptoms? Symptoms include:

- Fever (100°F or above without fever-reducing medication) or chills	- Muscle / body aches
- Cough	- Nausea, Vomiting, or Diarrhea
- Shortness of breath	- Fatigue
- Loss of taste or smell	- Nasal congestion (if presenting with above)
- Sore throat	
- Headache	

- b. In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?
- 6. Staff must make a visual inspection of each student for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (in the absence of recent physical activity), fatigue, or extreme irritability. Confirm that the student is not experiencing shortness of breath or coughing. **In the event that a student is experiencing shortness of breath or extreme difficulty breathing, call emergency medical services immediately.**
- 7. All staff, parents, students, and any individuals seeking entry into the program facilities must self-screen at home prior to coming to campus.
 - a. Self-screening shall include checking for symptoms, including fever, cough, shortness of breath, gastrointestinal symptoms, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold. Anyone with a fever of 100.0°F or above, or any other signs of illness, must not be permitted to enter the program facilities.
 - b. Parents must sign written attestations daily regarding any household contacts with COVID-19 symptoms (e.g. fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given children medicine to lower a fever (see page 32). Student daily attestation forms will be filed in individual student records.
 - c. Individuals who decline to complete the screening will not be permitted to enter the program facilities.

Transportation

Many families and districts may experience disruptions to their regular transportation services or routines due to COVID-19. Boston Higashi School is making every effort to identify which students are experiencing disruptions to their regular transportation to and from school.

If a parent or guardian is unable to transport their child to school, the school district must work with the family to determine their ability to coordinate and provide transportation to and from school.

- Students transported by districts will be screened from the vehicle by a designated staff member.
- Students transported by districts will be individually escorted by staff through the Day Student entrance and directly to their classroom.

If a parent or guardian is able to transport their child to school, the parent or guardian is expected to follow our modified transportation procedures:

- Caregivers should follow the signs for “Student Drop-Off and Pick Up” lines outside the main entrance (near the Day Reception lobby in the south parking lot).
- Students transported by their caregiver will be screened from the vehicle by a designated staff member.
- Students transported by their caregiver will be individually escorted by staff through the Day Reception lobby and directly to their classroom.

NOTE: Parents, guardians, and caregivers must refrain from escorting students directly to the building entrances, as they will not be permitted to enter the building without screening. Please call 781-961-0800 from your vehicle to notify staff of student arrival so a designated staff may follow daily screening procedures.

Arrival & Dismissal

As part of our efforts to minimize the spread of COVID-19, Boston Higashi School has modified our arrival and dismissal procedures for both students and staff.

Student Arrival

- Students must enter the program through the Day Student entrance if transported by district, or through the Day Reception lobby if transported by caregivers.
- All students will be screened by designated staff from the vehicle in which they were transported.
 - o For more information about Daily Health Screening procedures, please refer to page 9 of this handbook.
- Students who pass the screening will be individually escorted by staff directly to their classroom through their designated entrance.
- Students who **do not** pass the screening must return home with their family or caregiver.
- Students, family members, and caregivers will not be permitted in the building without being screened by designated staff. Please call 781-961-0800 from your vehicle to notify staff of student arrival so a designated staff may follow daily screening procedures.

Student Dismissal

- Students will be individually escorted from their classroom to their transportation vehicle upon notification that the vehicle has arrived.
- Students must exit through the Day Student entrance if transported by district, or through the Day Reception lobby if transported by family or caregivers.
- Students determined to be ill or symptomatic by nursing staff will be escorted through a separate exit to minimize exposure to others.

Staff Procedures

- All staff must enter and exit the building through their designated entrance doors (Magennis elevator entrance for EP Division and Business Office staff, or the PD Room/Library entrance for all other staff).
- A separate door will be used if a staff member is determined to be ill or symptomatic and must exit the building.

Mealtime (Breakfast, Lunch, Snack, Dinner)

The times and spaces in which students eat their meals and snacks have been modified to minimize the spread of COVID-19. Our food service providers and staff have made every effort to ensure that food is prepared and served in accordance with strict health and safety guidelines.

Students and staff must wash their hands before and after eating. Staff who are assisting students with eating must wear appropriate PPE whenever possible, such as masks and gloves, which are readily available.

