



PRELIMINARY FALL COVID-19 OPENING PLAN

The following plan outlines the preventative measures currently being taken by St. Ann's Home & School in planning to continue both on-site, and remote educational programming for Day and Residential students. Response plans have continued to evolve, with guidance from the Centers for Disease Control (CDC) and Mass Department of Public Health (MADPH), Mass Department of Early Education and Care (DEEC), and Mass Department of Elementary and Secondary Education (DESE) directing response protocols. The Preliminary Fall COVID-19 Opening plan is intended to supplement, not replace, the existing St. Ann's Home and School, Inc. Emergency Preparedness Plan in Response to Coronavirus (COVID-19), and Summer School COVID-19 Opening Plan which further detail Agency practices and protocols to reduce the risk of infection and/or transmission within our community.

St. Ann's School has resumed in-person instruction to residential students since April 13, 2020 while continuing to offer remote learning options and instruction for day students. Extended School Year (ESY) services began July 6, 2020 both in-person, and remote instruction for those day students who were unable to attend in-person. We look forward to welcoming back students for the 2020 – 2021 school year on August 31st, 2020. In the fall, for families who are unable to arrange for transportation with their local school district, who are not comfortable having their children return to classroom-based instruction, or for youth who are immunocompromised, we will continue to provide remote learning options and instruction. Synchronous instruction will be delivered through the Google Meet platform between the hours of 8:30am and 12pm. Asynchronous instruction will be delivered via the Google Classroom platform from 12pm – 2:30pm. Students who are unable to access remote learning as a result of technological barriers will be provided alternative learning opportunities.

We recognize that families may request to start the 2020 – 2021 school year in-person, or remote, but then change their preferred method of instruction. Classrooms are set up to accommodate a pre-determined maximum number of students (12), whether remote or in-person, to allow for flexibility throughout the fall. We also recognize that there are a number of rapidly changing and evolving considerations, beyond a family's choice, that may dictate the need to deliver instruction entirely remotely. As was the case in March, St. Ann's is prepared to ensure day and residential students have continued access to educational instruction regardless of whether it's delivered in-person, or remotely.

St. Ann's has identified Joe Cronin, President and CEO, as the primary Point of Contact (POC) for all outside entities/stakeholders. St. Ann's has also identified internal points of contact, Robin Duguay, Director of Quality Assurance and Compliance, or our nursing leadership team, Jamie George or Megan Paro to assist with responding to concerns, questions, and messaging. Specific to St. Ann's Day and Residential School Programs, points of contact will continue to be Beth Mitchell, Director of Day Treatment Program and Teresa Jones, Director of Education.

PRECAUTIONARY MEASURES

There are a number of infection-mitigation strategies recommended to reduce the risk of contracting and transmitting illnesses, including COVID-19. The following strategies have been recommended by the Mass Department of Early and Secondary Education (DESE) and/or Centers for Disease Control (CDC) and will be implemented as described:

Staying Home if Sick

Staff have been instructed, and frequently reminded, not to arrive for work if they are sick. Staff are also encouraged to consult with St. Ann's nursing department with symptoms/illness for further consultation prior to arriving for work. All staff are screened for symptoms and potential exposure prior to entering the main building, and are completing a Daily Self-Screening form which is maintained by the school nurse.

Parents have been asked to refrain from sending their child to school if he/she/they are ill, and/or presenting with any of the following symptoms/risk:

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

Face Coverings and Masks

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

Students will be encouraged and reminded to wear a mask, but will not be given consequences for struggling to meet this request. Staff and teachers will evaluate, ongoing, the benefit of introducing incentives to promote mask wearing by students.

Mask breaks will occur a minimum of 3 times/day, or more often if physical spacing allows. Naturally occurring mask breaks during meal times: breakfast, snack, and lunch, will follow the disinfecting/spacing protocols detailed later in this document. Students will also have opportunities to spend time outside on the playground, field and/or track. Time outside will also serve as an additional opportunity to break from wearing masks. Students will be instructed and prompted on proper mask donning and doffing, and will be provided individually labeled paper bags to store masks when not in use. Developmentally appropriate social stories and visual guides to reinforce mask wearing will also continue to be used in the classroom.

