



## Comprehensive Summer School Guidance

**FLLAC:  
KEYSTONE EDUCATIONAL COLLABORATIVE**

**Considerations & Recommendations**  
**for**  
**FLLAC: Keystone Educational Collaborative ReEntry**  
**for**  
**Summer School Opening**

The FLLAC: Keystone Educational Collaborative is providing the following guidance in adherence with the Massachusetts Department of Education ReOpening Guidance for Summer schools in 2020. Our approach is built upon the guidance and recommendations of the Massachusetts Department of Education Reentry Task Force, Massachusetts State CoVID Team, Medical Advisory Team, Centers for Disease Control (CDC), and other current research. Our Reopening Guidelines strongly aligns to the guidelines that have been provided by our state and federal leaders. These guidelines will hopefully assist us to prioritize the health and safety of students and educators as we open school buildings and deliver instruction. Guidance in this document is subject to change given developments and recommendations from federal and state entities.

**Introduction**

**WE FACE A PUBLIC HEALTH CRISIS** that has fundamentally changed our lives and our communities in unprecedented ways. For many Massachusetts students, educators, and families, the start of the 2020–2021 school year is marked by profound uncertainty and a sense of loss brought about by the COVID-19 pandemic. Despite the fear and hardship the virus has caused, New Englanders from all walks of life and all areas of the state have come together in amazing ways and through noteworthy sacrifice to contain the spread of the virus in our state to an incredible degree. This collective effort has “flattened the curve” to the point where we can engage in the process of reentering our school buildings.

As we move toward welcoming our students back to our campuses for summer, it is critical that all educators, family members, and community members recognize that the need for prudent and proactive measures to prevent the spread of the virus will become more important—not less—to keep our students and communities healthy and safe. It is impossible to avoid all risks of virus transmission in the return to school, but we have the power to greatly minimize the potential for illness if we commit to taking reasonable precautions to contain the virus. This commitment requires steadfast leadership, hard decisions, adaptability and a willingness to challenge notions about how schools function. Reopening schools will require temporary sacrifices of some of the events, traditions, and ways of being that we have often taken for granted. This will not be easy, but it will be worth it. While this year will undoubtedly look and feel different than any that has come before, the brilliance, curiosity and resilience of our children will serve as beacons of hope amid ongoing turbulence. To our indomitable and amazing educators, thank you for all that you have done and continue to do in service of our students. To our critical school staff—including food service workers, bus drivers and bus attendants, custodians, counselors, therapists, nurses, social workers, secretaries, educational assistants, and so many others—welcoming our students back to campus would not be possible without your daily contributions

to ensuring their safety, health, and wellbeing. To our parents, caregivers, and families—our commitment to you is that we will do everything in our power to ensure that your students have a safe, welcoming, and inspiring school experience.

When we look back at the 2020–2021 school year, we will remember this as year zero of the new normal that we created together. May we continue to learn, innovate and support one another as we boldly forge our path forward. We're all in this together.

### **Project Overview**

- Mitigates and minimizes the spread of Coronavirus;
- Keeps staff and students safe;
- Prioritizes access to learning for students furthest from educational justice;
- Provides services through a racial equity lens;
- Enables staff and students to return to learning;
- Supports social-emotional well-being and interactions in a safe environment; and
- Supports families through this transition

### **Guiding Principles**

- Assure the physical, intellectual, and emotional health and safety of our staff, students, and families is a top priority;
- Reduce anxiety and stress for students, families and staff by providing predictability, and consistency while acknowledging the needs of families returning to work;
- Mitigate, monitor, and minimize spread of Coronavirus;
- Prioritize anti-discriminatory practices, including identifying safe, culturally responsive teaching practices, and equity-focused resource allocation; and
- Provide high-quality, culturally responsive, and developmentally appropriate social emotional and academic learning.

We acknowledge that the more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **Moderate Risk:** Small, in-person classes, activities, and events. Groups of students stay together with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

We acknowledge that 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.