Day Program:

- Lunch and snack are served in the students' classrooms by division staff. Trays, dishes, and silverware are returned to the kitchen by division staff for cleaning and sanitizing at the conclusion of the lunch period.
- Trash is disposed of in the classroom. Trash is emptied nightly by maintenance staff.
- Students' desks must be wiped with sanitizing wipes and/or approved cleaner with an individual, disposable towel before and after mealtimes.

Residential Program:

- Breakfast, lunch, snack, and dinner are served at staggered times to allow for appropriate distancing between students and cohorts.
- The cafeteria is cleaned between meal times and when setting new place settings for the next group.
- Seats are staggered to prevent students and staff from sitting directly across one another and allow adequate space between students and cohorts.
- Entrances to the cafeteria are designated for entering and exiting the space to prevent crowding.

Bathrooms

As always, the teaching of proper handwashing with step-by-step visual supports remains an important part of the bathroom routine. Teachers and support staff continue to ensure that each student is thoroughly clean after using the bathroom. New procedures have been implemented to reduce staff and student traffic in bathrooms and enforce best hygiene and sanitization practices.

New Procedures for Bathroom Use

- Use of personal protective equipment (PPE), such as masks for students and staff, as well as gloves for staff when assisting students
- Assigned, staggered bathroom times for each student cohort
- Toileting and diapering areas must be cleaned and disinfected after each use when students are not in the area
 - Physically remove visible debris
 - Use recommended disinfectant on hard surfaces and high-touch areas
- Visual guides and signage to promote health and safety guidelines
 - Include step-by-step methods and easy to follow instructions
- Student and staff clothing must be changed if soiled with secretions or bodily fluids
- Staff will assemble all necessary supplies, or have supplies available in changing area/bathroom, before bringing the student to be changed or use the bathroom

Water Coolers

Frequent and adequate hydration is an important component of a healthy lifestyle, particularly in our physically active program. Our procedures for using the water coolers available in the hallways have changed to reduce staff and student traffic and minimize the spread of COVID-19.

New Procedures for Water Cooler Use

- Assigned, staggered times for each student cohort
- Continued use of single-use disposable cups
- Handwashing before and after water cooler use
- Staff must ensure the hallway is clear of traffic before sending students to get water outside of designated times.

Hallways & Transitions

Reducing traffic and crowding is essential to minimizing the spread of COVID-19. The following modifications are intended to prevent exposure and contact with students and staff outside of the division and student cohorts.

New Procedures for Hallway Use

- Hallway use is restricted to students and staff within the Day Program or Residential division located in that hallway (e.g. the first floor of the DeSales Building is for Elementary, Middle School, and administrators with offices on that floor only; other students and staff must use alternative routes).
- Whenever possible, hallways are to maintain one-way traffic patterns
 - When this is not possible, staff are to take additional precautions to prevent more than one student cohort from using the hallway at a time, such as taking turns transitioning to their destination.

New Procedures for Transition

- Transitions have been reduced by hosting special subject classes in each cohort's homeroom classroom.
- When transitioning to outdoor joint activities or small cohort classes in the gym, staff are to stagger transition times and utilize their phones to communicate when the hall is clear for transition.

In the Classroom

The Department of Elementary and Secondary Education (DESE) has established strict guidelines for classroom learning, including changes to classroom arrangement and procedures. Teachers and support staff are making every effort to maintain fun, engaging lessons with appropriate student supports in accordance with these guidelines. The schedule for students learning in-person has remained the same, although the locations of special subject classes may have changed to meet health and safety requirements (see page 17).

Student Cohorts

- Student cohorts are small groups of students that participate in lessons, activities, and meals together.
- Student cohorts may differ from the student's original class assignment prior to school reopening.
- Student cohorts are selected to minimize potential exposure between the Day and Residential Programs while retaining appropriate student groupings for learning.
- Teaching and support staff are assigned to particular cohorts to minimize transmission between students.

