

May 10, 2021

# **MAC Adult Program**

## **COVID-19 Protection Plan**

\*This Document Will be Updated As Needed\*

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# 1. Programming Model

## Program Model

The Adult Program will begin with a pilot group of 15 clients returning to on-site services starting June 7, 2021. This pilot program will run for 2-3 weeks, to enable us to implement and practice our policies and procedures.

Additional groups of approximately 10 clients will join on-site programming every 2 weeks until the Adult Program is at full on-site capacity.

Morgan Autism Center may amend this timeline as conditions warrant. MAC Directors will be contacting all Adult Program families and caretakers to discuss clients' individual needs and potential timeline for return.

The Community Integration Program (CIP) will continue for identified clients with modifications made to the alternative service delivery model as clients return to on-site services. CIP programming will incorporate community outings that are within walking distance for the foreseeable future. No vehicular transportation will be implemented at this time.

On-Site Programming	Distance Programming
<ul style="list-style-type: none"><li>● Phased Return</li><li>● Monday/Tuesday/Wednesday/Thursday schedule, 9:00am-2:00pm.</li><li>● Fridays will be distance programming.</li><li>● Consideration for initial client participation based on needs and/or those who do not present specific hygiene concerns/vulnerabilities.</li></ul>	<ul style="list-style-type: none"><li>● Off-site staff facilitating Distance Programming (8:55 am to 2:35pm).</li><li>● Live group sessions streamed for clients at home and on campus to participate.</li></ul>

On Site Staff:	Distance Programming Staff:
<ul style="list-style-type: none"> <li>• 8:30am - 9:00am: staff meeting.</li> <li>• 9:00am-2:00pm: staff working with clients on-site.</li> <li>• 2:00pm - 2:45pm: disinfect AP room and/or continue to develop/support distance learning program.</li> </ul>	<ul style="list-style-type: none"> <li>• 8:30am - 9:00am: staff meeting.</li> <li>• 9:00am - 2:30pm: Continue established distance learning program supplemented by live streaming from the room.</li> </ul>

## 2. Safety Plan

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.

### a. General Overview

- **Screening:**
  - Mandatory screening procedures for clients, parents, caregivers, transportation providers and staff will be implemented.
  - Specific temperatures of staff and clients will be recorded.
- **Staff Agreement:**
  - All staff will be required to sign a staff agreement prior to returning to on-site instruction (Appendix C).
- **Testing and Positive COVID-19 Cases:**
  - All staff members will be tested for COVID-19 on a monthly basis.
  - Reporting and response considerations will meet or exceed guidelines provided by the Santa Clara County Public Health.
  - All positive COVID-19 cases shall be reported to Morgan Autism Center COVID-19 Designees:
    - Mark Nielsen ([mark@morgancenter.org](mailto:mark@morgancenter.org))
    - Hailey Barker ([hailey@morgancenter.org](mailto:hailey@morgancenter.org))

- **PPE for staff:**
  - PPE will be provided to all staff, including masks, face shields and/or safety glasses, disposable gowns, and gloves.
  - Double-masking is allowed, as long as an FDA approved mask is worn as the bottom layer.
  - All staff and visitors are required to wear an FDA approved mask provided by Morgan Autism Center.
- **PPE for Clients:**
  - All PPE will be available to all clients. All clients will be encouraged, but not required, to wear appropriate PPE.
- **Campus Wide Systems:**
  - Acquired Santa Clara County Social Distancing Protocol Certification (available upon request).
  - Signage posted throughout campus per Santa Clara County guidelines.
  - Limited visiting for MAC personnel and community members. MAC will allow visitors on site who have been approved by admin and are working in an official capacity to serve their client(s).
  - Doors and windows will be kept open for ventilation to the greatest extent possible while maintaining safety and comfort for our clients.
  - Accessible touchless hand sanitizer dispensers mounted throughout the building and campus.
- **Cleaning and Disinfecting:**
  - Per Santa Clara County Department of Public Health guidance (1/28/21), disinfection of high-touch surfaces in the Adult Program and across campus will occur once per day.
  - Staff will monitor their own hand-hygiene practices, as well as their clients'.

