

# SEDOL

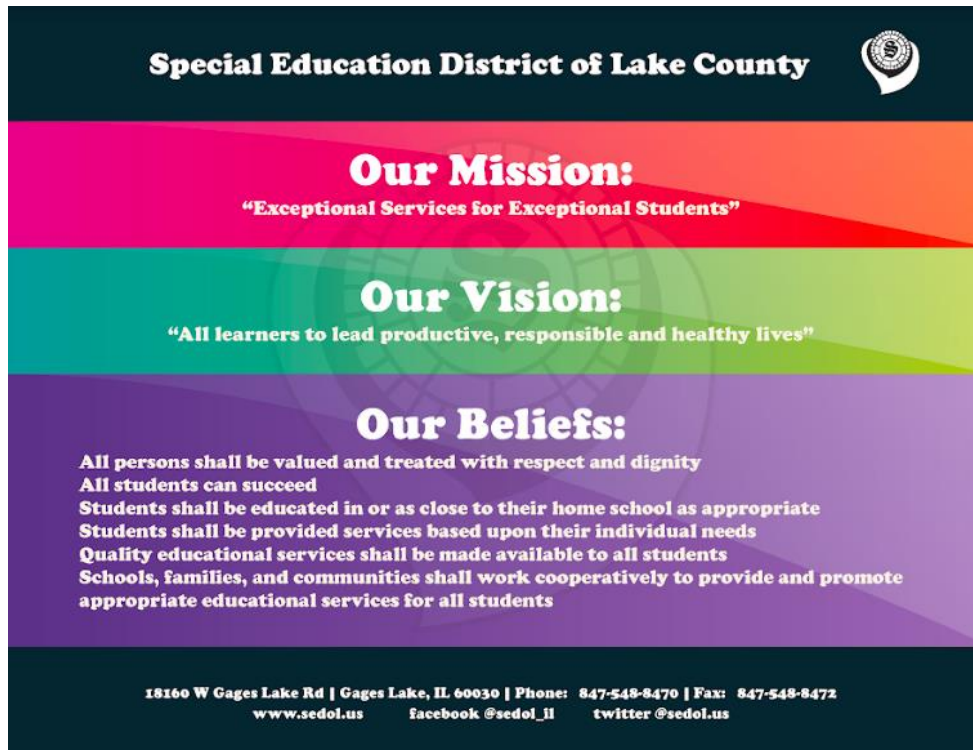
## Learning Together Plan Update

March 9, 2022



# SEDOL's Learning Together Plan

## SEDOL's Core Mission, Vision and Beliefs



### Introduction:

SEDOL recognizes all students learn better in person and continues to place the safety of students and staff as a top priority. Updated guidance from CDC and IDPH outlines the need for “implementing layered prevention strategies (masking, distancing, testing) to protect people who are not fully vaccinated” (IDPH, 2021) or for those individuals with disabilities or at increased risk of becoming infected (CDC, 2021).

In August, 2020 SEDOL’s Executive Board adopted the SEDOL Hybrid and Distance Learning Plan. This plan will continue to be available in the event of substantial to high transmission rates as defined by CDC in Region 9 and/or Lake County, Illinois. If transmission rates are moderate or low with guidance from CDC in place, the following layered prevention strategies will be implemented within all SEDOL programs. As recommended by the CDC, prevention strategies will be removed one at a time and students and staff will be closely monitored for increases in COVID-19 cases.

### SEDOL Program Activities

Since the pandemic began, SEDOL has been working on an educational and operational plan for the 2021–22 school year. Guidance from the Illinois State

Board of Education (ISBE), the Illinois Department of Health (IDPH), Occupational Safety and Health Administration (OSHA), Centers for Disease Control and Prevention (CDC) and the State’s five-phase reopening plan, [Restore Illinois](#) provided guidance for the plan.

RESTORE ILLINOIS				
A Public Health Approach To Safely Reopen Our State				
Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curbside pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating &amp; fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

This guide outlines the educational plans and protocols in place for the 2021–22 school year based on the phases of the Restore Illinois plan. Due to the uncertainty of the pandemic, it is possible that we may return to previous phases or experience moderate to substantial transmission during the course of the school year including returning to the procedures outlined in the SEDOL Hybrid and Distance Learning Plan. **It is important to note that during any phase, students will not be penalized for missing school, and we encourage those who are not feeling well to stay home.** SEDOL’s commitment to providing exceptional services in a safe manner for our student’s steadfast.

Protocols outlined in this guide are subject to change as guidelines evolve.

### Phase 1: Rapid Spread

During this phase, strict stay-at-home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Distance Learning, including more individualized instruction based on feedback from the Spring 2020 experience.

### Phase 2: Flattening

During this phase, strict stay-at-home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students

and staff engage in Distance Learning, including more individualized instruction based on feedback from the Spring 2020 experience.

### Phase 3: Recovery

In Phase 3, in-person instruction may happen if they comply with IDPH guidelines. SEDOL must follow IDPH guidelines, which provide the following:

- Prohibits more than 10 individuals from gathering in one space;
- Requires social distancing policies; and,
- Requires use of appropriate personal protective equipment (PPE).

Phase 3 updated allowable activities include:

- **Child Find.** Districts may conduct child find activities.
- **Early Childhood, Special Education, and English Learner Screenings.** Schools and districts may conduct in person early childhood, special education, and English learner screenings.
- **Extended School Year.** Districts may offer extended school year services, as appropriate, to students whose IEPs require the service.
- **Host Summer Camps and Other Programs.** Schools and districts may allow buildings to be used for summer camps and other programs sponsored by third parties. Playgrounds may not be used.
- **Individualized Education Program Meetings.** Districts may conduct IEP meetings for families who have been unable to engage in virtual IEP meetings. These meetings should still be held virtually to the greatest extent possible.
- **Mediation and Due Process Hearings.** Mediations and Due Process hearings are able to take place in person. If agreed to by all parties, it is recommended that mediation and due process hearings are still conducted virtually.
- **Special Education Evaluations.** Districts may conduct evaluations that were unable to be completed virtually. Evaluations should still be held virtually to the greatest extent possible.
- **Staff meetings and professional development.** Districts may convene staff members for any appropriate training, planning and professional development purposes.
- **Testing Centers.** Schools may serve as testing sites for students.

