

MAC COVID-19 Campus Protection Plan

This Document Will be Updated As Needed

Table of Contents:

1. Campus Policies and Procedures
2. Staff Training and Caregiver/Guardian Education
 - a. Staff COVID-19 Training
 - b. Parent/Guardian Packet
3. COVID-19 Vaccine Guidance and Protocols
4. Appendices
 - a. Screening Checklist
 - b. Parent and Staff Agreements
 - c. Vaccination Declination Statement

1. Campus Policies and Procedures

Morgan Autism Center is committed to keeping our community safe. Policies and procedures are continually updated based on state and county guidance, in part informed by regular COVID-19 guidance meetings provided by the Santa Clara County Department of Public Health.

- **Screening:**
 - Clients, 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 A)
 - Clients' temperatures are recorded per CCLD guidelines.
 - 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. clients and staff who are exhibiting *only* congestion will be admitted to the Morgan Center campus.
 - Per Santa Clara County Department of Public Health guidance, congestion/runny nose is not *by itself* a COVID-19 symptom.
 - All transportation providers and other passengers are screened for symptoms before a client 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 surgical or N95 mask. Double-masking is permitted, though a disposable surgical mask must be worn as the bottom layer.
 - N95's are available for unvaccinated individuals upon request.
- **PPE for Clients:**
 - PPE is available to all clients. clients encouraged and supported to wear appropriate PPE and practice good hand hygiene.
- **Programming Modifications:**
 - Community Integration Program to utilize alternate service delivery model to minimize community exposure risk.
- **Testing:**
 - Until CDPH public health order regarding vaccinations comes into effect on November 30, 2021, any unvaccinated staff members will be tested for COVID-19 on a weekly basis.
 - All staff test results are to be submitted to the Morgan Autism Center Keeper of Records (amy@morgancenter.org).
- **Response Considerations:**

- Reporting and response considerations are aligned with Santa Clara County guidelines.
- All positive COVID-19 cases and confirmed exposures shall be reported to Morgan Autism Center COVID-19 Designees to allow for assessment of communication needs:
 - Mark Nielsen (mark@morgancenter.org)
 - Hailey Barker (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.
- Dedicated symptom area established for clients who are exhibiting any symptoms.
- When a client is on campus (i.e., after drop off) and registers a fever, they will be immediately isolated from the rest of the room.
 - 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.
- Programming may be delivered remotely for a period of time as a result of responses to COVID response scenarios, based on county guidance and/or staffing availability.
- **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.
 - Limited visiting for community members.
 - All staff and clients to wash or sanitize hands upon arrival and throughout the day.
 - Doors and windows are kept open for ventilation to the greatest extent possible while maintaining safety and comfort for our clients. HVAC ventilation system with UV scrubbers on all day to promote air flow.
 - Accessible touchless hand sanitizer dispensers mounted throughout the campus.
 - Staff and clients eat outside when possible. Indoor eating arrangements designed to maximize social distancing. Plastic table dividers utilized in between clients if necessary.

- Prior to returning to on-site instruction all parents must sign and acknowledge the MAC Parent Agreement regarding screening (Appendix B).
- **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 clients’

2. 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 Agreement 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.
 - Parents/caregivers must sign an agreement before a client is considered for on-site programming (Appendix B).

3. COVID-19 Vaccine Guidance and Protocols

Per the California Public Health Order dated August 11, 2021, Morgan Autism Center is requiring all adult program personnel to either:

- Be fully vaccinated, or
- Undergo weekly surveillance testing

Per the California Public Health Order dated September 28, 2021, Morgan Autism Center is requiring all adult program personnel to be fully vaccinated by November 30, 2021.

Morgan Autism Center is not currently requiring 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 - Effective November 30, 2021**
 - Staff must sign a declination statement and staff agreement regarding guidelines pertaining to unvaccinated individuals.
 - Unvaccinated staff are required to continue engaging in routine surveillance testing for COVID-19 on a weekly basis.

4. Appendices

Appendix A- 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"> • fever or chills • cough • shortness of breath or difficulty breathing • fatigue • muscle or body aches • headache • new loss of taste or smell • sore throat • nausea or vomiting • diarrhea 	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 NO to ALL QUESTIONS?	Access to facilities APPROVED . Please show this at the facility entrance. Thank you for helping us protect you and others during this time.	
Did you answer YES to ANY QUESTION?	Access to facilities NOT APPROVED . 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



cdc.gov/screening/further-instructions.html

Appendix B- 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 client to be considered for onsite instruction.

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

- I agree to screen my child/client 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/client to campus.____
- I agree to immediately pick up my child/client when called.____
- I acknowledge the potentially higher risk of exposure between clients and agree to send my child/client to on campus programming.____
- I agree that it is MAC's decision to deny entry to campus or send a client home.____
- I agree to symptom screening for parent or transportation provider and client upon arrival. I understand that my child/client 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 clients 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 child's/client's classroom may need to return to distance learning if there is an insufficient number of staff available to be on-site.____

NAME OF client:_____ **DATE:**_____

PARENT/GUARDIAN SIGNATURE:_____