## b. Campus Wide Systems

- The Adult Program will have their own entrance/exit to the campus area (Appendix A).
- Clients, and transportation providers will be screened by program staff in their caregiver's vehicle before clients will be allowed onto campus.
- Only asymptomatic clients will be allowed on campus.
- Implementation of a shortened on-site programming day to allow for daily cleaning- 9:00am - 2:00pm.
  - The adult program will follow a checklist cleaning protocol for effective

disinfection.

- Designated bathrooms:
  - All staff and clients will use only those bathrooms designated for Adult Program use.
- Dedicated symptom area (covered side yard) established for clients who are exhibiting any symptoms. If more than one individual is exhibiting symptoms, other outdoor spaces may be utilized.
- Arrival routine for staff/students.
  - Staff members will take the temperature of both clients and caregivers at the car/bus/taxi and assess symptoms prior to allowing access to campus.
  - Before entering the adult program, staff will verify each client is wearing a mask as able, and facilitate hand sanitization or washing.
- Encourage open windows all day, run HVAC fans with UV air scrubbers at all times.
- Spend as much time as possible outside.
- Eating/socialization considerations for staff and clients:
  - Staff and clients to eat outside when possible, minimum of 6' apart if indoors.

### c. Screening

- Daily Screening for all staff, clients, parents and/or caregivers (Appendix B).
- A “fever” is defined as a temperature reading of 100.4 or above.
- When a client is on campus (i.e., after drop off) and demonstrates an identified symptom, they will be immediately isolated from the rest of the clients/programming.
  - If a fever was detected, their temperature may be taken an additional time after 30 minutes (possibly with a different thermometer) while in isolation.
  - If they continue to register a fever, parent/guardian will be contacted for immediate pick-up.
- Prior to returning to on-site instruction all parents must sign and acknowledge the MAC Parent/Caregiver Agreement regarding screening (Appendix C).

### d. Staff Testing

- All Morgan Autism Center staff will be required to schedule a COVID-19 test on a regular, rotating schedule:
  - 25% of all staff each week.

- Each staff member tested once per month.
- “Testing window” is defined as Sunday through Saturday of the identified week, including a three-day grace period prior (i.e. the preceding Thursday).
  - Staff who receive a COVID-19 test prior to the testing window are required to re-test during their assigned week.
  - If the testing window falls on a scheduled vacation, staff have the option to get tested during their assigned week or the week following.
- Staff will submit all results to the Morgan Autism Center Keeper of Records ([amy@morgancenter.org](mailto:amy@morgancenter.org)).
- Any positive tests must be reported to Morgan Autism Center COVID Designees, Mark Nielsen and Hailey Barker to allow for assessment of communication needs.
- Testing resources will be provided and will be made available for all staff.

### **3. Staff Training and Caregiver/Guardian Education**

#### **a. Staff COVID-19 Training**

- All staff receive training regarding hygiene best practices and exposure risk considerations from Priya Pandya-Orozco, RN, Manager of Infection Prevention and Control at O'Connor Hospital.
  - Proper handling and disposal of PPE, disinfecting execution and frequency, testing needs and efficacy, etc.
- All staff receive training on Morgan Autism Center policies and protocols before returning to work on-site.
- All new staff required to complete COVID-19 training.
- Staff trained on how to conduct symptom screenings including use of thermometers and a symptom checklist.
- Per Santa Clara County Social Distancing Protocol requirements, information packet provided to all staff regarding how to prevent spread, proper hygiene practices, high risk groups, when to stay home, when to seek medical attention, when to return to work, use of PPE, when and how to get tested, COVID-19 related leave policies.
- Santa Clara County Social Distancing Protocol made available to all employees per county guidelines.

#### **b. Parent/Guardian Packet**

- Parents, caregivers, and group homes to receive Parent Information Packet detailing their own responsibilities, including: following CDC guidelines at home, conducting symptom screenings before bringing their client to campus, acknowledging potential exposure risks between clients, exposure disclosure requirements, etc. (Appendix C).
  - Parents/caregivers must sign an agreement before a client is considered for on-site programming.

## 4. COVID-19 Contingency Planning

### a. County Recommended Responses to Scenarios

- Morgan Autism Center will follow protocols outlined in Appendix D, as informed by Santa Clara County guidance regarding potential scenarios.
- Staff members and families are required to report confirmed or potential exposures or positive COVID-19 tests to Morgan Autism Center administration.
- Private medical information (e.g., an individual's positive COVID-19 test) will be kept confidential when reported to the designated Keeper of Records and COVID Designees. Those administrators will determine appropriate action if needed.
  - HIPPA guidelines include protections for staff and adult clients unless permission is given by the individual or conservator to disclose medical information.