### **Considerations for In-Person Summer Programming**

***The safety and well-being of students, families, educators, and staff has been and must continue to be our top priority as an educational community.***

Families, in consultation with their medical providers, will ultimately make the decision as to whether their children will attend in-person summer instruction if available, or whether their children will continue with remote learning if they are eligible for summer services. We have engaged regularly and substantively with families to ensure that they have accurate and up-to-date information to make informed decisions about whether an in-person return is best for their children.

We will continue to engage students and families most impacted by school closures and use their perspectives to drive the planning and decision-making process throughout the implementation of summer services. Clear ongoing communication between schools and families prior to, during, and after the implementation of these guidelines, is of the utmost importance. We want families to feel confident in our decisions and their decision to entrust their child under our care. We encourage and want any questions or concerns from the individual level to reach necessary administrators.

## Preparation and Program Planning for In-Person Summer Learning

The following section outlines important planning guidelines for districts and schools to implement when providing in-person summer instruction.

- Designate COVID-19 response leader:** FLLAC: Keystone Educational Collaborative has identified our Lead School Nurse Abigail Bellevue as the COVID-19 Response Leader. She will work collaboratively with building administrators and executive director on the day to day operation, maintaining a healthy and safe environment.
- Opening:** FLLAC: Keystone will initially provide ESY services remotely, beginning on *July 6th*, and will commence face to face instruction on *July 20th*. In best efforts to create safe and healthy environments, we will consolidate the programs to **three (Townsend, Leominster, and Clinton)** major sites allowing public school sites to conduct necessary preparations for the fall openings.
- Academic Instruction:** FLLAC: Keystone will provide instructions for up to four hours a day, which is the maximum instruction time allowed by the state guidelines. Remote instruction can supplement in-person instruction for those families and/or students that have requested remote instruction due to individualized reasons.
- Permissions:** Parents have been asked about their preference for their child's ESY services and data has been collected regarding the options of remote and face to face instruction. Program administrators have coordinated with sending districts on transportation needs and have supplied all the essential data to the sending districts.
- Protocol development:**
  1. **Cleaning and disinfecting:** A cleaning and disinfecting plan has been identified to target all "high touch areas" that will be cleaned on a daily ongoing basis by teachers. All staff have acknowledged and signed off on this plan, attesting that they will play a part in keeping a healthy and safe environment by wearing the appropriate PPE's, cleaning and disinfecting high touch areas, and promoting hand washing/sanitizing throughout the day. FLLAC: Keystone has provided to all staff EPA approved disinfectants to wipe down surfaces throughout the day. Each classroom or program will create a block schedule which will identify multiple prescribed times for wipe downs of high touch areas in the classroom, educational materials, and leisure materials during the day while students have recess/mask breaks. Additionally, a block schedule will identify the prescribed times to wash hands outside of incidental trials. At the end of the day a trained staff will utilize a high power sprayer that mists disinfectants to all high touch areas allowing the products to minimally sit for the required product duration of time. This high power spray will be utilized at the end of

each day and will be checked off on a designated sign off cleaning checklist. The program will utilize a *1:20 solution of a 12.5% Sodium Hypochlorite* as its major disinfecting solution for power misting and for disinfecting spray bottles. (High touch areas are defined as door handles, desks, light switches, table tops, chairs, coat areas, etc to name a few, but will be individualized based upon the population of students). See attached mock schedule.

**Mock Schedule: 4 hrs**

8:15	<b>Environmental/Material Assessment:</b> PPE Check, Cleaning material check etc
9:00	<b>Morning Greeting:</b> Circle: Schedule review <ul style="list-style-type: none"> <li>● Instructional support on COVID/PPE</li> <li>● Instructional support on “Safe environment protocol”</li> <li>● Exposure trials PPE</li> </ul>
9:30	<b>IEP Instruction</b>
10:00	<b>Reinforcement Break</b>
10:15	<b>IEP Instruction</b>
10:45	<i>Prescribed Cleaning time</i> Mask Break: Movement opportunity Playground
11:15	<b>Instructional Support on Hygiene Protocol</b>
11:30	<b>Lunch</b>
	<b>Mask Break</b>
11:50	<i>Prescribed Cleaning time</i>
12:00	<b>Wrap up of day</b>
12:30	<b>Van Sequence</b>
1:00	<i>Deep Clean of Classroom: power spray high touch surface</i>