Frequent Hand Washing and Hand Sanitizing

All students and staff will engage in frequent handwashing and/or sanitizing. Students will be prompted upon entry, before and after meals/snacks, after using the bathroom, after coughing/sneezing, and prior to leaving for the day, to wash their hands using soap and water. Students will be provided developmentally appropriate instruction on appropriate handwashing technique using soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly and dry using disposable towels. St. Ann's also has a number of hand sanitizing stations, and hand sanitizing pumps available for use anytime handwashing is not feasible. Developmentally appropriate social stories and visual guides to reinforce hand hygiene will also continue to be used in the classroom.

Physical Distancing

All students and staff must maintain a physical distance of 6 feet, unless seated at their desks. Desks are spaced at least 3 feet apart, with a maximum of 6 feet preferred, and face the same direction. Students will have assigned seats in their classroom(s). To the greatest extent possible, this distance will be maintained throughout the school day by staggering arrivals and departures in and out of classrooms and during dismissal times. Six-foot markings have been placed on the floor to provide a visual distancing prompt, and children will be reminded to maintain appropriate spacing when walking in the halls. Developmentally appropriate social stories and visual guides to reinforce physical distancing will also continue to be used in the classroom.

Anticipating scenarios where six feet of social distancing may hinder instruction or assessment, i.e. during evaluations, St. Ann's has a number of plexiglass barriers that can be used, in conjunction with additional PPE, to reduce risk of exposure to respiratory droplets without compromising a teacher's ability to communicate clearly with a student. Plexiglass barriers will be disinfected before and after use, using methods described later in this document.

St. Ann's also recognizes, due to the population of youth we serve, that there may be instances where a child's behavior becomes unsafe. Teaching staff, and behavior management counselors are trained in a number of de-escalation techniques to mitigate the need for physical intervention. In rare instances, should physical intervention be warranted, each classroom has been provided a supply of N-95 masks, gowns, gloves and face shields/goggles to provide additional protection for those staff who may need to come in close contact with a student.

Isolation and Discharge Protocols

Identifying and Handling Sick, Symptomatic, and Exposed Student

Staff must actively visually monitor students throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Students who appear ill or are exhibiting signs of illness must be separated from the larger group and isolated until able to leave the program. The identified isolation area for students is located in Conference Room 117 of the Adolescent Center. The Program Director or Nurse will immediately contact parents to pick up the symptomatic student from school.

For a student suspected of having a fever, a non-contact or temporal thermometer must be used to check the student's temperature. If a student appears to have severe symptoms, emergency services will be called immediately. The transfer team or medical facility will be notified if the student is suspected of having COVID-19.

Severe symptoms include the following:

- Extreme difficulty breathing (i.e. not being able to speak without gasping for air)
- Bluish lips or face
- Persistent pain or pressure in the chest
- Severe persistent dizziness or lightheadedness
- New confusions or inability to rouse a student
- New seizures or seizures that won't stop

Isolation and Discharge

Isolated students must be supervised at all times while in the isolation area. Others must not enter the isolation room/space without PPE appropriate to the care setting.

Surgical masks will be provided for students who become symptomatic.

A separate exit from the exit regularly used to exit will be designated for those students being discharged due to suspected infection.

A private or separate bathroom will be made available for use by sick students or staff only.

If a Student Becomes Symptomatic

The symptomatic student will be immediately isolated from other students and minimize exposure to staff. Whenever possible, the student's nose and mouth will be covered with a surgical mask. The student's parents will be contacted to have the student picked up as soon as possible.

If a Student Contracts COVID-19

Sick students who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return to school until they have met the criteria for discontinuing home isolation and tests negative for COVID-19. Utilizing a time/symptom-based strategy, students may be eligible to return to school no sooner than 10 days following a positive test result if the following criteria are also met: students must also be fever free for at least 72 hours without the use of medication, and must be free of vomiting and diarrhea for at least 24 hours without medication.

