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# MAC Return to Campus

## Parent Information Packet

\*This Document Will be Updated As Needed\*

February 2021

### OVERVIEW

1. Program Reopening Information
2. Safety Practices
3. Health and Safety Procedures For Student Drop Off and Emergency Pick Up
4. When to Stay Home
5. Parent Agreement

### Program Reopening Information

#### On Campus Instruction

Instruction on campus will occur from **8:55am - 1:00pm, Monday, Tuesday, Wednesday, and Thursday** with remote learning available from home after on-campus learning. **Distance Learning** for all students will be offered on **Fridays from 8:55am to 1:00pm**. Fridays will be reserved for thorough cleaning.

**Full distance learning** will continue to be offered for all students from 8:55am to 2:35pm Monday through Thursday, and 8:55am to 1:00pm on Friday.

Speech, OT, and PE teachers will continue to provide services through distance learning at this time.

#### Staffing:

We will continue to provide a 1:1 staff to student ratio with an additional staff in each classroom for assistance with cleaning protocols, remote learning, etc.

## **Restrooms/Playgrounds:**

Each classroom will have their own restroom assigned for staff and students. Signage will be posted. Disposable gowns and gloves will be provided to staff for students who require assistance. Facilities will be disinfected between students. Playgrounds will be assigned and scheduled for each classroom.

## **Transportation:**

Parents/caregivers may be asked to provide for their student's transportation. Morgan Autism Center will work with individual school districts to secure transportation as it is safe and available.

## **In the Classroom:**

Teachers and staff must wear a mask at all times. Teachers will support students to encourage social distancing with other students throughout the day. Staff members will assist students in following protocols to the greatest extent possible. Given the possibility that students may not understand or be able to adhere to preventative measures (keeping masks on, sanitizing hands, etc.), they will have a higher degree of exposure to each other.

Students will be assigned to a workstation and staff will rotate to the students in order to reduce student interactions with the larger classroom environment. When transitioning to group activities, restrooms, or outside, travel lanes will be utilized to move in a socially distanced fashion to the extent possible. Hand sanitizer will be readily available, including placement in each classroom, and installed throughout the campus. Educators will use transition times throughout the day as opportunities to disinfect surfaces as needed.

Students will need a change of clothes available to them in their backpack or in the classroom at all times.

## Distance Learning

Morgan Autism Center will continue to maintain a robust distance learning program for our students as our hybrid model evolves.

## Safety Practices

Morgan Autism Center is committed to keeping our community safe. We have developed procedures to meet CDC and county guidelines in consultation with Priya Pandya-Orozco, RN, Manager of Infection Prevention and Control at O'Connor Hospital.

Campus safety guidelines include, but are not limited to:

- Screening procedures for students, staff, and caregivers (see “When to Stay Home”).
- Visitors will not be allowed on campus.
- Doors and windows will be kept open for ventilation to the greatest extent possible while maintaining safety and comfort for our students.
- Students will wash or sanitize their hands before and after playground use.
- PPE will be provided to all staff and students (masks, face shields, gowns, gloves).
- After students leave at 1:00pm, staff will clean and disinfect individual spaces, materials, playground equipment, bikes, bathrooms, tables, and other applicable surfaces.
- On site staff members will be tested for COVID-19 on a bi-monthly

basis.

For a more detailed description of safety practices, please see [MAC COVID-19 Campus Protection Plan](#).

## Health and Safety Procedures For Student Drop Off and Emergency Pick Up

[All staff participating in symptom monitoring will receive special training from Priya Pandya-Orozco RN, BSN, MSN, PHN, CIC, Infection Control Nurse Manager at O'Connor Hospital.]



Students will be screened by trained staff at their caregiver's vehicle before being allowed onto campus. Staff members will take the temperature of both students and caregivers and assess symptoms prior to allowing access to campus. Before entering the classroom, staff will verify each student is wearing a mask as able, and supervise hand sanitization or washing. Extra masks will be available. Only asymptomatic students will be allowed beyond check-in. Each classroom will have their own entrance/exit. There will be specified areas for parents to park corresponding to their classroom entrance (see campus map). Each student will be supported to practice social distancing as they enter the classroom.



If symptoms occur during the school day, the student will be immediately removed and remain in a waiting area outside of and away from the classroom, to be picked up by parent/guardian. Parents, caregivers, or emergency

contacts must be available for student pick up at any given time in the school day. The staff member assisting the student will disinfect the area after the student leaves.

## When To Stay Home

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

**Students will not be allowed on campus if the student or caretaker is demonstrating any of the following symptoms.**

### COVID-19 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild to severe. Symptoms may appear two-14 days after exposure to the virus. People with these symptoms may have COVID-19:



If you get sick, monitor your symptoms. Try to stay away from others, stay in your room, don't go to class, and do not go to town. Let your RA know that you are ill and may need meals delivered to your room. Contact medical care professionals to discuss your health situation. Make sure you state if you have any underlying health conditions. In order to determine whether you have an underlying health condition, please see this list from the Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Parent Agreement

Please **read each bullet point and initial in acknowledgement**. Sign and date at the bottom and return to the office before your student is scheduled for on-site programming. A signed parent agreement and adherence to the following is mandatory for your student to be considered for on-site instruction.

Thank you for your cooperation in maintaining a safe school environment.