Classroom Arrangement

- Student desks must be spaced 3-6 feet apart to allow adequate distancing between students.
- Teachers must maintain appropriate distance from students when providing general instruction to the class (e.g. the desks are 6 feet away from the 'teacher space' at the front of the classroom).
- Many classrooms are equipped with a sink, soap, and disposable single-use towels to allow for adequate handwashing. Classrooms that do not have sinks have access to bathrooms for handwashing, and hand sanitizer dispensers when bathroom access is not possible.
- Students have access to their own personal school supplies to minimize sharing
- Personal items brought from home must be kept at least 6 feet away from student workstations (e.g. in the designated cubbies or closets).
 - Any soiled or wet personal items, such as swimsuits, must be kept in a closed bag or container with the student's personal items, at least 6 feet away from student workstations.

Instructional Practices

- Students are provided with instruction on general COVID-19 information from the CDC, how to use and dispose of PPE, how to better understand the need for increased precautions, and how to cope with the social-emotional challenges of disrupted routines and staffing/peer group changes
- Avoid sharing materials whenever possible. Students will be provided with their own personal materials and supplies (e.g. pens, pencils, paper, etc).
 - When materials must be shared, materials must be disinfected with approved wipes or cleaners between student use
- Teachers and support staff must limit physical contact as much as possible. When physical contact is required to support a student in learning a skill, teaching and support staff must wear appropriate PPE.
- Staff must wash their hands, or use hand sanitizer if a sink is unavailable, as soon as possible after touching a student and before touching another student.

Special Subjects

- Special subject teachers are restricted to teaching the cohorts within their assigned division only.
- Special subject teachers conduct classes in each individual cohort's homeroom classroom, or outside if weather permits.
 - Up to two (2) student cohorts may use the gymnasium at a time with the divider in place, which separates the gymnasium at the basketball court's half-court line.
- Joint division activities (such as music and physical education) may be conducted outside where adequate social distance is available between student cohorts, such as the back field. Joint classes may be offered in the student's classrooms via video.
- Music classes may not use wind instruments (e.g. alto recorder, keyboard harmonica, trumpet, saxophone, trombone, flute, clarinet) and will instead substitute with other learning experiences.
- Singing activities may take place outdoors with at least 10 feet of distance between individuals. Singing activities are not permitted indoors at this time.
- Shared materials (e.g. balls, bicycles, drumsticks, tambourines) must be disinfected with approved wipes or cleaners between student use.
 - If enough of these materials can be procured, they will be assigned to students individually.

Education Office

For the protection of our staff and to minimize the spread of COVID-19, access to the Education Office has been restricted in accordance with our visitor policy. Parents, guardians, and school district administrators who wish to access the Education Office should call or email in advance to schedule an appointment. In accordance with our visitor policy, anyone wishing to access the Education Office is subject to the screening procedures outlined in “Daily Health Screening” on page 9 and our “Visitor Policy” on page 27.

To make an appointment, please contact Janice Oliver at 781-961-0800 ext. 117 or janice.oliver@bostonhigashischool.org.

For staff: Staff are encouraged to call with questions or issues if they can be resolved by phone to reduce in-person traffic. Staff wishing to access the Education Office may do so while wearing appropriate PPE and maintaining a distance of 6 feet from Education Office personnel. Mailboxes have been moved to outside of the Education Office lobby entrance.

Personal Protective Equipment (PPE)

The use of personal protective equipment (PPE) is critical to minimizing the spread of COVID-19. Policies and procedures are developed in accordance with health and safety guidelines as issued by local and state health authorities.

For students:

- Students are encouraged to wear masks whenever possible, as tolerated.
 - Students may take “mask breaks” in areas where 6 feet of distance can be maintained
 - Students may remove their masks to eat.
- Masks are available for students who do not arrive with one, or if their mask becomes soiled. Caregivers are urged to supply their children with a mask to ensure an ongoing supply.
 - If a student does not tolerate a mask, caregivers should still send one with the student for practice or in case of an emergency.
- Teachers and staff will provide instruction on general COVID-19 information from the CDC, as well as proper use and disposal of PPE.

For staff:

- All staff are **required** to wear masks whenever they are within 6 feet of another person (staff or student), when in common areas, such as the teachers’ room, when entering and exiting the building, or when transitioning in the hallways.
 - Staff may take “mask breaks” in areas where 6 feet of distance can be maintained
 - Staff may remove their masks to eat.
- Masks and gloves are available for staff who require them.
- At least two (2) face shields are available on every floor and in common areas to be used in situations of potential fluid transfer, such as restraints.
 - Face shields are to be used in conjunction with a mask, as a face shield alone does not provide adequate protection.