### Phase 4: Revitalization

SEDOL and other Illinois school districts are encouraged by ISBE to provide completely in-person instruction for all students in Phase 4, provided that the school is able to comply with capacity limits and implement social distancing measures.

In Phase 4, in-person instruction may continue. SEDOL must follow IDPH guidelines, which provide the following:

- Prohibits more than 50 individuals from gathering in one space or up to 50% capacity of the location;
- Requires social distancing policies by observed as much as possible;
- Requires use of appropriate personal protective equipment (PPE), including face coverings:
- Requires schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings: and
- Require an increase in schoolwide cleaning and disinfection.

It is important to note that the requirements listed above are subject to change pursuant to updated public health guidance and changing public health conditions.

Phase 4 updated allowable activities includes all of phase 3 plus:

- Classroom instruction within specific SEDOL programs with the use of required PPE, including face coverings and contact tracing;
- Vocational programming within SEDOL buildings and the community with the use of required PPE, including face coverings and contact tracing; and
- Community based instruction within the Transition Services programs with the use of required PPE, including face coverings and contact tracing.

## Phase 5: Restored

During this phase, school resumes as “normal” with new public health guidelines in place.

SEDOL’s main priority is for the safety and well-being of students and staff. Therefore, during Phase 3 and 4 there will be strict procedures SEDOL will follow. In addition, SEDOL will be prepared to shift through the various phases in the event of a resurgence of the virus or a second wave of it in the future. The remainder of this document is designed to outline the procedures for Phase 5 based on current guidance.

### **Attendance Procedures**

**Students** - Students and their families are required to follow district attendance procedures for their program and notify daily of a student’s absence.

**Staff** - Staff are required to follow district attendance procedures for their program by notifying Frontline Absence Management and their immediate supervisor. When reporting a sick day, staff will be asked if they have signs or diagnosis of COVID19.

### **Instructional Learning Planning for in-person learning**

Each SEDOL program will have an individual learner profile as well as an instructional planning template to assist with continuous learning during in person and if needed remote instruction aligned to SEDOL’s Multi-Tiered Systems of Support (Appendix A). The plans include state standards as well as individual

IEP goals and are tailored to individual SEDOL programs and student needs. Students and families will receive assignments, activities, and assessments via Google Classroom.

### **Reporting Illness**

When reporting illness absences, be sure to report if your child:

- Is a close contact of someone with a positive COVID-19 test.
- Has signs of COVID-19.
- Has been diagnosed with COVID-19.
- Has been diagnosed with influenza (respiratory flu).

### **Required Physicals**

SEDOL will follow the dates set by the State of Illinois, SEDOL encourages families to complete these physical and immunization requirements as soon as possible. Clerical staff and nurses will keep track of families who are not in compliance by October 15, 2021.

### **Health and Wellness Protocols**

SEDOL proactively prepares staff and students to prevent the spread of COVID-19 or any other infectious disease. All employees should be trained on health and safety protocols related to COVID-19 prior to resuming in-person instruction. SEDOL buildings have ventilation systems with Merv 13 filters.

### **Confirmed COVID-19 Case Procedures**

SEDOL will follow public health guidelines regarding school closure. SEDOL will immediately notify local county health officials. SEDOL will follow IDPH and LCHD recommendations for close contact and quarantine timelines. SEDOL will be recording all staff and visitors for contact tracing. To assist with contact tracing, all staff going to multiple buildings will need to keep a digital account of their daily schedule and share with their Director. As new guidance emerges, guidelines may change.

### **Preparing for When a Student or Staff Member Becomes Sick**

SEDOL is prepared and able to respond effectively when there is a case within the school community, whether it be a student or staff member. SEDOL will communicate with families and staff that any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home.

Symptoms of COVID-19 vary widely. Recognizable symptoms of COVID-19 include a new onset of cough or shortness of breath or any of the following symptoms: fever of 100.4 F, muscle or body aches from unknown causes, new onset of moderate to severe headache, sore throat, fatigue from unknown cause, loss of taste or smell, vomiting, or diarrhea. Children have also presented inflammatory symptoms, such as bright red rashes, swollen lips, hands, and feet, as well as reddened or discolored palms and soles of the feet. **Students will not be penalized for missing school and are encouraged to stay home when not**

**feeling well.** Students and staff with any of the above symptoms of COVID-19 must remain home.

Attendance personnel/procedure will request specific symptom reporting when absences are reported along with COVID-19 diagnoses and COVID-19 exposure. Information should be documented and shared with the health staff or other appropriate personnel.

In accordance with State and federal guidance, school community members who are sick should not return to school until they have met criteria to return. Schools may wish to consider a symptom checklist for families and staff to use to determine if they are well enough to attend that day. For students who were suspected of COVID-19 but not tested, the CDC and IDPH guidelines state that 24 hours must elapse from resolution of fever without fever-reducing medication and 10 days must have passed since symptoms first appeared. If able to mask, an individual may return after 5 days and wear a mask consistently. To avoid being out 5 to 10 days, an individual may provide a negative COVID-19 test from a provider. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school.

Students or staff returning from COVID-19 related illness should check in with the building administrator following quarantine. A daily log of who was in and out of each building will be kept for contact tracing purposes.

Within the school environment, any individual who shows symptoms will be immediately separated from the rest of the school population into a quarantine area within the school. This quarantine area is designed to be used only for this purpose. Individuals who are sick should be sent home. If emergency services are necessary, 911 will be called. When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission- based precautions.