Coordinated through the St. Ann's Nursing Department, the following protocol will also be in place:

- Determination of the date of symptom onset for the student.
- Determination if the student attended the program while symptomatic or during the two days before the symptoms began.
- Identify what days the student attended during that time.
- Determination of who had close contact with the student at the program during those days, including staff and other students.
- Notifying Required Parties

In the event a program experiences an exposure, St. Ann's Home will notify the following parties:

- Employees and families about the exposure but maintain confidentiality
- Methuen Board of Health if a student is COVID-19 positive

Self-Isolating Following Exposure or Potential Exposure

In the event that a student is exposed to a sick or symptomatic person, the following protocols must be followed:

1. The student must not be permitted to enter the program space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program must consult the local board of health for guidance on quarantine for other students and staff and what additional precautions will be needed to ensure the program space is safe for continued childcare services.
2. If an exposed student subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days following the positive test result. The student may be eligible to return to school after the 10 day isolation period if they are fever free for at least 72 hours without the use of medication and free of vomiting and diarrhea for at least 24 hours without medication.
3. If a student's household member tests positive for COVID-19, the student must self-quarantine for 14 days after the last time they could have been exposed.

If an Exposed Student Remains Asymptomatic and/or Tests Negative for COVID-19

If the 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 contact information for the local Methuen Board of Health:

**Methuen City Hall, Searles Building,
41 Pleasant Street, Methuen, MA 01844
Phone: (978) 983-8655**

Identifying and Handling Sick, Symptomatic, and Exposed Staff

Staff who appear ill or are exhibiting signs of illness must be separated from staff and students and isolated until able to leave the program. The identified isolation area for staff is located in the treatment room of the residential nursing office. If a staff member appears to have severe symptoms, emergency services will be contacted immediately. The transfer team or medical facility will be notified if a staff person is suspected of having COVID-19. Severe symptoms include the following:

- Extreme difficulty breathing (i.e. not being able to speak without gasping for air)
- Bluish lips or face
- Persistent pain or pressure in the chest
- Severe persistent dizziness or lightheadedness
- New confusions or inability to rouse the staff
- New seizures or seizures that won't stop

Isolation and Discharge

Others must not enter the isolation room/space without PPE appropriate to the care setting. Masks and other cloth face coverings are available for use by children and staff who become symptomatic. For those being discharged due to suspected infection a separate exit from the exit regularly used exit will be identified. A private or separate bathroom is available for use by sick students or staff only.

If a Staff Becomes Symptomatic

Symptomatic Staff will immediately be isolated from students and other staff, and given a surgical mask to wear. They must cease all duties immediately and be removed from others until they can leave.

If a Staff Contracts COVID-19

Sick staff who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return to work until they have met the criteria for discontinuing home isolation and tests negative for COVID-19. Staff should immediately report any symptoms or a positive test result to St. Ann's Nursing Department. At this time, St. Ann's Home, Inc. is using a test-based strategy for returning to work following a positive test result. Staff who have tested positive will be required to have two negative test results, 24 hours apart, following a 14-day isolation from when symptoms began or from the date of the positive test result if asymptomatic. Staff are expected to be in communication with St. Ann's Nursing Department, who, in conjunction with the Methuen Board of Health, will establish a plan for a safe return to work.

At the time that the Nursing Department is notified of any symptoms and/or a positive test result, the following protocol will be in place:

- Determination of the date of symptom onset for the staff.
- Determination if the staff worked in the program while symptomatic or during the two days before the symptoms began.
- Identify what days the staff worked during that time.
- Determination of who had close contact with the staff at the program during those days, staff and students.
- Notifying Required Parties

In the event a program experiences an exposure, St. Ann's Home will notify the following parties:

- Employees and families about the exposure but maintain confidentiality
- Local Board of Health if a staff is COVID-19 positive

Self-Isolating Following Exposure or Potential Exposure

In the event that a staff is exposed to COVID-19, whether the individual has symptoms or not, below are the protocols that must be followed:

1. Staff are not permitted to enter the program space and must be sent home. Exposed individuals will be directed to stay home for at least 14 days after the last day of contact with the person who is sick. St. Ann's will consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued services.
2. If a staff member subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they will be required to have two negative test results, 24 hours apart, following a 14-day isolation from when symptoms began or from the date of the positive test if asymptomatic. Staff are expected to be in communication with St. Ann's Nursing Department, who, in conjunction with the Methuen Board of Health, will establish a plan for a safe return to work.
3. If a staff's household member tests positive for COVID-19, the staff member must self-quarantine for 14 days after the last time they could have been exposed.

If an Exposed Staff Member Remains Asymptomatic and/or Tests Negative for COVID-19

If the 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.

Other:

The education and day treatment directors will have a back-up plan for staff coverage in case a staff becomes sick.