- Cleaning Supply Inventory:** Keystone Program has created and will be maintaining an inventory list at the Central office for ordering purposes. Staff will be required to request the necessary items and inventory when they are below the required amount. All programs will be equipped with the appropriate cleaning materials required to operate on a daily basis to ensure a safe and clean environment (e.g. Clorox wipes, disinfectant spray bottles, paper towels, gloves, hand sanitizer). (See example below)

Personal Protective Equipment Inventory					Cleaning Supplies				
Item	Stock		Utilized	Current	Item	Stock		Utilized	Current
	Initial	Restock				Initial	Restock		
Mask	4000	0	0	4000	Sodium Hypochlorite gal.	24	0	0	12
KN95	500	0	0	500	Clorox Bottles spray 32oz	12	0	0	12
Glove Bx 100ct	60	0	0	60	Spray Bottles	48	0	0	48
Gown	400	0	0	400	Cleaning Solution gal.	8	0	0	4
Face Shield	100	0	0	100			0	0	0
Hair Nets	50	0	0	50			0	0	0
Hand Sanitizer Gallons	24	0	0	24			0	0	0
Hand Sanitizer Ind	40	0	0	40			0	0	0
Thermometers	15	0	0	15			0	0	0
Posters		0	0	25			0	0	0
Shoe Covers	0	0	0	0			0	0	0

3. **Transportation:** Sending districts will coordinate with contracted van companies on supplying students and/or families with the students transportation needs. Keystone staff will work with students during the ESY to increase their exposure and tolerance to PPE if they have not been able to do so prior to the ESY. Staff will assist in facilitating students on vehicles with the appropriate PPE that each individual student will tolerate. Staff will communicate with families and/or the sending districts regarding any vehicle issues.
4. **Training:** All staff have been supplied a training and assessment on health and safety protocols prior to in-person summer services beginning. Staff were required to review the required appropriate use of PPE's, training on COVID signs and symptoms, and appropriate cleaning protocols. All staff had to complete the training as well as a comprehension exam based upon the training which is part of the staff personnel folders.
5. **Medication administration:** FLLAC: Keystone will continue to follow our basic protocol plan for administering medication including a plan for the treatment of students with asthma

and other chronic illnesses. School health professionals will work with primary care providers (provided they have parental consent to do so) to identify alternatives to nebulizer treatments in the school setting, such as metered dose inhalers (MDIs) with a spacer. In each program site, FLLAC: Keystone has designated a secondary space for students or staff that may have signs or symptoms of COVID.

6. **Classroom Design:** FLLAC: Keystone has utilized the state parametric capacity design software to conduct a feasibility study on the overall ratio of student/teachers with the parameters of the CDC guidelines on safe physical distance. The results of the average classroom were 15 people (i.e. students and teachers) in a 26x29 ft classroom. The smallest identified classroom capacity was nine students/teachers which currently is only operating as an elective class at the alternative high school. Modifications will be assessed with the isometric grid that was recommended by the parametric platform.

## **FLLAC:KEYSTONE EDUCATIONAL COLLABORATIVE HEALTH PROTOCOLS**

This document is provided to families and member districts as an example of a health protocol that FLLAC: Keystone Educational Collaborative will be working to adopt these standards which are not required by law and are evolving as new information and recommendations are provided by the Centers for Disease Control (CDC). Keystone will work with the local health departments and state authorities to ensure that these protocols align with the most current scientific knowledge. Keystone will work with their stakeholders to adopt protocol that is consistent with community expectations.

This document was written following the most recent guidance from the MA Department of Education, which is based on state and federal data from the CDC, the American Academy of Pediatrics, and a variety of other experts.