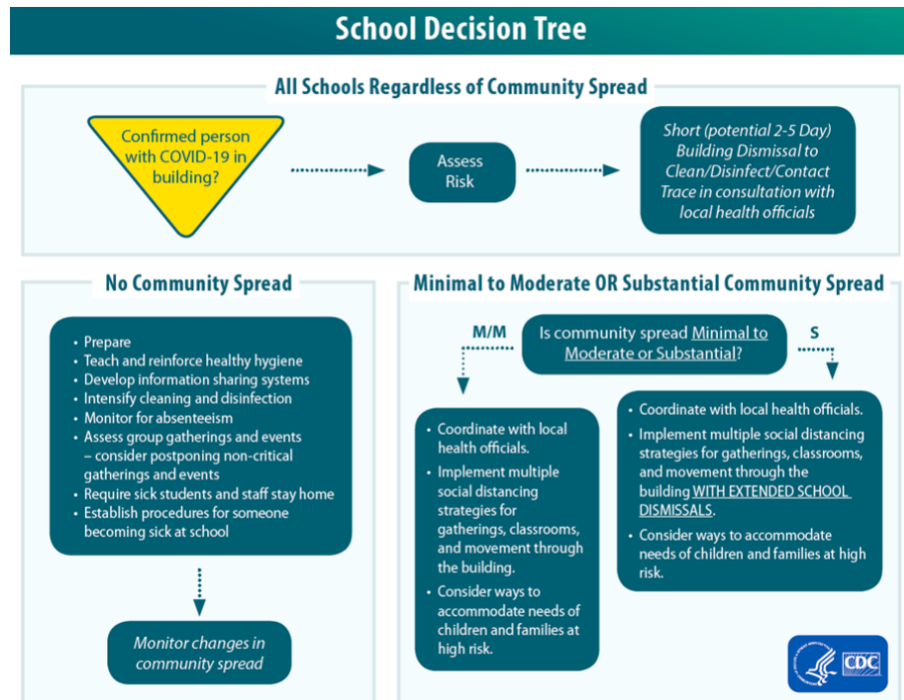
SEDOL have a designated safe area to quarantine any individuals who are experiencing COVID-19-like symptoms and may be awaiting pickup/evaluation. Students will never be left alone and must always be supervised while maintaining necessary precautions. A nurse will monitor students in the designated safe area to quarantine.

Areas including the quarantine and a bathroom will be closed off when used by a sick person and these areas will not be used until after proper cleaning and disinfection procedures have been completed. SEDOL will ensure cleaning products are stored and used a safe distance away from children and staff.

## Illness Procedures

SEDOL will follow the CDC, IDPH, and/or LCHD guidance and procedures regarding individuals who test positive and individuals who are close contact both vaccinated and unvaccinated.

If quarantined, students and staff should follow [IDPH's guidance](#) for quarantining.



## Hand Hygiene

SEDOL encourages frequent and proper hand washing. SEDOL will ensure availability of supplies, such as soap and paper towels, hand sanitizer, tissues, etc., for all grade levels and in all common areas of the building. Cloth towels should not be used. Hand washing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60 percent alcohol may be used. SEDOL is cognizant of any students or staff members with sensitivities or allergies to hand sanitizer or soap and ensure access to alternative hand washing stations. Staff need to request accommodations for sensitivities and allergies with Human Resources. Students need to request accommodations for sensitivities and allergies with Building./Program Supervisor.

Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before eating; before/after routine care for another



person, such as a child; after contact with a person who is sick; and following glove removal.

Additionally, SEDOL will adhere to recommendations for safe hand sanitizer use, including:

- Alcohol-based hand sanitizers should be used under adult supervision with proper child safety precautions and stored out of reach of young children to reduce unintended, adverse consequences. It will be necessary to ensure that students do not ingest hand sanitizer or use it to injure another person.
- Alcohol-based hand sanitizers must be properly stored – which includes away from high temperatures or flames – in accordance with National Fire Protection Agency recommendations.
- Hand sanitizers are not effective when hands are visibly dirty, soap and water should be used in place.
- Staff preparing food in the cafeteria/kitchen should **always** wash their hands with soap and water. The IDPH Food Service Sanitation Code does not allow persons who work in school cafeteria programs to use hand sanitizers as a substitute for hand washing.

SEDOL will educate staff and students on healthy hygiene and hand washing to prevent the spread of infection. Schools may wish to post hand washing posters in the bathrooms, hallways, classrooms, and other areas, as appropriate. See [Centers for Disease Control and Prevention: Handwashing: Clean Hands Save Lives](#) for free resources. Ensure availability of resources for teachers, nurses, and other staff members, so they can appropriately train students or review hand washing procedures. Various classroom lessons, activities, and resources are available at our website.

Additional signage is displayed on the correct methods for sneezing and coughing within the buildings.

Staff and students are directed and encouraged to avoid touching the face (eye, nose, mouth) to decrease the transmission of COVID-19 or other infectious diseases.

### **Face Coverings**

SEDOL must follow the guidance of the CDC, IDPH, and/or ISBE on the usage of face coverings for staff, students, and visitors. Currently SEDOL is following their local data to drive masking decisions. There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. Face coverings need to fully cover an individual's mouth and nose, and the covering needs to fit snugly against the sides of the face with no gaps. Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use. Staff are able to wear their own mask if they are only with colors (no words or images) and are either made of cloth or are a surgical

disposable mask. N95s or KN95s will be provided to staff. If staff members have their own N95s that have been professionally fitted, they may wear them.

Additionally, students and staff should pay special attention to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing the face covering.



SEDOL will consider how to meet the needs of students for whom wearing a face covering may cause harm or impediment (e.g., students with hearing impairments, asthma, anxiety).

SEDOL will consult families and medical professionals, as appropriate. Consideration of these situations must be addressed so that students and staff members understand and normalize that some persons may not be wearing a face covering and these situations do not need any intervention from others (e.g., reminders).

### **Social Distancing**

SEDOL has developed procedures to ensure 3-foot physical distance from other persons as much as possible when wearing a mask appropriately and 6-foot when students are unable to wear face coverings including when eating or drinking. The expectation pertains to students and staff members in all areas and settings to the greatest extent possible. SEDOL will post visual reminders throughout school buildings and lay down tape or other indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias).

The expectation will be explicitly taught to students and reinforced, as needed. Students and staff may break social distance if face coverings and other appropriate PPE (e.g. face shield, gowns, gloves) is utilized; however, prolonged contact should be minimized.