### b. Morgan Autism Center Triggering Events

- The Board of Directors will meet regularly and respond to any changes in county status, including tier level, and other relevant factors on campus.
- Changes to MAC's on-site programming structure, including staffing, client participation, etc. will be considered in the context of current events.
- The Board of Directors has the authority to make informed changes pending unforeseen circumstances.

## 5. COVID-19 Vaccination Information

### a. County Recommended Guidance for Vaccinated Individuals

- **Vaccinated Staff**
  - Morgan Autism Center will follow CDPH guidance if staff demonstrate symptoms immediately following a vaccine dose (Appendix E).
  - Morgan Autism Center staff will continue to adhere to monthly testing cadence, regardless of vaccination status.



## b. Morgan Autism Center Protocols for Vaccinated Individuals

- **Vaccinated Staff**

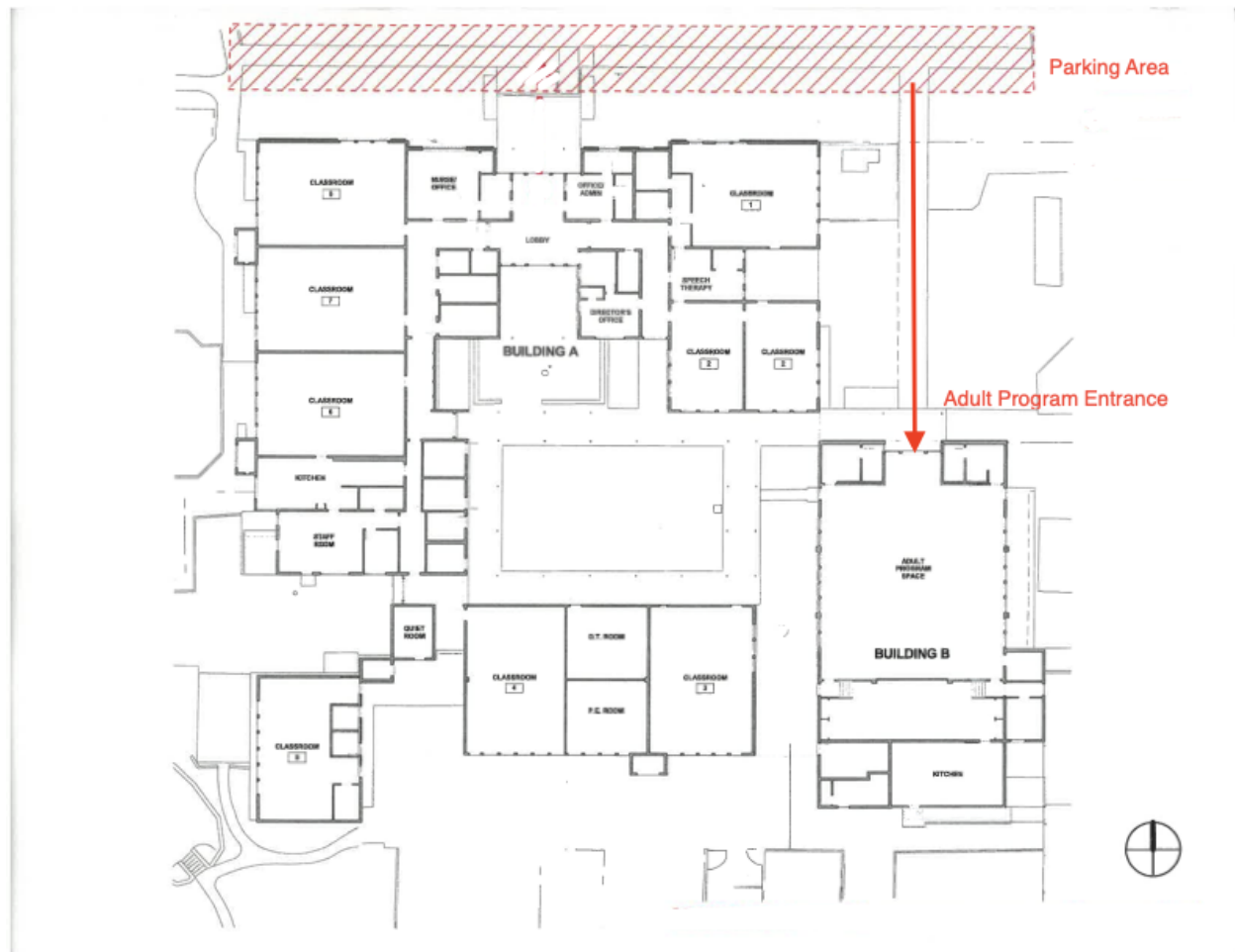
- Morgan Autism Center has provided information, training and resources to all staff regarding COVID-19 vaccinations.
- At this time, staff will not be required to be vaccinated. If they choose not to be vaccinated, they will be required to sign a declination statement (Appendix F).
- Individuals who choose to get vaccinated will be required to provide proof of vaccination status.
- All vaccinated staff will be required to continue routine COVID-19 testing on a monthly basis.
- On-site staff will continue to be required to follow all safety protocols.
- Staff will be required to follow the post-vaccination quarantine guidelines. See Appendix G.

