

# **MAC COVID-19 Campus Protection Plan**

\*This Document Will be Updated As Needed\*

## **Table of Contents:**

1. School Programming
2. Campus Policies and Procedures
3. Staff Training and Caregiver/Guardian Education
  - a. Staff COVID-19 Training
  - b. Parent/Guardian Packet
4. COVID-19 Guidance and Protocols
5. Appendices
  - a. Campus Map
  - b. Screening Checklist
  - c. Parent and Staff Agreements
  - d. MAC Campus-Specific Response Guidelines
  - e. Vaccination Declination Statement

# 1. School Programming:

**On-Site:** All students are currently encouraged to participate in on-campus instruction.

## Tentative Programming Schedule: June - August 2021

June 23, 2021	Last Day of Regular School Year
July 6 - July 30, 2021	Monday - Friday 8:55am - 1:00pm Continue to offer individualized distance learning model based on student need
August 25, 2021	First day of Fall instruction Monday - Friday 8:55am - 2:35pm Wednesday 1:00pm dismissal Distance Learning Discontinued

## 2. Campus Policies and Procedures

Morgan Autism Center is committed to keeping our community safe. Policies and procedures are continually updated based on ongoing COVID-19 training sessions provided by the Santa Clara County Department of Public Health.

- **Screening:**
  - Students, parents, caregivers and staff are all being screened daily for COVID-19 symptoms and known COVID-positive contacts prior to admittance to the MAC campus. (Appendix B)
    - Fever is defined as 100.4°F and above.
    - Per Santa Clara County guidance, a runny nose or congestion does not by itself signify a COVID-19 symptom. Students and staff who are exhibiting *only* congestion will be admitted to the Morgan Center campus.
  - All transportation providers are screened for symptoms before a student is admitted to campus.
- **PPE for staff:**
  - PPE is provided to all staff, including masks, face shields and/or safety glasses, disposable gowns, and gloves.
  - All staff and visitors are required to wear an FDA approved mask provided by Morgan Autism Center. Double-masking is permitted, though a disposable surgical mask must be worn as the bottom layer.
- **PPE for Students:**
  - PPE is available to all students. Students encouraged and supported to wear appropriate PPE and practice good hand hygiene.
- **Testing:**
  - Unvaccinated staff members will be tested for COVID-19 on a monthly basis (25% of unvaccinated staff each week).
  - All staff test results are to be submitted to the Morgan Autism Center Keeper of Records ([amy@morgancenter.org](mailto:amy@morgancenter.org)).
  - “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.
- **Response Considerations:**
  - Reporting and response considerations are aligned with Santa Clara

County guidelines (Appendix D).

- All positive COVID-19 cases shall be reported to Morgan Autism Center COVID-19 Designees to allow for assessment of communication needs:
  - Mark Nielsen ([mark@morgancenter.org](mailto:mark@morgancenter.org))
  - Hailey Barker ([hailey@morgancenter.org](mailto:hailey@morgancenter.org))
- 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 further action needed, if any.
  - HIPPA and FERPA guidelines include protections for staff, students, and adult participants unless permission is given by the individual or conservator to disclose medical information.
- Dedicated symptom area established for students who are exhibiting any symptoms (outside if possible).
- When a student is on campus (i.e., after drop off) and registers a fever, they will be immediately isolated from the rest of the classroom.
  - Their temperature will 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.
- **Campus Wide Systems:**
  - All staff, regardless of vaccination status, will continue to implement Morgan Autism Center safety protocols.
  - Stable groups are maintained to the greatest extent feasible.
    - Stable groups use separate entrances and assigned bathrooms when possible. (Appendix A)
  - Limited visiting for MAC community members.
  - Doors and windows are kept open for ventilation to the greatest extent possible while maintaining safety and comfort for our students. HVAC ventilation system with UV scrubbers on all day to promote air flow.
  - Handwashing stations are available at each playground. Students are encouraged to wash or sanitize their hands before use of communal equipment.
  - Accessible touchless hand sanitizer dispensers mounted throughout the campus.
  - Staff and students eat outside when possible, and maintain a minimum of 6' apart if in the classroom.
  - Prior to returning to on-site instruction all parents must sign and acknowledge the MAC Parent Agreement regarding screening (Appendix C).

- **Cleaning and Disinfecting:**
  - Per Santa Clara County Department of Public Health guidance (1/28/21), disinfection of high-touch surfaces in classrooms and across campus will occur once per day.
  - Staff will monitor their own hand-hygiene practices, as well as their students’.

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

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

- All staff have received training on Morgan Autism Center policies and protocols, in addition to information regarding the COVID-19 vaccine.
- Training materials, videos, and resources are available for all new and existing staff members.

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

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

### **4. COVID-19 Vaccine Guidance and Protocols**

Morgan Autism Center is not currently requiring staff members, students, or adult clients to be vaccinated against COVID-19 in order to participate in on-campus services.