SEDOL has considered “staggering” schedules for arrivals/dismissals, hall passing periods, mealtimes, bathroom breaks, etc. to ensure student and staff safety. Staff and students should abstain from physical contact, including, but not

limited to, handshakes, high fives, hugs, etc. Six-foot physical distancing should continue until indicated otherwise by public health entities. This includes instructional times, specialized classes, mealtimes, recess, and extracurricular activities, transportation, etc.

Staff break areas will be arranged to facilitate social distancing. Break times should be staggered to minimize eating with masks off near others.

### **Personal Protective Equipment and Training**

SEDOL is ensuring that appropriate personal protective equipment (PPE) is made available to and used by staff, as needed, based on exposure risk. SEDOL has developed “Health and Safety Protocols” (Appendix B) for the following specialized areas: Audiology, Nursing, Occupational Therapy, Psychology, Physical Therapy, Social Work, and Transportation. Training will be provided to staff prior to the start of student attendance on the proper use of PPE, including donning (putting on) and doffing (removing) PPE. In addition, training will also include directions on the proper disposal of PPE since inappropriate application or removal of PPE can increase the transmission. SEDOL is complying with Occupational Safety and Health Administration ([OSHA standards](#)) on blood borne pathogens, including the [proper disposal of PPE and regulated waste](#).

### **Symptom Screenings**

SEDOL encourages all parents and staff to take a temperature reading and check for COVID-19 symptoms each morning your child or yourself will be present in our buildings. Students with a fever or any of the symptoms below should stay home and seek medical advice. By sending your child to school or by you entering SEDOL buildings, you are certifying the following:

- That your child does not have or you do not have a fever over 100.4 degrees.
- That your child does not have or you do not have any of the following conditions related to COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue from unknown cause
  - Muscle or body aches from unknown cause
  - New onset of moderate to severe headache
  - New loss of taste or smell
  - Sore throat
  - Nausea or vomiting
  - Diarrhea

### **Visitors**

Visitors will be limited to specific events and authorized personnel following SEDOL current prevention and mitigation strategies. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff

will be asked to meet the visitor to conduct business as needed. Visitors will not have general access to the building in order to maintain physical distancing.

### **Substitutes**

SEDOL is working to increase the substitute pool. Substitutes will follow instructional planning, attendance hygiene and PPE requirements. Substitutes will be provided professional development to ensure procedures are followed.

### **Schoolwide Cleaning and Disinfection to Prevent the Spread of Infection**

SEDOL has sanitation procedures per recommendations of the CDC, IDPH, and the Lake County Health Department.

Frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets, buses/vans) will be cleaned on a daily basis. Cloth toys or other cloth material items that cannot be disinfected will only be used by a single student.

Soft surfaces, such as carpeted areas, rugs and curtains will be sanitized weekly. Clean with an approved soap/disinfectant for the surface area. They will be laundered at high temperatures, if possible, and dry. If cleaning with soap and water is not feasible, they will be disinfected with a household disinfectant that has been registered with the Environmental Protection Agency (EPA) and follow contact times on the label. SEDOL will vacuum as usual.

[EPA-approved disinfectants](#) for use against COVID-19 are available to staff responsible for cleaning. Gloves and other appropriate Personal Protective Equipment must be used during cleaning and disinfection. Ensure that appropriate PPE is made available to and used by staff, as appropriate, based on job-specific duties and risk of exposure. Always follow label directions. Allow the required dwell or wet contact time. Keep all disinfectants out of the reach of children. Do not mix bleach or other cleaning products and disinfectants together. It is prohibited for students and staff to bring in any personal cleaning supplies (e.g. wipes); cleaning supplies used at school should only be those provided by the school/district. Each staff member will receive access to disinfectants and wash towels.

### **Operations**

All custodial/maintenance staff will be trained on the return to school guidelines. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including bottle fillers, countertops, desktops, door handles, handrails, light switches, and restroom fixtures.

SEDOL's Maintenance and Operations Department may adjust personnel schedules to meet reopening school needs. Cleaning schedules will be created and implemented for all facilities and equipment.

## Infection Control Procedures for Specific Areas and Activities



### **Classrooms**

Teachers will provide assigned seating for students and requirements for students to remain in these seats to the greatest extent possible will be in place. Desks will be arranged facing the same direction and so that there is a 3-foot distance in all directions when students are able to wear masks and a 6-foot distance in all directions between the desks when students are unable to wear masks and when eating. Windows, if possible will be open, for increased ventilation.

Hand hygiene and/or schedule hand hygiene breaks will be included in each student's schedule, including before/after eating snacks/meals and upon exiting and returning to the classroom. Adequate hygiene supplies, including tissues, hand sanitizer, extra face coverings (if required), hand washing supplies if sinks are present, soap, paper towels, and gloves for staff, will be present in the classroom. Staff are not to eat in the classrooms with students or hallways due to hygiene concerns.

Each student will be assigned an iPad or Chromebook to minimize illness transmission. Computer keyboards and/or touch screens will be cleaned daily. Parents of all students are discouraged from having their children bring any toys from home to school. Students' personal items will be labeled and kept in separate areas to ensure they remain separate from the belongings of other students.

### **Shared Objects**

SEDOL discourages the borrowing or sharing of any items. The [CDC](https://www.cdc.gov) recommends that electronic devices, toys, books, and other games or learning aids not be shared.

Electronics, including, but not limited to, tablets, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., should be cleaned before and after use.

For items that must be shared or communally used, it is recommended that at a minimum the item be cleaned after use and that the individuals perform hand hygiene between use.

Note that the use of liquid disinfectants is harmful to library and archives materials and is not recommended. UV ray exposure as a means of sterilization is also not recommended. Utilizing hand sanitizer before and after use of books or library material is recommended.

Be mindful of items like play food, dishes, and utensils that are more likely to be placed in a younger child's mouth. Use materials that can be thrown out, cleaned after one use, or labeled for individual child use. Machine washable cloth toys should be used by a single student and washed at least weekly.