The COVID-19 pandemic is not over. Some people have or will acquire COVID-19 without symptoms or with mild to moderate symptoms. However, some individuals become severely ill and many have died. We know a lot more about this virus than we did six months ago, and can therefore safely reopen our schools as long as health and safety guidelines are vigilantly followed. It appears, from more recent data, that children are less likely to contract or transmit COVID-19.

COVID-19 is highly contagious, but it behaves differently than some other viruses. It is spread primarily from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of those nearby and possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about six feet). The spread of COVID-19 has been difficult to control, in part to the fact that not all who are infected display symptoms. The best ways to prevent spread are to maintain distance

from other people, avoid large crowds, cover your mouth and nose, wash and sanitize your hands frequently, clean high-touch surfaces frequently, and stay home if you have symptoms or have been exposed.

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

### **Screening upon entry**

Checking for symptoms each morning by families and caregivers is critical and will serve as the primary screening mechanism for COVID-19 symptoms. Districts should provide information to families in their primary language to support them in conducting symptom checks and ensuring it is understood that families should not send their children to school if they exhibit COVID-19 symptoms. FLLAC: Keystone will be providing a checklist of symptoms and other guides to districts to help families and students.

Screening procedures are not required at the point of entry to the school. However, school staff (as well as bus drivers) should observe students throughout the day and refer students who may be symptomatic to the school healthcare point of contact.

As noted in previous guidance, temperature checks are not recommended as screening for all students due to the high likelihood of potential false positive and false negative results.

### **Exclusion from School**

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained:

#### **SYMPTOMS**

Fever of 100° F or greater  
Cough  
Shortness of breath or difficulty breathing  
Chills  
Repeated shaking with chills  
Muscle pain  
Headache  
Sore throat

New loss of taste or smell

<b>If your child develops symptoms while at school:</b>	If a student has symptoms during the school day, they will be moved to an isolation area and monitored while a parent is called for immediate pick-up. You are expected to get your child immediately and obtain documentation recognizing your child was seen by a medical professional. Medical professionals will provide appropriate testing based upon symptoms. Families will be required to supply medical documentation upon return to school.
<b>If a student or staff member who has been at school tests positive:</b>	If we learn of a student or staff member who tests positive for COVID-19 we will contact DPH for guidance on contact tracing and whether or not a room, a section of a school, or a whole school needs to be closed for deep cleaning. Those deemed at risk will be informed that they have been exposed and will be asked to follow the procedures listed above under “If you have been exposed to COVID-19.” Those affected by the closure of a room, section, or building will be informed that there has been a case and that although they are not considered to be in the “exposed” category, they should monitor for symptoms. The confidentiality of the positive individual will be maintained.  <i>**At this time the state agencies have not identified the recommended number of individuals exposed before the required shutdown of a school.</i>

Given the nature of the pandemic, an administrator will make additional medical inquiries of staff and students than they otherwise would have. Please note that federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given by federal agencies in this circumstance.

If a parent notifies a FLLAC: Keystone staff that a student is ill, the COVID Nurse Team Leader may ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, the COVID Nurse Team Leader will inquire as to whether the employee is experiencing any COVID-19 symptoms. The COVID Nurse Team Leader or designee may take the temperature of students, employees and visitors to school property on a random basis or in situations where there is reason to believe that the person may be ill. If someone is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19. If a person is obviously ill the COVID Nurse Team Leader or designee may make additional inquiries and may exclude the person from school property until further evaluation by a medical personnel can guide the individual on what is best protocol for their individual situation.

### Separation While in School

Each program at FLLAC: Keystone will have a room or space separate from the nurse's office where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pickup.

Students will be given a mask to wear. Only essential staff and students assigned to the room may enter, all will sign in so that there is a record of the persons who entered the room, and the room will be disinfected several times throughout the day. Strict social distancing is required, and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents.

### Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. **Untested.** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least seven (7) calendar days have passed since your symptoms first appeared and with recommendations for the individual to be seen by medical professionals to be provided for further guidance to return to school/ work.

2. **Tested.** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:

- They no longer have a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- They have received two negative tests in a row, at least 24 hours apart.
- Recommendations for the individual to be seen by medical professionals to be provided for

further guidance to return to school/ work.