- **Vaccinated Staff**
  - Morgan Autism Center will follow County guidance regarding possible side effects resulting from the COVID-19 Vaccine.
  - Proof of vaccination status is required to be sent to

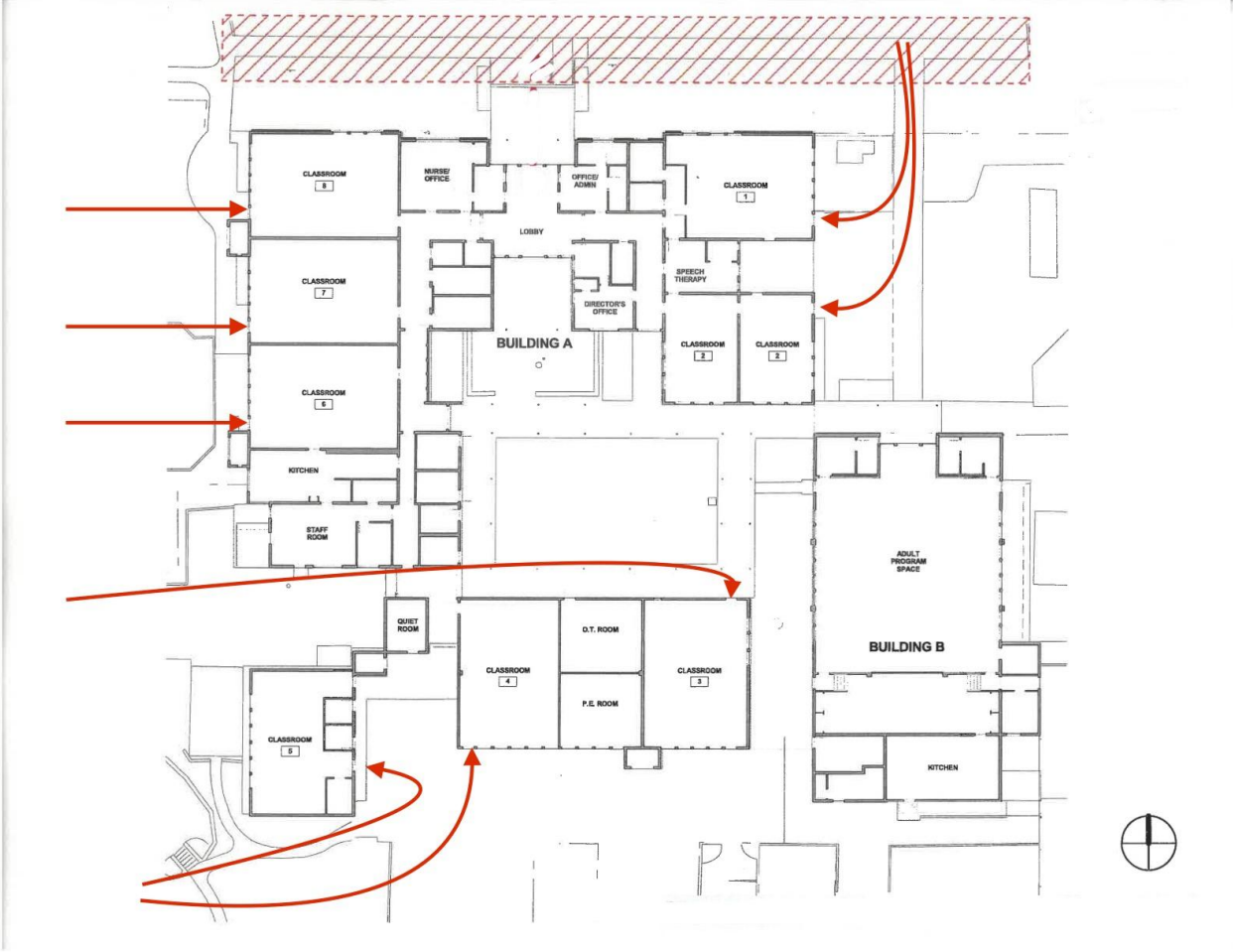
amy@morgancenter.org.

- **Unvaccinated Staff**

- Staff must sign a declination statement and staff agreement regarding guidelines pertaining to unvaccinated individuals (Appendix E).
- Unvaccinated staff are required to continue engaging in routine surveillance testing for COVID-19 on a monthly basis.

# 5. Appendices

## Appendix A - Campus Map



# Appendix B- Screening Checklist

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>	<b>YES</b>	<b>NO</b>
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?	<b>YES</b>	<b>NO</b>
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?	<b>YES</b>	<b>NO</b>
Are you currently waiting on the results of a COVID-19 test?	<b>YES</b>	<b>NO</b>
<b>Did you answer NO to ALL QUESTIONS?</b>	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.	
<b>Did you answer YES to ANY QUESTION?</b>	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 Agreements

### Parent Agreement

Please read each bullet point and initial in acknowledgement. Sign and date at the bottom and return to the office ASAP. A signed parent agreement and adherence to the following is mandatory for your student to be considered for onsite instruction.

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

- I agree to screen my child 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 MAC's decision 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 guidelines and recommendations at home.\_\_\_\_
- 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 testing and/or quarantine period if symptoms are observed.\_\_\_\_
- 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.\_\_\_\_

## 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
<p><u>Scenario 1</u> A student or staff exhibits COVID-19 symptoms (See Appendix B)</p>	<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>	<p>No action is needed</p>
<p><u>Scenario 2</u> A family member or someone in close contact with a student or staff exhibits COVID-19 symptoms (see Appendix B)</p>	<ul style="list-style-type: none"> <li>● All actions from Scenario 1 apply</li> </ul>	<p>No action is needed</p>
<p><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</p>	<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>	<p>Template Letters:  Letter to Affected Student/Staff  AND  Letter to Cohort Members</p>

	<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><b>Scenario 4</b></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> <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><b>Scenario 5</b></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>
<p><u><b>Scenario 6</b></u> A student or staff member</p>	<ul style="list-style-type: none"><li>● Discontinue routine monthly COVID-19</li></ul>	<ul style="list-style-type: none"><li>● No action is needed</li></ul>

has had COVID-19, has completed their quarantine and returned to school/work	testing for 90 days <ul style="list-style-type: none"> <li>• Continue to screen for symptoms daily</li> </ul>	
--	---	--

## 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.

## Appendix E- 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.

I agree to follow current CDC, state, and/or county guidelines for unvaccinated individuals.

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

Date \_\_\_\_\_