### **Restrooms**

SEDOL will maintain social distancing in restroom areas. Schools will schedule restroom breaks and escort individual classrooms to the restroom area to monitor social distancing, as appropriate. Appropriate sanitation of restrooms should be completed as scheduled. Signs encouraging hand hygiene procedures in the bathrooms, hallways, classrooms, and other areas, as appropriate are displayed throughout every school building. See [Centers for Disease Control and Prevention: Handwashing: Clean Hands Save Lives](#) for free resources. Encourage students to properly wash hands following restroom use, as age appropriate. Ensure availability of supplies, such as soap and paper towels.

### **Water Fountains**

Please use reusable water bottles. Water fountains are closed except for the filling stations.

### **Cafeterias/Food Service**

Meals will be delivered to classrooms while ensuring social distancing is implemented. Classrooms should be disinfected after eating prior to resuming classroom activities. Disposable food service items (e.g., utensils, dishes) will be used. Regular precautions will be taken regarding food allergies and dietary needs. Students are able to bring in their own lunches, but microwaves and fridges are not available unless medical documentation is on file. Additionally, any food preparation such as blending will require medical documentation to be on file.

Areas where students consume meals will be thoroughly cleaned and disinfected before and after meals. Food service personnel will wear appropriate PPE, including gloves and face coverings, while preparing and distributing food. Frequent hand hygiene should be required. Individuals should wash their hands after removing their gloves or after directly handling used food service items.

Staff will be assigned a specific location and time to eat their lunch in an environment with 6-feet of distance and available access to a refrigerator or microwave. Staff will be trained on cleaning procedures if they use the refrigerator, microwave or coffee maker. Staff will either have their own office space or a designated area within the building to eat at. Areas where staff consume meals will be thoroughly cleaned and disinfected before and after meals.

Hand hygiene must be performed prior to eating a meal or consuming any food items. As face coverings must be removed during eating, ensure 6-foot distance between individuals.

Considerations also will be given to food consumed during times other than mealtimes, such as per an individual student's IEP. Food outside of mealtimes should only be consumed if outlined in a student's IEP.

#### **Administrative Offices and Staff Workspaces/Lounges**

Nonessential visitors, volunteers, and activities involving external groups or organizations, will be limited. No visitors are allowed to be in the main office area. Hand sanitizer is readily available for visitors to use upon entry.

Accurate records of visitors, including the individual's reason for visit, contact information, and all locations visited, in case contact tracing is needed will be kept at each school.

Readily accessible cleaning and disinfecting supplies, access to hand washing facilities or hand sanitizer, and gloves for employees, as appropriate are available at each school. A regular cleaning and disinfection schedule of frequently touched items will be maintained, which includes phones, desktops, fax machines or copiers, door handles, etc.

Where possible, each employee will be provided with a personal supply of office supplies, such as staplers, tape dispensers, pens, and pencils, to eliminate transmission through shared items. Any shared office supplies should be disinfected after each use. Staff workrooms also must adhere to 6-foot distancing. Capacity limitations depending on the size of the space and availability of seating will be in place and signs will be posted. Cleaning supplies are available and protocols are established for cleaning frequently touched items, such as copy machines, table surfaces, refrigerator door handles, microwaves, coffee makers, etc. Signs regarding proper hand hygiene, capacity limits, and other protocols are posted.

#### **Physical Education, Recess, and Outdoor Activities with Students**

Physical activity can support students' overall health and wellbeing and help reduce stress and anxiety. Whenever feasible and weather permitting, educators should select outdoor physical education activities that allow natural social distancing.

If physical education must be taught inside, separate partitions in open spaces and markings on the gymnasium floor/wall/field to maintain distance between participants will be utilized. Hand shaking, high fives, or other physical contact is prohibited. It is recommended that educators have access to technology to broadcast instruction to maximize social distancing (e.g., megaphone). Teachers will assign specific areas for physical activity and need to keep track to the best of their ability where students are located both in a gym and outside.

Any shared equipment must be cleaned between each student's use and disinfected at the end of each class. Fitness centers with equipment such as treadmills, ellipticals, stationary bicycles, weights, etc., should be cleaned and sanitized before and after each class. Focus on frequently touched surfaces such as keypads, hand weights, handles, etc. Maintaining 6-foot distance between participants may include using only every other treadmill/bicycle or installing dividers between each machine or equipment piece.

Students and staff should wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students should perform hand hygiene after the use of each piece of equipment. Students must wear masks and maintain social distancing during physical activity indoors. Students do not have to wear masks outside if social distancing. Staff who are vaccinated and verified as such with Human Resources will wear masks outside when within 6 feet of unmasked students. Staff who are not vaccinated or non-verified for being vaccinated with Human Resources will wear masks and face shields when within 6 feet of an unmasked student outside.

### **Community Based and Vocational Instruction**

ISBE has approved community based and vocational instruction in the community. SEDOL will focus on preventative strategies as reviewed with the Lake County Health Department regarding instruction both on vocational sites and the community. All PPE expectations including wearing a mask are expected on vocational sites and in the community. Students will practice positive hand hygiene when leaving one site and upon arrival at a new site. Hand sanitizer will be available for students and students are to maintain a social distance as much as possible in community-based instruction and vocational instruction. Sites used for community based instruction and vocational instruction will agree to contact tracing and notifying SEDOL administration if they have a positive or presumed positive COVID employee, who has been within closed contact (within 6 ft for more than 15 minutes within one day) of SEDOL students.

### **SEDOL Weekend Backpack Program**

SEDOL realizes the value of this support to our families and the whole child. SEDOL's Weekend Backpack Program is available. Please contact your student's social worker or program administrator if in need.



**Playgrounds**

Playground equipment is open and will be cleaned daily.

**Multi-Purpose Rooms**

Schools must limit the number of individuals in one space and use social distancing. Multi-purpose rooms must be cleaned and sanitized daily and in between groups as much as possible.

**Extracurricular Activities**

Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, and cleaning and disinfecting to prevent the spread of COVID-19.

**Student Services**

SEDOL will adhere to timelines for annual IEP meetings and required evaluations. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams should meet to determine whether any amendments to IEPs are necessary to address current levels of a student's performance. IEP teams should update instructional learning plans as needed for students based on the learning experiences during the 2021-22 school year.