- **Vaccinated Clients**

- At this time, client vaccination status is not one of the criteria under consideration for potential return to campus for on-site programming.

## 6. Appendix

### Appendix A - Campus Map



## Appendix B- Screening Checklist

**Any student demonstrating any of the following symptoms will not be allowed on campus.**

**TODAY'S DATE:** \_\_\_\_\_

COVID-19 SCREENING		
PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
Have you experienced any of the following symptoms in the past 48 hours: <ul style="list-style-type: none"><li>• fever or chills</li><li>• cough</li><li>• shortness of breath or difficulty breathing</li><li>• fatigue</li><li>• muscle or body aches</li><li>• headache</li><li>• new loss of taste or smell</li><li>• sore throat</li> <li>• nausea or vomiting</li><li>• diarrhea</li></ul>	YES	NO
Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes*) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?	YES	NO
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	YES	NO
Are you currently waiting on the results of a COVID-19 test?	YES	NO
Did you answer <b>NO</b> to <b>ALL</b> QUESTIONS?	Access to facilities <b>APPROVED</b> . Please show this at the facility entrance. Thank you for helping us protect you and others during this time.	
Did you answer <b>YES</b> to <b>ANY</b> QUESTION?	Access to facilities <b>NOT APPROVED</b> . Please see Page 2 for further instructions. Thank you for helping us protect you and others during this time.	

\*Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.



[cdc.gov/screening](https://cdc.gov/screening)



[cdc.gov/screening/further-instructions.html](https://cdc.gov/screening/further-instructions.html)

## Appendix C- Parent and Staff Agreements

### **Parent/Caregiver Agreement**

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

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

- I agree to screen my program participant 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 program participant to campus.\_\_\_\_
- I agree to immediately pick up my program participant when called.\_\_\_\_
- I acknowledge the potentially higher risk of exposure between program participants and agree to send my program participant to on campus programming.\_\_\_\_
- I agree that it is MAC's decision to deny entry to campus or send a program participant home.\_\_\_\_
- I agree to symptom screening for parent or transportation provider and program participant upon arrival. I understand that my program participant 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 MAC campus.\_\_\_\_
- I agree to follow appropriate CDC guidelines and recommendations at home.\_\_\_\_
- I acknowledge that the Morgan Autism Center board of directors may decide to return to distance learning for all participants if conditions warrant.\_\_\_\_
- I agree that Morgan Autism Center may require covid testing and/or quarantine period if symptoms are observed.\_\_\_\_
- I acknowledge that the adult program may be required to return to distance programming if there is an insufficient number of staff available to be on-site.\_\_\_\_

### **Morgan Autism Center Staff Agreement**

Staff acknowledges and agrees to the following guidelines:

1. I agree to screen myself for symptoms before coming to campus.
2. I agree to inform MAC administration if an exposure occurs outside of the school campus.
3. I agree to follow appropriate CDC and/or Santa Clara County guidelines and recommendations at home, including:
  - a. Avoid large gatherings, particularly indoors.
  - b. Avoid travel on an airplane unless essential.
  - c. Practice social distancing.
  - d. Wear a mask, covering mouth and nose, at all times when around others.
  - e. Wash and/or sanitize hands frequently.
  - f. Avoid traveling more than 150 miles from Santa Clara County.
4. I agree that Morgan Autism Center will require COVID-19 testing once a month while I am providing on-site instruction with students.
5. I agree that Morgan Autism Center will require a quarantine period if symptoms are observed or an exposure has occurred.
6. I will report testing results to [amy@morgancenter.org](mailto:amy@morgancenter.org) per classroom testing schedule.