**3. Tested with no symptoms.** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone seven (7) calendar days without symptoms and have been released by a health care provider for further guidance to return to school/ work.

Students may also return if they are approved to do so in writing by the student's health care provider.

#### Siblings or Other Students in the Household

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other individuals living in the same household will be questioned and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine, but it is recommended for the individual to be seen by medical professionals to be provided for further guidance to return to school/ work.

### **Confirmed Case of COVID-19 In the School Building**

When there is confirmation that a person infected with COVID-19 was in a school building, the COVID Team Leader will contact the local health department immediately. Unless extenuating circumstances exist, the COVID Team Leader will communicate with the executive director and all stakeholders and will close the school building for a minimum of two to five\* days, and work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine when the building should reopen.

*\*Currently the state medical agencies have not assigned a specific period of closures identified for educational facilities if positive cases of COVID have been identified.*

The COVID Team Leader or designee will contact parents/students and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with all of the stakeholders and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large but may

need to be selectively identified for contact tracing by the health department.

While the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs, and field trips.

## Prevention

### Maintaining a Health Environment

*Keystone has taken guidance from the CDC to maintain a healthy and safe environment and the following strategies which will be implemented multiple times within a school day.*

- *Cleaning and Disinfection*
  - *Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.*
  - *If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face*

coverings). To clean and disinfect school buses or other transport vehicles, see guidance for [bus transit operators](#).

- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children.
- Use products that meet [EPA disinfection criteria](#).
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- **Shared Objects**
  - Discourage sharing of items that are difficult to clean or disinfect.
  - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
  - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
  - Avoid sharing electronic devices, toys, books, and other games or learning aids.
- **Ventilation**
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- **Water Systems**
  - To minimize the risk of [Legionnaire's disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.
- **Modified Layouts**
  - Space seating/desks at least 6 feet apart when feasible.
  - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
  - Create distance between children on school buses (g., seat children one child per row, skip rows) when possible.
- **Physical Barriers and Guides**
  - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).

- *Communal Spaces*
  - *Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use.*
  - *Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.*
- *Food Service*
  - *Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.*
  - *Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.*
  - *If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food allergies.*

### **FACE MASKS**

*As the primary route of transmission for COVID-19 is respiratory, masks or face coverings are among the most critical components of risk reduction. Masks/face coverings protect the general public against COVID-19 infection, with a recent retrospective study estimating near 80% effectiveness in reducing COVID-19 transmission, especially when worn prior to symptom onset. In the United States, those states advising face masks/face coverings to be worn in public saw a decline in their COVID-19 growth rates, and community-wide mask/face covering usage contributed to control of COVID-19.*

#### ***Adults***

***All adults, including educators and staff, are required to wear masks/face coverings.***  
*Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.*

*Masks/face coverings are required to be worn by everyone on the bus during school bus transportation.*

*Masks/face coverings should be provided by the student/family, but extra disposable face masks should be made available by the school for students who need them. Reusable masks/face coverings provided by families should be washed by families daily. Districts and schools with families experiencing financial hardship and unable to afford masks/face coverings should endeavor to provide masks for students through grant funds.*

*Transparent face coverings provide the opportunity for more visual cues and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.*

### **Students**

*Students in **kindergarten and grade 1** should be encouraged to wear a mask/face covering. Face shields may be an option for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. Transparent masks may be the best option for both teachers and students in classes for deaf and hard of hearing students. They may also be useful for teachers and younger students who rely on visual/facial cues.*

*Students in **grade 2 and above** are required to wear a mask/face covering that covers their nose and mouth.*

***Mask breaks** should occur throughout the day. Breaks should occur when students can be six feet apart and ideally outside or at least with the windows open. Further guidance on mask breaks including duration and frequency will be forthcoming, as well as more information about properly removing and putting on masks.*