Hand sanitizer is readily available for staff and can be used by students with supervision to ensure proper use. **Handwashing with soap and warm water remains the preferred method to minimize the spread of disease like COVID-19.** All classrooms are equipped with a sink, soap, and disposable single-use towels.

Handwashing & Hygiene

A. Resources and Supplies

Plan ahead to ensure that the program has adequate supplies to promote frequent and effective hygiene behaviors. Programs must have the following materials and supplies:

(1) Handwashing facilities with soap, water, and disposable paper towels must be readily accessible to all children and staff. Post handwashing instructions near every handwashing sink and where they can easily be seen by children and staff.

(2) Hand sanitizer with at least 60% alcohol may be utilized at times when handwashing is not available, as appropriate to the ages of children and only with written parent permission to use.

- Hand sanitizer must be stored securely and used only under supervision
- Staff must teach children proper use and ensure children do not put hands wet with sanitizer in their mouth.
- While hand sanitizer may be used by children over 2 years of age with parental permission, handwashing is the preferred and safer method.

(3) Hand hygiene stations must be set up at the entrance of the premises so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets and allow use in accordance with the guidelines above. If hand sanitizer use is not appropriate or not approved and there is no soap and water at the entrance, children must be instructed to go to the nearest handwashing station upon entry. Keep hand sanitizer out of children's reach and supervise use.

(4) If possible, place sign-in stations outside the program space and have contactless sign in, such as application or web based. If pens are required, they must be disinfected between uses or must be provided for individual only use.

B. When to Wash Hands

Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers, thumbs, and under

fingernails). Reinforce to staff and children that they must be regularly washing their hands with soap and water for at least 20 seconds and should wash hands whenever the following criteria are met:

- (1) Upon entry into and exit from program space;
- (2) When coming into the program space from outside activities;
- (3) Before and after eating;
- (4) After sneezing, coughing or nose blowing;
- (5) After toileting and diapering;
- (6) Before handling food;
- (7) After touching or cleaning surfaces that may be contaminated;
- (8) After using any shared equipment like toys, computer keyboards, mouse, climbing walls;
- (9) After assisting children with handwashing;
- (10) Before and after administration of medication;
- (11) Before entering vehicles used for transportation of children;
- (12) After contact with facemask or cloth face covering; and (13) Before and after changes of gloves.

C. Cover Coughs & Sneezes

Children, families, and staff should avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (in accordance with the guidelines under section A).

D. Additional Healthy Habits

Programs are encouraged to teach, model, and reinforce the following healthy habits:

- (1) Staff must know and follow the steps needed for effective handwashing (use soap and water to create a visible lather, wash all surfaces of their hands for at least 20 seconds, rinse thoroughly, and dry with a disposable towel).

(2) Schedule monitored handwashing for children at all necessary times throughout the day (e.g., upon arrival, before and after meals, after toileting and diapering, after coughing and sneezing, after contact with bodily fluids). Post visual steps of appropriate handwashing to assist children, or cue them to sing the "Happy Birthday" song TWICE (approx. 20 seconds) to ensure proper handwashing duration.

(3) Assist children with handwashing as needed.

(4) Keep hand sanitizer out of the reach of children and monitor use closely. Due to its high alcohol content, ingesting hand sanitizer can be toxic for a child. Supervise children when they use hand sanitizer to ensure they rub their hands until completely dry, so they do not get sanitizer in their eyes or mouth.

(5) Explain to children why it is not healthy to share drinks or food, particularly when sick.

(6) Teach children to use a tissue to wipe their nose and to cough inside their elbow. They must wash their hands with soap and water immediately afterwards.

(7) Ask parents and caregivers to wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and when they get home.

Cleaning Protocols

This Cleaning Plan was created to ensure reasonable measures are in place to minimize exposure to disease through germs, fluids, and excretions. Boston Higashi School has intensified general cleaning, sanitizing and disinfecting routines. Additionally, extra attention is given to high-touch or high-use surfaces or those specifically touched by symptomatic or ill individuals.