## Appendix D- MAC Campus-Specific Response Guidelines

*Informed by Santa Clara County Public Health's Reopening of Santa Clara County K-12 Schools for the 2020-2021 School Year Guidance (Issued 6/30/20, Revised 8/7/20)*

### Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication
<u>Scenario 1</u> A student or staff exhibits COVID-19 symptoms (See Appendix B)	<ul style="list-style-type: none"><li>• Student/staff sent home</li><li>• Administration notified</li><li>• Student or staff instructed to get tested</li><li>• If student/staff is unable to get a COVID-19 test or doctor's note (see note below), individual is considered a positive case (Scenario 4)</li><li>• Student/staff isolate pending negative test results<ul style="list-style-type: none"><li>◦ See Scenario 7</li></ul></li><li>• Classroom remains open</li></ul>	No action is needed
<u>Scenario 2</u> A family member or someone in close contact with a student or staff exhibits COVID-19 symptoms (see Appendix B)	<ul style="list-style-type: none"><li>• All actions from Scenario 1 apply</li></ul>	No action is needed
<u>Scenario 3</u> A family member or someone in close contact with a student or staff member (outside of the school community) tests positive for COVID-19	<ul style="list-style-type: none"><li>• Student/staff sent home</li><li>• Administration notified</li><li>• Student or staff instructed to get tested</li><li>• Student/staff instructed to quarantine, even if they test negative, for a full 14 days after date of last exposure to</li></ul>	Template Letters:  Letter to Affected Student/Staff  AND  Letter to Cohort Members

	<p>COVID-19 case</p> <ul style="list-style-type: none"> <li>• Classroom remains open</li> <li>• If student/staff tests positive during quarantine, see Scenario 4 below</li> </ul>	
<p><u>Scenario 4</u> A student or staff member tests positive for COVID-19</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home if not already quarantined</li> <li>• School administration notified</li> <li>• Public Health Department notified (within 4 hours)</li> <li>• Education Reporting Portal: <a href="http://www.sccgov.org/schools">www.sccgov.org/schools</a></li> <li>• Student/staff instructed to isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND improvement in symptoms</li> <li>• If no symptoms present, isolate for 10 days after the date of positive test</li> <li>• School-based close contacts identified and instructed to test &amp; quarantine for 14 days</li> <li>• Classroom closes</li> </ul>	<p>Template Letters:</p> <p>Letter to student/staff who is a COVID-19 case</p> <p>AND</p> <p>Letter to Cohort Members</p> <p>AND</p> <p>Letter to Close Contacts</p> <p>AND</p> <p>Letter to All Other Community Members</p>
<p><u>Scenario 5</u> More than one student or staff member tests positive for COVID-19 across more than one cohort</p>	<ul style="list-style-type: none"> <li>• All actions from Scenario 4 apply</li> <li>• All classrooms and administrators return to 100% distance learning</li> <li>• BoD to assess circumstance and determine subsequent action</li> </ul>	<ul style="list-style-type: none"> <li>• All communication from Scenario 4 applies</li> </ul>



<u>Scenario 6</u> A student or staff member has had COVID-19, has completed their quarantine and returned to school/work	<ul style="list-style-type: none"> <li>Discontinue routine monthly COVID-19 testing for 90 days</li> <li>Continue to screen for symptoms daily</li> </ul>	<ul style="list-style-type: none"> <li>No action is needed</li> </ul>
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## Steps to Take in Response to **NEGATIVE** Test Result and Return to In-Person School/Work

Scenario	Immediate Actions	Communication
<u>Scenario 7</u> A student or staff tests negative for COVID-19 after Scenario 1 (symptomatic)	<ul style="list-style-type: none"> <li>Student/staff may return to school 24 hours after resolution of fever and improvement of other symptoms</li> </ul>	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
<u>Scenario 8</u> A family member or someone in close contact with a student or staff tests negative for COVID-19 after Scenario 2 (symptomatic)	<ul style="list-style-type: none"> <li>Student/staff may return to school 24 hours after resolution of fever and improvement of other symptoms of close contact</li> </ul>	No action needed
<u>Scenario 9</u> A student or staff member tests negative after routine screening	<ul style="list-style-type: none"> <li>Continue to attend school/work</li> </ul>	No action needed

- COVID-19 testing requirements may be waived with a doctor's note containing the following items:
  - A medical evaluation was completed (can be telehealth)
  - An alternative explanation for present symptoms
  - Statement that a COVID-19 test is not indicated
- Routine COVID-19 test results to be sent to MAC administration (amy@morgancenter.org). Staff and students continue to attend work/school while waiting for routine testing results if asymptomatic.