For staff working with students who are present for in-person learning, SEDOL will provide appropriate PPE for continuous wear and during procedures such as feeding (e.g., gowns, gloves, face shields). Maintaining strict social distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy. Appropriate PPE should be used in conjunction with appropriate hand hygiene.

Across the district, rooms specially designed for aerosol treatments will be present between or near classrooms to ensure safety for students and staff.

**Transportation**

SEDOL is working closely with member districts to ensure procedures are in compliance with all applicable expectations under state and federal guidelines. Students and families should be aware of procedures and expectations regarding transportation.

**HUMAN RESOURCES**

The contents of this SEDOL Learning Together Plan are subject to change with changes to formal guidance or mandates issued by the proper authorities (ISBE, IDPH, IHSA, etc.). All employees will need to be flexible during this pandemic, which will require cooperative, collaborative, flexible, and creative problem solving. SEDOL will generate guidelines and protocols required for all employees. SEDOL will continue to monitor recommendations from the PRESS

(Policy Reference Education Subscription Service) policy organization, as well as from professional organizations such as Illinois Association of School Administrators (IASA), Illinois Association of School Boards (IASB), and the Illinois Principals Association (IPA).

### **Illness Monitoring**

A tracking process will be instituted to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine. Tracking ensures that CDC and local health authority criteria for discontinuing home isolation or quarantine is met before a student or staff member returns to school. Tracking methods include checking in with the school nurse upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine has been met. Tracking will take place prior to a return to the classroom.

Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism will occur through collaboration of those taking absence reports and school nurses/school health staff. Employees and families will be expected to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

Confirmed cases of COVID-19 will be reported to the local health department by the superintendent or district designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.

SEDOL will inform the community of outbreaks per local and State Health Department guidelines while maintaining student and staff confidentiality rights.

### **Staff Return Plan**

The District has the authority to determine who returns to work, however, the district will work to follow executive and legislative guidance from the State and Federal government. An employee's request for a special accommodation(s) will need to be provided to the SEDOL Human Resources Department for review. Please note that medical documentation or other official documentation will be required in order to consider any requests.

### **Staffing Level**

The District will monitor staffing levels within each building to ensure optimal operations for teaching and learning. In the event that staff absences hinder the ability to maintain optimal operations, the District will consider all options to support student learning. Every effort will be made to ensure substitute teachers are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions.

## COMMUNICATIONS

### Communication Methods

Throughout the 2021–22 school year, SEDOL will use the following communication methods to keep stakeholders updated on changes regarding all protocols:

- [SEDOL Website](#)
- Phone and text alerts
- SEDOL News
- SEDOL social media (Facebook, Twitter, Instagram) - each building as well as the district have accounts

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date in the Blackboard Student Information System. If you need to update your information, please contact your building or program administrative assistant (SEDOL Program Chart and Contact Information).

### Quick Contacts

- **Remote Learning questions:** First point of contact is the teacher, second point of contact is assistant principal and then principal or supervisor.
- **My student, or someone my student has been in close contact with, tests positive for COVID-19:** School Nurse or SEDOL Nursing Coordinator Susan Kruckman [skruckman@sedol.us](mailto:skruckman@sedol.us), 847-548-8470.
- **I am a staff member who tests positive for COVID-19, or who has been in close contact with someone who tests positive for COVID-19:** Contact your building principal or supervisor, or Assistant Superintendent of Human Resources, Laura Wojcik, [lwojcik@sedol.us](mailto:lwojcik@sedol.us), 847-986-2360.
- **Tech Support:** Technology support is available for SEDOL students and staff on district devices and systems. Technology support is available for students and parents at [tech\\_help@sedol.us](mailto:tech_help@sedol.us) or call 847-986-1100 - leave a message and someone will return the call within 2 hours during normal business hours. Technology support is available for staff at [customercare@net56.com](mailto:customercare@net56.com) or call 224-836-0860 24/7

# APPENDIX A

## Instructional Learning Planning and MTSS Plans



Lesson Plan Date:

Teacher/ Paraprofessionals:

E-mail:

Google Classroom Site:



## ELS/LASSO 2 Instructional Planning

Monday	Activities	Objective	Data Collection Methods	Essential Elements	Approximate Duration
<a href="#">ELA</a>					
<a href="#">Math</a>					
<a href="#">Science and Social Studies</a>					
Specials					
Lifeskills					
<b>Related Services</b>	Speech:				
	OT:				
	PT:				
	SW:				
	Vision:				
	Hearing:				
	Adapted PE				
	O/M:				

Tuesday	Activities	Objective	Data Collection Methods	Essential Elements	Approximate Duration
<a href="#">ELA</a>					
<a href="#">Math</a>					
Science and Social Studies					
Specials					
Lifeskills					
<b>Related Services</b>	Speech:				
	OT:				
	PT:				
	SW:				
	Vision:				
	Hearing:				
	Adapted PE				
	O/M:				

Wednesday	Activities	Objective	Data Collection Methods	Essential Elements	Approximate Duration
<a href="#">ELA</a>					
<a href="#">Math</a>					
Science and Social Studies					
Specials					
Lifeskills					
<b>Related Services</b>	Speech:				
	OT:				
	PT:				
	SW:				
	Vision:				
	Hearing:				
	Adapted PE				
	O/M:				

Thursday	Activities	Objective	Data Collection Methods	Essential Elements	Approximate Duration
<a href="#">ELA</a>					
<a href="#">Math</a>					
Science and Social Studies					
Specials					
Lifeskills					
<b>Related Services</b>	Speech:				
	OT:				
	PT:				
	SW:				
	Vision:				
	Hearing:				
	Adapted PE				
	O/M:				



Friday	Activities	Objective	Data Collection Methods	Essential Elements	Approximate Duration
<a href="#">ELA/ Writing</a>					
<a href="#">Math</a>					
Science and Social Studies					
Specials					
Lifeskills					
<b>Related Services</b>	Speech:				
	OT:				
	PT:				
	SW:				
	Vision:				
	Hearing:				
	Adapted PE				
	O/M:				