Boston Higashi School has purchased cleaning and disinfecting supplies and materials in a 3-month supply. These include:

- Disinfecting wipes /spray
- Hand sanitizer
- Paper towels
- Electrolyzed cleaners

The following is the Cleaning Schedule that identifies what items must be cleaned, sanitized, or disinfected and with what frequency. This daily cleaning schedule for staff (before, during, and after programming) is to ensure all areas, materials, furniture, and equipment used by students and staff are properly cleaned, sanitized, or disinfected.

Location	Item	Action	Frequency	Staff
Classrooms and common areas (DeSales)	All surfaces, doorknobs	Sanitized	Nightly	Maintenance
Classrooms and common areas (Magennis)	All surfaces, doorknobs	Sanitized	Daily	Maintenance
Library	All surfaces, doorknobs	Sanitized	Daily	Maintenance
Brady Building	All surfaces, doorknobs	Sanitized	Daily	Maintenance
Pool Building	All surfaces, doorknobs	Sanitized	Daily	Maintenance
Cafeterias	All surfaces, doorknobs	Sanitized	Nightly	Maintenance
Bathrooms	Toilet, sink, stall lock	Disinfected	After each use	Staff accompanying student
Reception Area	Desk, high-touch surfaces	Disinfected	2x / day	Receptionist
Classroom	Desks	Disinfected	5-6x/day	Teaching and support staff

At the end of each day, all areas, materials, furniture, equipment, and supplies are properly cleaned, sanitized, and disinfected by the Maintenance Department.

All cleaning, sanitizing, and disinfecting solutions are stored in locked cabinets or closets that are accessible to staff in each area of the program but out of reach of the students.

Supplies for hand hygiene are placed appropriately throughout the program. There are hand sanitizers located in the following areas:

- Entry to each classroom
- In each classroom
- Hallways
- Entry to Nursing Room
- Entry to the school
- Entry to bathrooms

Materials required to assist with and clean up after toileting or changing are available in bathrooms or changing areas.

Procuring Cleaning Supplies & PPE

Boston Higashi School provides masks and gloves to staff and students who require them. Approved cleaning supplies and hand sanitizer are distributed to all teaching staff and kept in locked cabinets in their classrooms to prevent student access.

The Facilities Manager, the Director of Training, and the Residential Director of Student Services are responsible for obtaining and maintaining inventory of essential cleaning supplies and hand hygiene products. Staff who require more of these cleaning supplies are to notify their supervisor or one of the aforementioned staff directly.

While masks are available for students and staff who do not have one, or in the event their mask becomes soiled, staff and students are encouraged to bring their own masks to ensure a continued supply.

Boston Higashi School also accepts mask donations on an ongoing basis.

Physical Intervention & 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.

Direct service providers should be mindful that seeing staff putting on protective equipment, or being approached by staff wearing protective equipment, can create anxiety in students. Use a student-centered approach and offer reassurance throughout interactions.

Limiting Risk of Infection Prior to a Physical Restraint

- Protective plastic or disposable gowns are not advised, as they may become a hazard.
- Ensure staff are wearing disposable gloves, disposable masks, face shields, and long sleeves to the maximum extent possible.
- Only staff required for safely restraining a student should be involved, plus one additional staff member to monitor protective equipment needs and alter or adjust equipment as necessary.

Limiting Risk of Infection During a Physical Restraint

- Keep hands clear of the eyes, mouth, and nose of self and others.
- First responders should be relieved as soon as possible if not wearing appropriate protective equipment.
- Given the risk of COVID-19, it is even more important than usual to avoid long and extended restraints.

Limiting Risk of Infection After a Physical Restraint

- Wash hands as soon as possible following physical restraint.
- Avoid touching the face and limit contact with hard surfaces before washing hands.
- Remove and clean/dispose of protective equipment immediately in accordance with health and safety guidelines.
- To minimize exposure, it is recommended that staff have a change of clothes available should their clothes become contaminated.

Once all health and safety issues have been addressed, follow debriefing and reporting procedures for the restraint as usual.