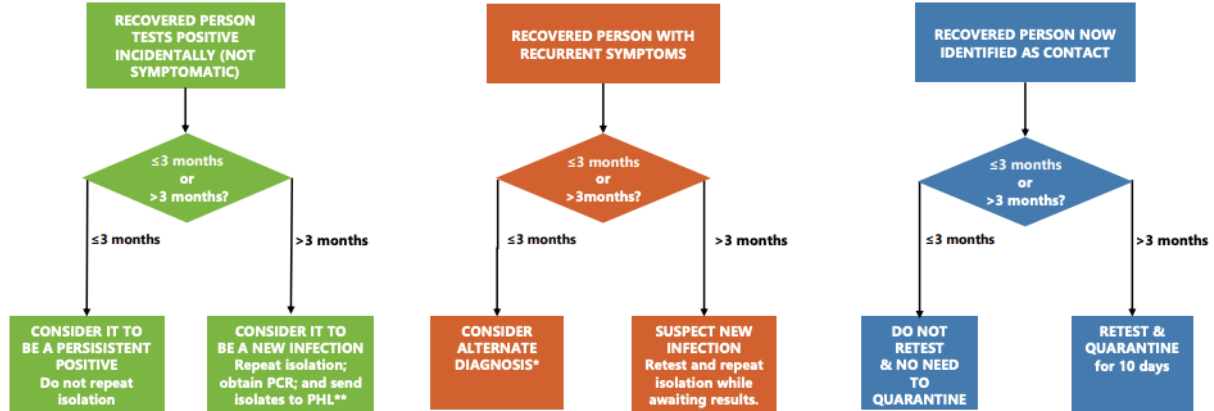
## Persistent Positive/Re-infection Diagram

**Effective Date:** 8/4/2020; Rev. 9/12/2020; Rev. 10/7/2020; Rev. 11/13/2020; Rev 12/10/2020; Rev. 12/15/20

**Intended Audience:** Healthcare providers

**Purpose:** To advise individuals who tested positive for COVID-19, completed isolation but have persistent or recurrent positive tests

**Reference:** Reinfection has been documented in a very small number of cases. When a person can be reinfected remains unknown and is a subject of investigation. Until we have more information, the determination of whether a person with a positive test in these situations is contagious to others should be made on a case-by-case basis.



\*Consider ID consult to review medical history, review cycle threshold values of repeat PCR test, and evaluate need for additional tests, such as viral culture, serology, or genotyping. Send specimen to PHL\*\* if between 45-90 days and no obvious alternate etiology and no known close contact to a confirmed COVID-19 case.

\*\*For specimens sent to PHL, paired specimens (one from each episode) should be available and with a CT cutoff < 33 (or CT unavailable).