- I agree to screen my child for symptoms prior to coming to campus.\_\_\_\_
- I agree to screen myself and any other members living in my household for symptoms prior to sending/bringing my child to campus.\_\_\_\_
- I agree to immediately pick up my child when called.\_\_\_\_
- I acknowledge the potentially higher risk of exposure between students and agree to send my child to on campus programming.\_\_\_\_
- I agree that it is the decision of MAC staff to deny entry to campus or send a student home.\_\_\_\_
- I agree to symptom screening for parent or transportation provider and student upon arrival. I understand that my student will not be allowed on campus if any of the above individuals are displaying symptoms.\_\_\_\_
- I agree to inform MAC administration if an exposure occurs outside of the school campus.\_\_\_\_
- I agree to follow appropriate CDC/county guidelines and recommendations at home (including any in-home support providers such as respite, ABA, etc.).\_\_\_\_
- I acknowledge that the Morgan Autism Center board of directors may decide to return to distance learning for all students if conditions warrant.\_\_\_\_
- I agree that Morgan Autism Center may require COVID-19 testing and/or quarantine period if symptoms are observed or reported.\_\_\_\_
- I acknowledge that my student's classroom may need to return to distance learning if there is an insufficient number of staff available to be on-site.\_\_\_\_

## Contact Information

Parent/Group Home Contact information:

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Student's Daily Caregiver Contact Information (if different from above):

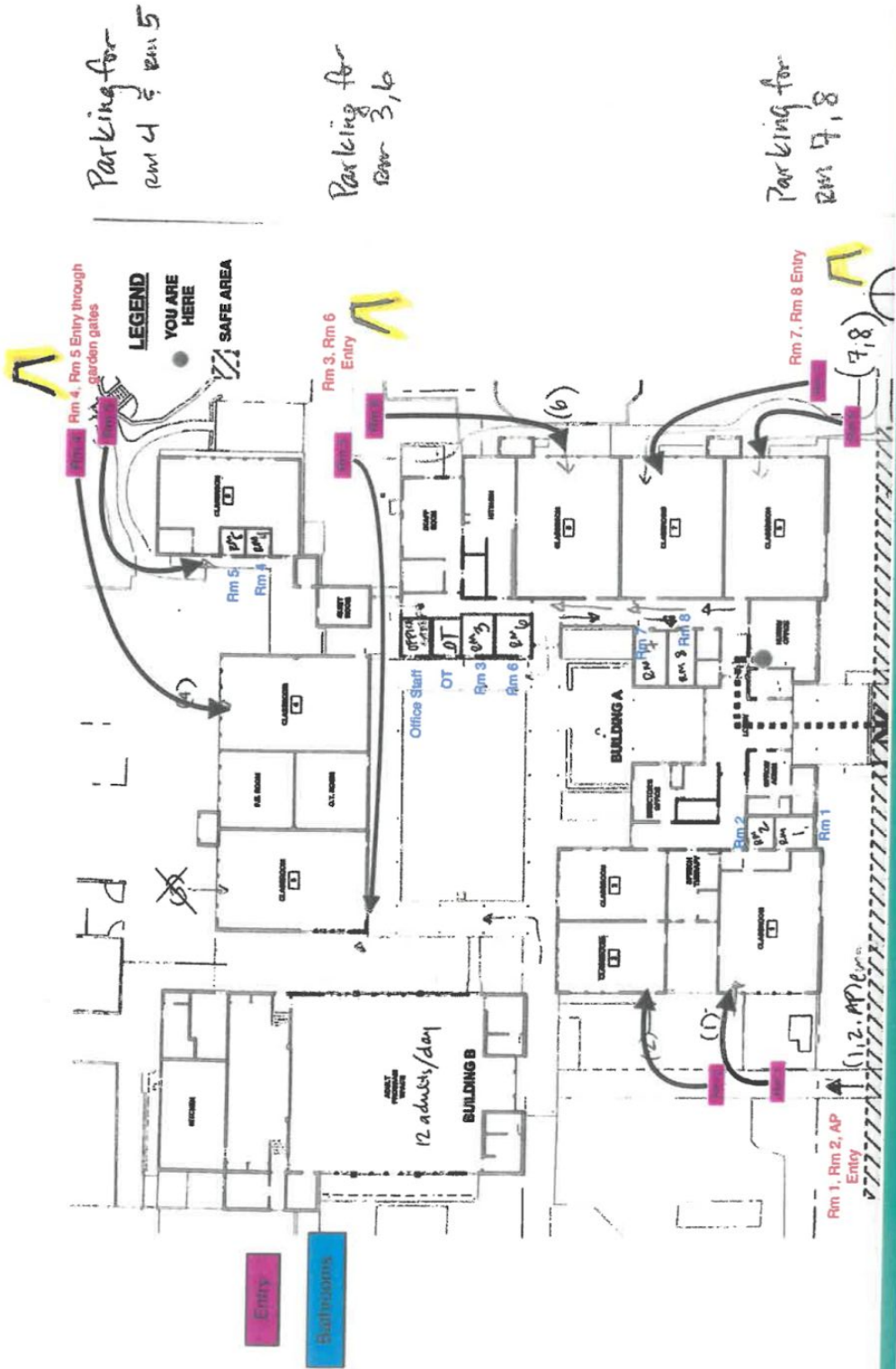
Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**A** - Room — Drop off  
Entrance



**A** Parking for Em 1, 2, AP