*Keystone has and will continue to procure the recommended PPE's to continue to supply a safe and healthy environment for our students and staff. All students and staff will be issued an individualized cloth face mask to wear at school; additionally, the collaborative will have disposable face masks for both students and staff. Due to the nature of some of our students, the use of the issued face mask will assist students in desensitizing and supply exposure training for those that may have limitations to wearing the mask. The differentiation of a "school mask" versus a "home mask" will assist students and families in being able to clean cloth masks on a regular basis. Consent forms will be issued to families to allow the collaborative to hand wash masks for students to ensure the overall integrity and protectiveness of the mask.*

*All staff members will be required to undergo training on the appropriate use of PPE that is*

*recommended by medical agencies and the Department of Education. All training will be documented in the staff personnel records and will be followed up by a comprehension evaluation for each topic area. Trainings will be conducted by appropriate personnel (i.e. Collaborative LEAD Nurse) or video training issued by state and federal medical agencies.*

*All students will be supplied age appropriate training on the Health and Safety Recommendations (e.g. face mask, social distancing, hand washing) to assist them in understanding the correct manner to utilize these forms of protective equipment and the rationale behind the safety recommendations.*

*All students will be prescribed frequent “mask breaks” as part of their daily routine/block schedule. Breaks will be identified by the Program Administrators based upon the population of students that they service. Additional movement opportunities will be supplied to allow these “mask breaks” in open environments in which the desired social distancing can be maintained. Classrooms will alternate times to ensure consolidation of cohorts.*

### ***Physical Distancing***

Physical distancing is another important practice that helps mitigate transmission of the virus. While the CDC has recommended maintaining a physical distance of six feet between individuals, the World Health Organization’s guidance states approximately three feet to be sufficient. There is no precise threshold for safety; indeed, studies suggest that physical distancing of three feet or more leads to reduced transmission, with additional distance providing additional protection.

We encourage districts and schools to aim for six feet of distance between individuals where feasible. At the same time, a **minimum physical distance of three feet** has been established when combined with the other measures outlined in this list of safety requirements. Because of the reduced susceptibility in children and lower apparent rates of transmission, establishing a minimum physical distance of three feet is informed by evidence and balances the lower risk of COVID-19 transmission and the overarching benefits of in-person school.

### **Distancing requirements**

As reviewed and advised by the Massachusetts COVID-19 Command Center Medical Advisory Group, schools should ***aim for a physical distance of six feet*** when feasible, and ***three feet is the minimum distance*** allowed. Schools should seek to maximize physical distance among individuals within their physical and operational constraints.



*All staff members will be required to undergo training on the appropriate “Social Distancing” that is recommended by medical agencies and the Department of Education. All training will be documented*

*in the staff personnel records and will be followed up by a comprehension evaluation for each topic area. Trainings will be conducted by appropriate personnel (i.e. Collaborative LEAD Nurse) or video training issued by state and federal medical agencies.*

*Keystone will utilize a multimodal approach to assist students in comprehending and following the recommended social distancing guidelines. The use of visual prompts will be utilized with the environment as cues in hallways and within the classrooms, as well as, through the modeling techniques utilized throughout the day.*

*We acknowledge that some of the students that we serve require staff to be in close proximity to students and they will be supplied additional PPE equipment beyond what is recommended if requested. Staff will assess each child to the level of needs and our ability to ensure the minimal distance requirement can be adhered to due to safety risk and or student needs.*

*All students will be supplied age appropriate training on the Health and Safety Recommendations (e.g. face mask, social distancing, hand washing) to assist them in understanding the correct manner to utilize these forms of protective equipment/Safety guidelines and the rationale behind the safety recommendations.*

### **Classroom and facility configuration**

To the extent possible, desks **should be spaced six feet apart** (but **no fewer than three feet apart**) and facing the same direction. Again, schools should seek to maximize physical distance between desks within their physical and operational constraints.

- Alternative spaces in the school (e.g., cafeteria, library, and auditorium) should be repurposed to increase the amount of available space to accommodate the maximum distance possible.
- In these larger spaces, establishing consistent cohorts/classes with separation between the cohorts/classes provides another option to maximize these spaces safely.
- To minimize the number of students who would potentially be exposed in the event of a COVID-19 event, to the extent feasible, elementary schools should aim to keep students in the same group throughout the day and middle and high schools are encouraged to minimize mixing student groups to the extent feasible.