## Appendix E- COVID-19 Guidelines for Post-Vaccination Symptoms

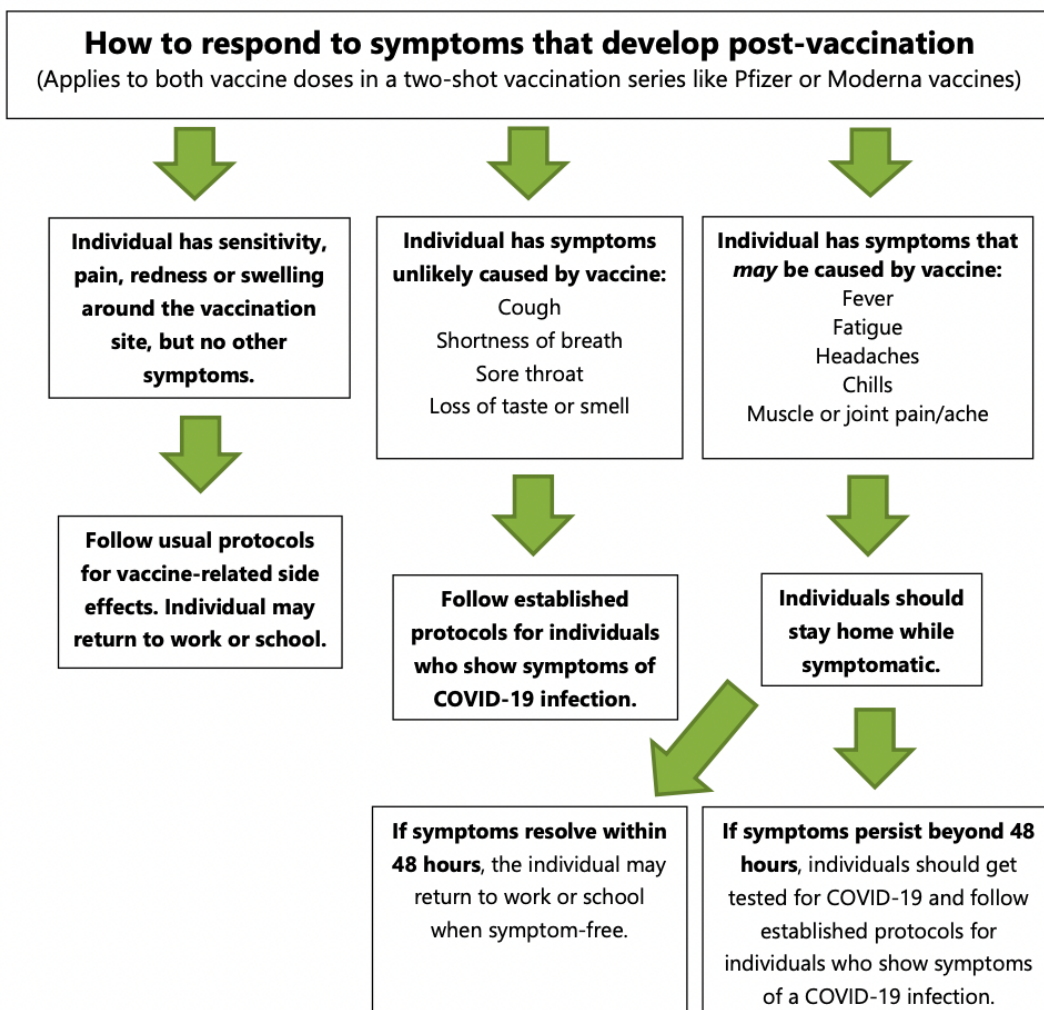
### COVID-19 Guidelines for Post-Vaccination Symptoms



**EFFECTIVE DATE:** 2/8/2021, rev. 3/6/2021

**INTENDED AUDIENCE:** VACCINATIONS STAFF

**PURPOSE:** PROVIDE GUIDELINES FOR RESPONDING TO VACCINE SENSITIVITY OR REACTIONS



## Appendix F- Vaccination Declination Statement

### Morgan Autism Center COVID-19 Vaccination Declination Statement

I understand that due to my occupational exposure to aerosol transmissible diseases, I may be at risk of acquiring COVID-19. I have been given the opportunity to be vaccinated against this disease or pathogen at no cost to me. However, I decline this vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring COVID-19, a serious disease.

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

## Appendix G- Post-Vaccination Quarantine

### Post-Vaccination Quarantine

You **don't need to quarantine** if you meet **ALL** of the conditions below:

You are fully vaccinated, meaning  $\geq 2$  weeks have passed since:

- You received the second dose in a 2-dose vaccine.
- You received one dose in a single-dose vaccine.

**AND**

You are within 3 months of having received the last dose of the vaccine.

**AND**

You have not had any symptoms since the current COVID-19 exposure.

**NOTE:**

Regardless of vaccination status, if you were a close contact to someone with COVID-19, you still need to:

**Get tested** on or after day 6 from last exposure.

**Watch for symptoms** of COVID-19 for 14 days following the exposure.

You **still need to quarantine** if you meet **ANY ONE** of these conditions:

You have not received all vaccine doses (either for a 2-dose vaccine or a single dose vaccine).

It has been more than 3 months since you received the last dose of vaccine.

You have had symptoms following the current COVID-19 exposure.



QUESTIONS: [tinyurl.com/COVIDDesignee](https://tinyurl.com/COVIDDesignee)