## TAB/ LASSO 1 Weekly Instructional Plan

**Lesson Plan Date:**

**Teacher/Paraprofessional:**

**Email:**

**Google Classroom Link:**

*\*This document can be used in lieu of the host districts plan to meet individual student needs.*

<b>Monday</b>	<b>Activity Description</b>	<b>Lesson objective</b>	<b>Data Collection Method</b>	<b>State Standards</b>	<b>Approx. Duration</b>
<a href="#"><u>Math</u></a>					
<a href="#"><u>ELA</u></a>					
<a href="#"><u>Science/ Social Sciences</u></a>					
<a href="#"><u>Fine Arts</u></a>					
<a href="#"><u>Writing</u></a>					
<a href="#"><u>Health</u></a>					

<u>Social/ Emotional/ Advocacy</u>					
<b>Related Services</b>	Speech:				
	OT:				
	PT:				
	SW:				
	Vision:				
	Adap PE:				
	Hearing:				

<b>Tuesday</b>	<b>Activity Description</b>	<b>Lesson objective</b>	<b>Data Collection Method</b>	<b>State Standards</b>	<b>Approx. Duration</b>
<u>Math</u>					
<u>ELA</u>					
<u>Science/ Social Sciences</u>					
<u>Fine Arts</u>					
<u>Writing</u>					

<u>Health</u>					
<u>Social/Emotional/Advocacy</u>					
<b>Related Services</b>	Speech:				
	OT:				
	PT:				
	SW:				
	Vision:				
	Adap PE:				
	Hearing:				

<b>Wednesday</b>	<b>Activity Description</b>	<b>Lesson objective</b>	<b>Data Collection Method</b>	<b>State Standards</b>	<b>Approx. Duration</b>
<u>Math</u>					
<u>ELA</u>					
<u>Science/Social Sciences</u>					

<u>Fine Arts</u>					
<u>Writing</u>					
<u>Health</u>					
<u>Social/ Emotional/ Advocacy</u>					
<b>Related Services</b>	Speech:				
	OT:				
	PT:				
	SW:				
	Vision:				
	Adap PE:				
	Hearing:				

<b>Thursday</b>	<b>Activity Description</b>	<b>Lesson objective</b>	<b>Data Collection Method</b>	<b>State Standards</b>	<b>Approx. Duration</b>
<u>Math</u>					
<u>ELA</u>					

<u>Science/ Social Sciences</u>					
<u>Fine Arts</u>					
<u>Writing</u>					
<u>Health</u>					
<u>Social/ Emotional/ Advocacy</u>					
<b>Related Services</b>	Speech:				
	OT:				
	PT:				
	SW:				
	Vision:				
	Adap PE:				
	Hearing:				

<b>Friday</b>	<b>Activity Description</b>	<b>Lesson objective</b>	<b>Data Collection Method</b>	<b>State Standards</b>	<b>Approx. Duration</b>
<u>Math</u>					

<b><u>ELA</u></b>					
<b><u>Science/ Social Sciences</u></b>					
<b><u>Fine Arts</u></b>					
<b><u>Writing</u></b>					
<b><u>Health</u></b>					
<b><u>Social/ Emotional/ Advocacy</u></b>					
<b>Related Services</b>	Speech:				
	OT:				
	PT:				
	SW:				
	Vision:				
	Adap PE:				
	Hearing:				

# Learner Profile

Teacher/Paraprofessionals:

Email:

Username/Password for SEDOL device:      pw:

\*Please note that this reflects an outline of the day, all materials will be accessed through Google Classroom\*

**Related Services/Email:**

Social Worker		
O. Therapist		
Nurse		
Speech		
EL		
Other: AT Psychologist APE		

**Weekly Schedule:**

Time	Monday	Tuesday	Wednesday	Thursday	Friday



# Learner Profile

## Student Strategies

(Provide strategies and accommodations that are used in the class that assist in student engagement)