**Cohorts:** Schools should divide students into small groups that remain with each other throughout the day, with smaller cohort sizes preferred. Schools should look for ways to isolate cohorts of students and prevent inter-group contact to the extent feasible.

**Capacity:** There are no required maximums on cohort or group sizes, so long as schools adhere to the physical distancing requirements above. (This guidance for the Fall will replace previous Summer guidance at the start of the school year, assuming positive health metrics hold.)

*All students will be supplied age appropriate training on the Health and Safety Recommendations (e.g. face mask, social distancing, hand washing) to assist them in understanding the correct manner to utilize these forms of protective equipment/Safety guidelines and the rationale behind the safety recommendations.*

*All staff members will be required to undergo training on the appropriate “Social Distancing” and Classroom Configuration that is recommended by medical agencies and the Department of Education. All training will be documented in the staff personnel records and will be followed up by a comprehension assessment for each topic area. Trainings will be conducted by appropriate personnel (i.e. Collaborative LEAD Nurse) or video training issued by state and federal medical agencies.*

*Keystone will utilize a multimodal approach to assist students in comprehending and following the recommended social distancing/ classroom configuration guidelines. The use of visual prompts will be utilized with the environment as cues in hallways and within the classrooms, as well as, through the modeling techniques utilized throughout the day.*

*Keystone will limit travel within the designated programs. A majority of our programs and students are grouped into clusters in the school (a “school within a school”) to try to reduce interactions with other groups when students move to their next class. The Program Administrators will assess each program population to see what extent we can limit commingling of groups/cohorts.*

*Keystone has utilized the state resource dashboard for the ideal parametric design to maximize ideal capacity for students and adults. Based upon the data imported into the system the program is able to operate well below the designated space allocation with the required social distancing for students and adults.*

## **Hand Hygiene**

Handwashing removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer (at least 60% ethanol or at least 70% isopropanol) may be utilized when handwashing is not available. As has always been the case, handwashing should be used whenever hands are visibly soiled and after using the bathroom.

Students and staff are required to exercise hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, upon re-entering the classroom throughout the day, and before dismissal.

**Handwashing:** When handwashing, individuals should 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.

**Hand sanitizing:** If handwashing is not feasible, hand sanitizer with at least 60% ethanol or at least 70% isopropanol content can be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer should be placed at key locations (e.g., building entrances, cafeteria, classrooms).



*All students will be supplied age appropriate training on the Health and Safety Recommendations (e.g. face mask, social distancing, hand washing) to assist them in understanding the correct manner to utilize these forms of protective equipment/safety guidelines and the rationale behind the safety recommendations.*

*All staff members will be required to undergo training on the appropriate “Social Distancing” and Classroom Configuration that is recommended by medical agencies and the Department of Education. All training will be documented in the staff personnel records and will be followed up by a comprehension assessment for each topic area. Trainings will be conducted by appropriate personnel (i.e. Collaborative LEAD Nurse) or video training issued by state and federal medical agencies.*

*Keystone will utilize a multimodal approach to assist students in comprehending and following the recommended hand washing guidelines. The use of visual prompts will be utilized with the environment as cues in bathrooms and within the classrooms, as well as, through the modeling techniques utilized throughout the day.*

*Keystone has and will continue to procure approved soaps and disinfectants for personal use, or as cleaners, that meet the requirements identified by the EPA. Hand sanitizers will be located within a variety of different locations (e.g. classroom, hallways, bathrooms) to ensure proper hygiene and attempts to maintain a safe and healthy environment.*

### **Social Distancing:**

Physical distancing is another important practice that helps mitigate transmission of the virus. While the CDC has recommended maintaining a physical distance of six feet between individuals, the World Health Organization’s guidance states approximately three feet to be sufficient. There is no precise threshold for safety; indeed, studies suggest that physical distancing of three feet or more leads to reduced transmission, with additional distance providing additional protection.