The contact information for the local Methuen Board of Health:

**Methuen City Hall, Searles Building,
41 Pleasant Street, Methuen, MA 01844
Phone: (978) 983-8655**

Limits on Class Size

Based on current recommendations, and physical layout, St. Ann's will limit the number of students in a classroom, not to exceed 12. The total number of individuals, including teachers and paraprofessionals in a classroom will not exceed 14.

Cohorting

With few exceptions, students will not rotate classrooms, teachers, or physical spaces during the day. All students in grades K-8 are supported in self-contained classrooms. All students participate in art, physical education, and music. Students will be in a designated classroom with the same classmates, teachers and paraprofessionals during the school day, and will maintain these cohorts during the classes mentioned above. To the greatest extent possible, high school students will have minimal rotation of physical space during the day, with teachers moving to instruct each cohort as needed.

Cleaning & Disinfecting

Prior to the COVID-19 pandemic, St. Ann's Home & School had increased routine cleaning and disinfecting of commonly touched surfaces in preparation for the influenza season. These protocols have remained in place, with additional focus on hard surfaces, doorknobs, and other high-touch areas.

St. Ann's housekeeping and custodial staff are primarily responsible for the routine cleaning and disinfecting of the building. Intermittent, and as needed cleaning, is also completed by school staff. All cleaning tasks are completed in accordance with MA DPH and CDC guidelines.

Custodial and housekeeping staff have been trained on proper cleaning and disinfecting procedures, safe handling of chemicals, and the proper use of PPE. All cleaning solutions meet the EPA recommended standards listed here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Non-disinfecting cleaners, which do not meet the EPA standards for disinfectant use against SARS/COV-2/COVID-19 may be used for cleaning visibly dirty services with/without additional disinfection measures, as outlined in the CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

The Shipping and Receiving Coordinator maintains inventory in real-time of all cleaning and disinfecting supplies. The Facilities Coordinator and Shipping and Receiving Coordinator are responsible for ordering cleaning and disinfecting supplies. The Facilities Coordinator is responsible for ensuring staff are trained in recommended cleaning/disinfecting procedures, and maintaining a daily cleaning log. The following grid outlines the minimum cleaning/disinfecting protocols, and who is responsible for completing:

Surface/Area	Minimum Frequency	Responsibility	Clean	Disinfect
Shared Spaces/Furniture	Daily (at end of school day)	Housekeeping/Custodial	X	X
High-Touch Surfaces	3 – 4 times daily	Housekeeping/Custodial		X
Desks	Daily (at end of school day)	Housekeeping/Custodial	X	X
Electronics	Daily (at end of school day)	Teaching Staff	X	X
Outdoor Play Areas	Daily (at end of school day)	Housekeeping/Custodial	X	X
Bathrooms	Daily (at end of school day)	Housekeeping/Custodial	X	X

A deep clean of a facility may be required if an employee or student is confirmed to have COVID-19 and was present in the facility while they were symptomatic.

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces, or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.
- Timing of deep clean procedures:
 - Close off the areas used by ill persons.
 - Open outside doors and windows to increase air circulation in the area and wait as long as practical before beginning cleaning and disinfection to minimize potential exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Personal Protective Equipment:
 - When performing cleaning of any area.
 - Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - After cleaning a room or area occupied by ill persons, remove gloves and immediately clean hands.
 - Cleaning staff and others should clean hands often – including after removing gloves and any contact with a sick person – by washing hands with soap and water for 20 seconds. If soap and water are not available

and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60 – 95% alcohol may be used.

- Cleaning staff should immediately report breaches in PPE (e.g. tear in glove) or any potential exposures to their supervisor.
- If an employee tests positive for COVID-19 but has not been on-site while they were symptomatic, no deep cleaning is required.
- In areas where ill persons have visited or used, continue cleaning and disinfection as outlined above.

Transportation

Unless explicitly agreed to the contrary in writing, the LEA is responsible for providing and funding transportation for students from the student's home to St. Ann's and from St. Ann's to the student's home. Districts should work with families to determine their ability to transport their child.

If parents are unable, districts must coordinate and provide transportation. The Day Program Director will refer parents to communicate with the district around transportation coordination. If parents or their approved designees transport, pick up or drop off a student, communication with them regarding procedures for pick-up/drop-off will occur.