Community Trips

To reduce the risk of exposure to COVID-19, Boston Higashi School has postponed community trips and off-campus vocational sites until further notice. This is in accordance with guidelines from local, state, and federal health authorities.

Student cohorts are still able to enjoy our expansive outdoor spaces and pool facility, weather permitting. Learning about community spaces and helpers continues in the classroom through dynamic, multimedia lessons and virtual field trips.

Off-campus vocational sites have been temporarily replaced with an increased variety of on-campus sites to maintain valuable skills and discover new vocational interests. In addition to our already robust on-campus site list, we have also created new jobs, such as mask-making, to ensure students remain active in their vocational education.

Visitor Policy

The visitor policy has been revised to minimize the risk of spreading COVID-19 and will continue to be revised in accordance with health and safety guidelines. Visitors are encouraged to call the school prior to visiting to ensure they have the most up-to-date information regarding our visitor policy.

All Visitors

- All visitors are subject to the screening process and will fill out a written attestation to the questions outlined in the “Daily Health Screening” policy.
- No visitors will be permitted in the building without undergoing a health screening.

Family Visitors

- Family members are permitted to visit with students on campus and outside, weather permitting. No visits are permitted inside the building at this time.
- Families are encouraged to visit after school as staffing is limited to support visits during the school day.

Outside Vendors / Contractors

- No outside vendors or contractors are permitted on campus with the exception of emergency repairs, and food and medical deliveries.
- Outside vendors and contractors are restricted to parts of the building relevant to repairs and with staff accompaniment.

Other Visitors

- No other visitors are permitted on campus at this time.

Virtual Meetings & Assessments

In compliance with our visitor policy, no outside visitors are permitted on campus at this time. Any meetings, assessments, or observations required by school districts or specialists will be held via video conference or phone call. Paperwork required for evaluations can be completed by staff.

Staff Support for Student Appointments

Boston Higashi School is currently permitting students to attend in-person appointments only when deemed medically necessary and cannot be postponed or conducted virtually. Staff are able to support virtual appointments in a private, secure location on-campus to maintain student confidentiality and comply with privacy protocols.

Appendix

The following forms are used as part of our health screening procedures. The forms in this appendix are provided for reference only and are subject to change in accordance with DESE and CDC health and safety guidelines.

1. Visitor Screening Survey, page 30
 - This questionnaire is designed to screen visitors to campus. Please review our visitor policy, or call to check if the policy has changed by the scheduled date of the visit. Visitors who decline submitting this questionnaire will not be permitted on campus. This questionnaire is provided as a **Google Form** to minimize the sharing of materials.

2. Student Re-entry Survey, page 31
 - This questionnaire is designed to screen students returning to campus. Students whose caregivers decline to submit this questionnaire will not be permitted reentry to the campus. This questionnaire is provided as a **Google Form** to minimize the sharing of materials.

3. Parent Attestation Form, page 32
 - This form is to be submitted daily by caregivers to attest that their student meets the health and safety criteria to attend in-person learning on campus. Students whose caregivers decline to submit the attestation form will not be permitted re-entry to the campus. This attestation form is provided on **paper** and must be set to school with the student every school day.

Visitor Screening Survey

1. Email address: _____
2. Name of the student/staff you are visiting: _____
3. In the past 3 days have you or any other household member experienced any symptoms of illness (including fever, cough, shortness of breath, sore throat, stomach issues / diarrhea, or loss of taste or smell)?
 Yes No
4. Please check all that apply:
 I previously tested positive for COVID-19.
 I previously tested negative for COVID-19.
 I have not been tested for COVID-19.
5. In the past 14 days, have you been in close contact with someone with suspected or confirmed COVID-19?
 Yes No
6. Have you / members of your household been practicing social distancing?
 Yes No
7. Please provide any additional information that may be relevant to your visit: _____
8. If I—or a household member— develop signs or symptoms of illness or test positive for COVID-19 within 2 weeks after my visit, I will notify the school immediately.
 Yes, I will notify the school.

Completed by (visitor / parent / guardian): _____

Entering my name indicates that I understand and will adhere to the safety measures put in place by the administration. Safety measures include (but are not limited to) wearing a face mask, not entering the school building until instructed by staff, washing hands upon entering the building, social distancing, and having my temperature taken. In addition, I will notify the school if myself or family members become ill after a visit, as noted above.