We encourage districts and schools to aim for six feet of distance between individuals where feasible. At the same time, a **minimum physical distance of three feet** has been established when

combined with the other measures outlined in this list of safety requirements. Because of the reduced susceptibility in children and lower apparent rates of transmission, establishing a minimum physical distance of three feet is informed by evidence and balances the lower risk of COVID-19 transmission and the overarching benefits of in-person school.

### **Distancing requirements**

As reviewed and advised by the Massachusetts COVID-19 Command Center Medical Advisory Group, schools should ***aim for a physical distance of six feet*** when feasible, and ***three feet is the minimum distance*** allowed. Schools should seek to maximize physical distance among individuals within their physical and operational constraints.

- Sharing materials: Students should have their own materials and supplies whenever possible. Sharing of books/papers is low risk.
- Hard surfaces that are shared (tables, toys, computers) should be wiped down frequently.
- Lunch and Snacks: Food will be eaten in classrooms or outdoors. There should be no sharing of utensils or family style meals. Breakfast and Lunch will be provided as usual if previously supplied as part of the ESY program..
- Field trips, large group gym activities, and assemblies are prohibited at this time.

## **TRAINING**

### **Daily Checklist: Staff and Students**

#### **TRAINING: Students**

#### **Student Training Video on COVID**

<https://www.youtube.com/watch?v=MVvVTDhGqaA&vl=en>

#### **Social Distancing for Kids**

<https://www.youtube.com/watch?v=KXUT62G-IcU>

**Wearing Mask and Prevention for Kids**

<https://www.youtube.com/watch?v=lgaKLpSxQag>

[https://www.youtube.com/watch?v=lnP-uMn6q\\_U](https://www.youtube.com/watch?v=lnP-uMn6q_U)

**Washing Hands as Prevention**

<https://www.youtube.com/watch?v=kfbU9Ie9tFc>

<https://www.youtube.com/watch?v=yrY5N7qVC7w>

**TRAINING: Staff****Staff Training PPE**

[https://mymedia.bu.edu/media/PPEforCOVID-19/1\\_7asqqmdw](https://mymedia.bu.edu/media/PPEforCOVID-19/1_7asqqmdw)

**CDC: Social Distancing**

<https://www.youtube.com/watch?v=GDDDz89EhSU>

**How Social Distancing slows the Spread**

<https://www.youtube.com/watch?v=8x20vBOkGNY>

**Preventing Transmission: Environmental Cleaning**

<https://www.youtube.com/watch?v=EYCVYcbgCGc>

**Cleaning vs Disinfecting**

<https://www.youtube.com/watch?v=VRNDD4WI3eU>

**CDC Guidelines for Disinfecting Work Environment**

<https://www.youtube.com/watch?v=RC0QbwZWiQ0>

*All Keystone Staff will be required to review and complete comprehension quiz and assessment before they are allowed to work with students in a direct face-to face model.*

**Review this COVID-19 Daily Self Checklist each day before reporting to work.**

If you reply YES to any of the questions below that is not explained by known medical reasons (e.g. allergies follow the steps below: •

- Step 1: Call your supervisor and
- Step 2: Call or Email the COVID-19 TEAM Leader or Executive Director  
 Abigail Bellevue [abellevue@flac.net](mailto:abellevue@flac.net)  
 John Demanche [jdemanche@flac.net](mailto:jdemanche@flac.net)

Do you have a <b>Fever</b> (temperature over 100.30F) without having taken any fever reducing medications?	
Do you have a <b>Loss of Smell or Taste</b> ?	Do you have a <b>Cough</b> ?
Do you have <b>Muscle Aches</b> ?	Do you have a <b>Sore Throat</b> ?
Do you have <b>Shortness of Breath</b> ?	Do you have <b>Chills</b> ?
Do you have a <b>Headache</b> ?	Have you experienced any gastrointestinal symptoms such as <b>nausea/vomiting, diarrhea, loss of appetite</b> ?
Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?	
Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?	