Training

Per DESE guidance it is essential that staff training be provided before in-person instruction to students can be conducted. In addition, it is equally important to educate and train students on health and safety considerations, as well as newly adopted routines and protocols. This document serves to provide direction and guidance for current protocols, practices, and procedures set forth by national, state, and local health and safety agencies and boards of health and will be updated or revised accordingly.

Training Plan

1. St. Ann's will identify Education and Day Program staff who will need to be trained and what that training should address.
2. The school nurse in conjunction with the Nurse Manager and Medical Director, and the Director of Education will determine who will provide the training and what materials will need to be procured for the training. St. Ann's will ensure trainers are qualified to conduct associated trainings and utilize resources from accredited organizations when possible.

3. The school nurse and Director of Education will develop a timeline for training needs including what trainings need to be conducted prior to the start of in-person instruction and what trainings need to be provided as ongoing support.
4. The school nurse and Director of Education will develop a system for monitoring staff completion of required trainings and identify staff responsible for ensuring all staff have met the training requirements prior to beginning in-person work.
5. St. Ann's CEO and Facilities Manager will consult current vendors and/or affiliated health and safety organizations to determine what resources are readily available; consult with other approved special education schools to share resources related to training.
6. St. Ann's Staff will be encouraged to communicate additional training needs.
7. St. Ann's Director of Day Treatment and Director of Education will determine what training, if any, may be needed for families of students.

Staff Training

Training must be provided by qualified professionals including but not limited to the School Nurse/Registered Nurse, Nurse Manager, and Medical Director.

Training will include all St. Ann's staff who have contact with students, including but not limited to educators, support and related services staff, administrators, clerical staff, custodial staff, and food service providers.

Training for staff must include the following but should not be limited to:

- Safe and effective use of protective equipment (putting on and taking off protective equipment and disposing and/or washing protective equipment)
- General information related to COVID-19 from the CDC
- How COVID-19 is spread
- How to prevent the spread of COVID-19
- Symptoms of COVID-19
- When to seek medical assistance for students or staff who exhibit symptoms or become sick
- Proper cleaning and disinfecting techniques
- Restraint/behavior intervention with COVID-19
- Communicating with parents during this time
 - All New policies/procedures/protocols
- Communication and assisting children during this time
 - All new policies/procedures/protocols

Medication Administration

Using a Nurse Delegation model for Medication Administration, the school nurse delivers medication directly to the classroom for administration to youth who receive medication during the school day.

Medical Waiting Room

Conference Room 117 in the Adolescent Center has been designated as the Medical Waiting Room for any youth who become symptomatic/are suspected of having COVID-19, and who require isolation until the time that a parent/guardian is able to pick them up. Any youth in the Medical Waiting Room will be required to wear a mask, and staff assigned to supervise youth in the Medical Waiting Room will be provided with additional PPE: N-95 masks, face shields/goggles, gloves and gowns.

Transition Times/Movement Within Building

As described in the Physical Distancing section above, hallways and corridors in the school building have been visually marked to cue 6 feet of spacing between youth. Transition times are staggered, and there are designated “stop” spaces marked throughout the building. Staff are always present during transitions in/out of the classroom, and provide frequent verbal prompts to “pause,” “wait,” or “keep a safe distance.”

Procedures for when students arrive and enter St. Ann’s- St. Ann’s staff, typically comprised of Behavior Management staff, coordinate the arrival and departure of day students. These staff are in the designated day student arrival area (bus room) from 7:30 am until 8:45 am. Day students only will enter through the identified entrance bus room door. These students move to designated areas within the bus room and adjoining rooms as needed to wait for classroom staff to pick them up.

Procedures for when students leave St. Ann’s- St. Ann’s staff, typically comprised of Behavior Management staff, coordinate the arrival and departure of day students. These staff are in the designated day student bus room area from 2:10 pm until 3:00 pm. The staff call the students’ classrooms and stagger the departure time for each student when their transportation is ready. Day students only will exit through the bus room door.

Staggered timing of drop off/pick up - Whether a student arrives/departs with district or parent provided transportation the Behavior Supervisor or Assistant Behavior Supervisor coordinate and oversee the arrival and departure of day students. They monitor drop off and pick up times and stagger the entry/exit of students to allow for appropriate physical distancing and management of room occupancy.