Signature: _____

Student Re-entry Survey

1. Email address: _____
2. Student name: _____
3. In the last three days, has your child or other household member experienced any of the following symptoms?

	Yes	No
Fever	<input type="checkbox"/>	<input type="checkbox"/>
Cough	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>
GI symptoms (nausea, vomiting, diarrhea)	<input type="checkbox"/>	<input type="checkbox"/>
Loss of taste / smell	<input type="checkbox"/>	<input type="checkbox"/>
Headache	<input type="checkbox"/>	<input type="checkbox"/>

4. Has your child, or anyone in your household, been tested for COVID-19 in the last 14 days (Household members include relatives / other caretakers who would have prolonged close contact with your child)?

Yes No

5. In the past 14 days, has your child or any other household member been in close contact with someone with suspected or confirmed COVID-19? Note: close contacts of confirmed or suspected cases are subject to 14-day quarantine. If you or a household member were identified as a close contact, check 'Yes,' and self-quarantine for 14 days from the date of contact. Household members include relatives / other caretakers who would have prolonged close contact with your child.

Yes No

6. Please provide any other relevant information here, or provide explanations to any previous answers if you feel necessary: _____

Parent / Guardian Electronic Signature: _____

(or name of BHS staff filling in this form if collected verbally (include name of parent supplying answers).

Parent Attestation Form

Parents must sign written attestations daily regarding symptoms of COVID-19 or any household contacts with COVID-19. Parents must send along the attestation form with their child each day. Parents who decline to complete the screening, will result in the child not being permitted to enter the program.

By signing the sheet, I attest to the following:

Today or in the past 24 hours, my child has **not** nor any household members have **not** had any of the following symptoms:

- Fever (temperature of 100.0°F or above), felt feverish, or had chills
- Cough
- Sore throat
- Difficulty breathing
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)
- Fatigue
- Headache
- New loss of smell / taste
- New muscle aches
- Any other signs of illness

In the past 14 days, my child has **not** had close contact with a person known to be infected with the novel coronavirus (COVID-19).

I have **not** given my child medicine to lower a fever.

Prior to coming to school, a self-screen was done at home checking for the following symptoms: fever, cough, shortness of breath, gastrointestinal symptoms, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold.

Child's name: _____

Parent's Signature: _____

Date: _____

COVID-19 Liability Waiver

Boston Higashi School has maintained an open residential program, and will reopen its day program on September 8, 2020 with modifications to scheduling and staff assignments, limitations on use of communal spaces, and increased efforts to maintain socially distant and hygienic learning environments as prescribed by state and medical guidance. These modifications are subject to change based on the fluid nature of this virus and the required process for safely providing in-person instruction. It is our intent to be adequately prepared to safely and effectively provide your child with educational services through in-person instruction. We are following state guidance to ensure our efforts match those that are prescribed as necessary to remain open in a safe manner.

Please read the following information and sign as to your agreement and acknowledgment:

COVID-19 is extremely contagious and believed to be spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly through the air. To prevent the spread, federal, state, and local governments and health agencies recommend social distancing (i.e. maintaining a physical distance of 6 feet between people).

Boston Higashi School has put in place preventative measures, new procedures, protocols, and policies, undergone trainings, and purchased necessary protective safety equipment to reduce the spread of COVID-19. Boston Higashi School cannot guarantee that your child will not be exposed to, contract, or spread COVID-19. Further, attending school for in-person instruction increases your child's risk of contracting COVID-19.

By signing this agreement, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that your child may be exposed to or infected by COVID-19 by attending school, and that such exposure or infection may result in personal injury, illness, permanent disability, and possibly even death. You understand that this risk may result from the actions, omissions, or negligence by your child, any employee, and/or other students at the school.

By signing this agreement, I _____ (parent/guardian name) acknowledge that I have carefully read and fully understand all provisions of this Assumption of Risk, and freely and knowingly assume the risk as described above. I, _____ (parent/guardian name) am the parent/guardian of _____ (student name), who attends Boston Higashi School. I have the legal right to consent to and, by signing below, do consent to the terms and conditions of this Assumption of Risk.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____