Activities/Recess

Recess and activities are staggered throughout the day to allow opportunities for each cohort/classroom to spend time outside and engaged in physical activity. Weather permitting, outdoor activities which occur on the field, playground, or around the track are encouraged. No games that encourage physical/close contact are permitted. Students will continue to receive physical education, and activities will meet the social distancing guidelines.

Ventilation

Weather permitting, as often as possible, windows will be open to allow for increased ventilation. St. Ann's has worked with a contracted HVAC company to ensure that ductwork is clean, functioning properly, and filters in the HVAC system replaced with new filters which have a MERV rating of at least 13. The Technology Room is the only room cooled via window AC unit. This space has/will not be used by students. Should outside temperatures allow, the window unit may be removed to allow for adequate airflow, and consideration for use of the room may be reevaluated.

High Volume & Communal Areas

Please see Transition Times/Movement Within Building.

Student and Staff Storage

To the extent possible, all necessary school supplies are provided in the classroom, thus reducing the need for students to be bringing materials to/from home. While high school students have access to lockers, access is staggered to ensure 6 feet of distance. Students in grades K-8 are able to hang belongings on hooks in the hallways, with the same staggered access to ensure appropriate distancing.

Sinks, Hand Sanitizing & Trash Receptacles

All bubblers/water fountains in the school building have been disabled. There are several sinks and handwashing stations available both inside of the classroom(s) and in the hallways. Each classroom has hand sanitizer that can be used if handwashing is not available. Entrances and exits to the building are also equipped with hand sanitizing stations.

All of the trash receptacles in the school building are lidless, thus reducing contact. Trash cans are emptied after lunch, and while some older students may be assigned this responsibility as age/developmentally appropriate, they are provided gloves to complete this task.

Food Service/Meals

Food Service is currently provided through a contract with Methuen Public Schools. All meals are pre-packaged and delivered to the kitchen. They are heated, trayed, and delivered by classroom. Students are provided disposable, individually wrapped cutlery and napkins. Similarly, pre-bagged snacks are also delivered directly to each class.

Upon arrival, students are able to pick up a pre-bagged breakfast, which they eat in designated area(s) set up to ensure adequate social distancing. The bus room is the space primarily used for this purpose, with tables and chairs safely distanced. If needed, the bus room, art room, and/or school library have been designated to meet additional spacing needs.

Absenteeism

Attendance is taken daily by each classroom and then sent to the School Aide. For those students who are remote only, teachers note who has/has not logged in for synchronous learning. The school Aide also monitors a designated phone/message line for parents/guardians to report absences. Once completed, attendance is sent to the school nurse, school administration, and school district(s). The school nurse conducts weekly check-ins over the phone for those students who are out for an extended period of time, either due to COVID-19, or some other illness. These phone calls include conversations about length of absence, and a plan to safely return to school.

Communication

The Educational Points of Contact are responsible for communicating this plan and any other changes to parents/guardians/districts and stakeholders as requested. Parents/guardians are responsible for communicating any student health/symptom changes to the school nurse as soon as possible.

Prior to the start of the academic school year, detailed communication about school plans, health screening, and updated contact information was mailed. Verification of each family's contact information including email, home, work and mobile phone numbers was made. Parents have, and will continue to be given resources on COVID-19, and developmentally appropriate ways to communicate with and support their children.

Visitors

With few exceptions, there are no visitors permitted to the St. Ann's campus. Rare exceptions have included, for example, parents who want a tour of the facility and protocols prior to enrolling their child. Any visitors are instructed to enter through the main entrance where they are complete a health screening, and sign in. All visitors are escorted by a senior staff member at all times, and are required to wear a face covering/mask. Visits are time-limited and do not include close contact with students/staff.

Bathrooms

Bathrooms at St. Ann's are equipped with touchless soap and paper towel dispensers, with lidless trash receptacles located next to the bathroom exit. Students are only permitted to use the bathroom stalls on a staggered basis to ensure adequate distancing, and hygiene, and are supervised/prompted from the main doorway.

Signage

As described in Transition Times/Movement Within Building, hallways and designated "stop" areas throughout the school building have been marked with visual prompts. Signs to support and reinforce mask wearing, proper handwashing, and social distancing will also be displayed throughout the classrooms and high-traffic areas.