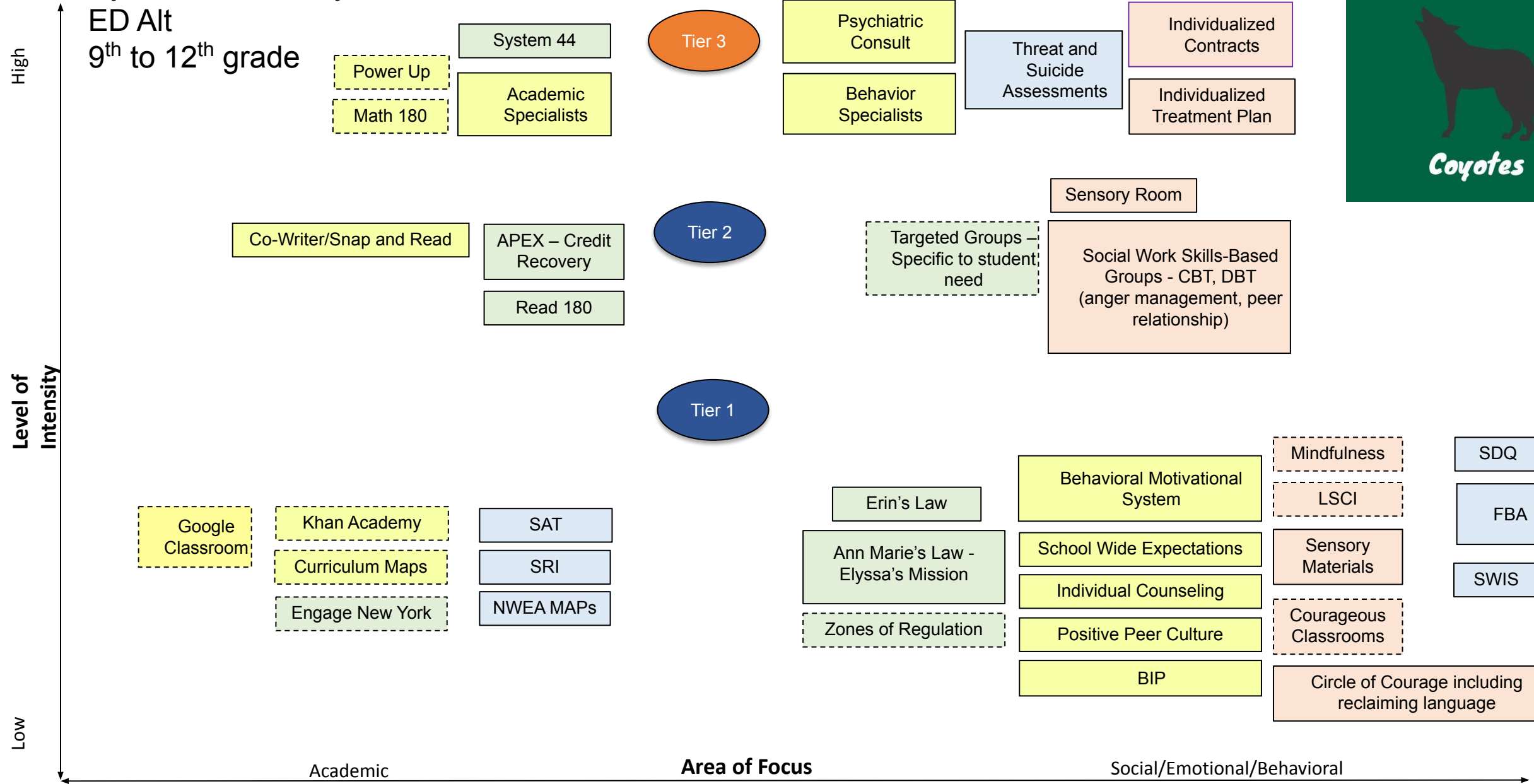
## IEP Annual Goals

Goal	IEP Annual Goal	Monitoring Plan: (provide link to data collection tool and benchmarks)
1		
2		
3		
4		
5		

# Cyd Lash Academy

## ED Alt

### 9<sup>th</sup> to 12<sup>th</sup> grade



- Not Fully Implemented

Assessment   Curriculum   Resource/Support   Instructional Strategy

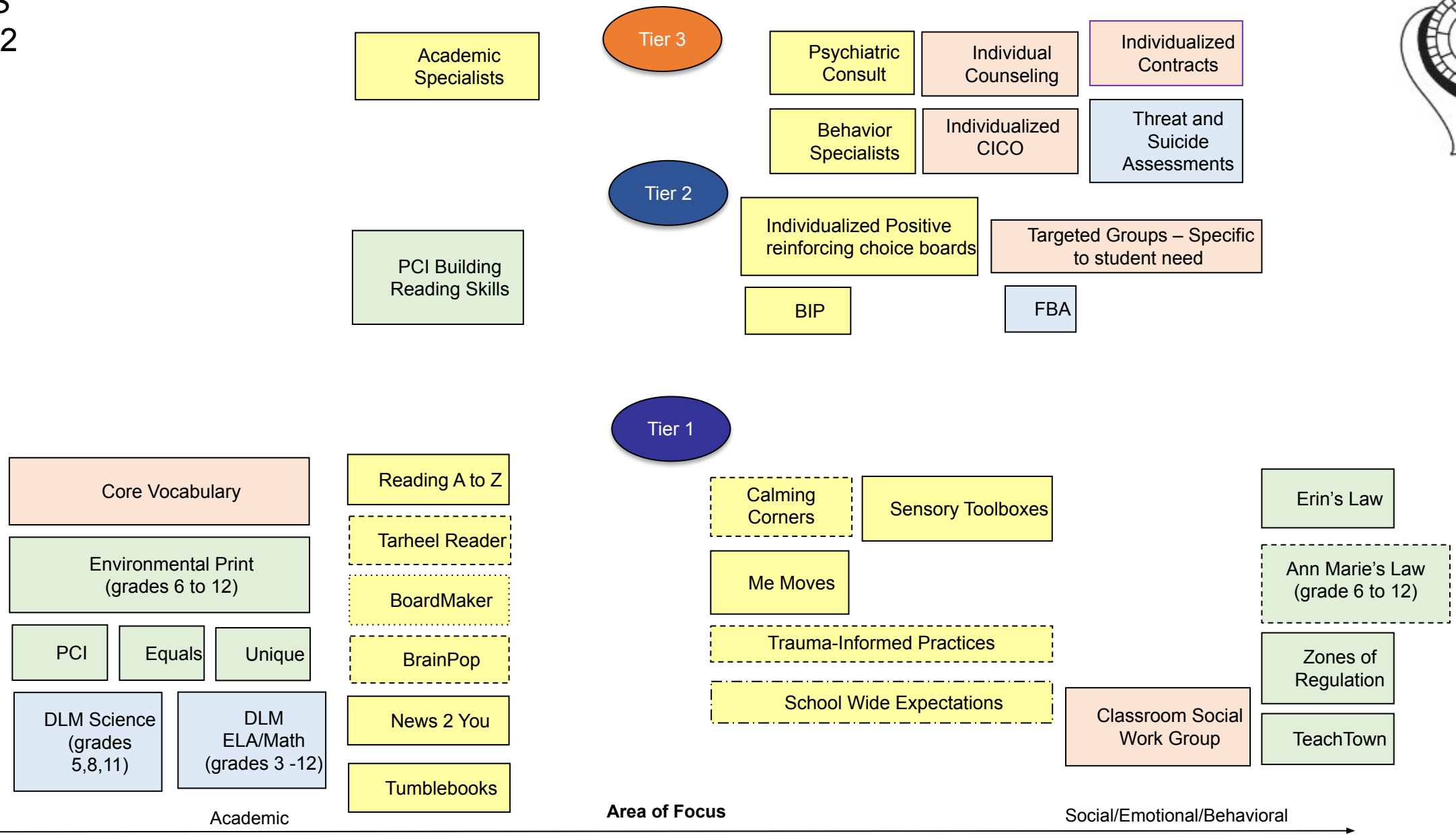


ELS  
K-12

High

Level of  
Intensity

Low



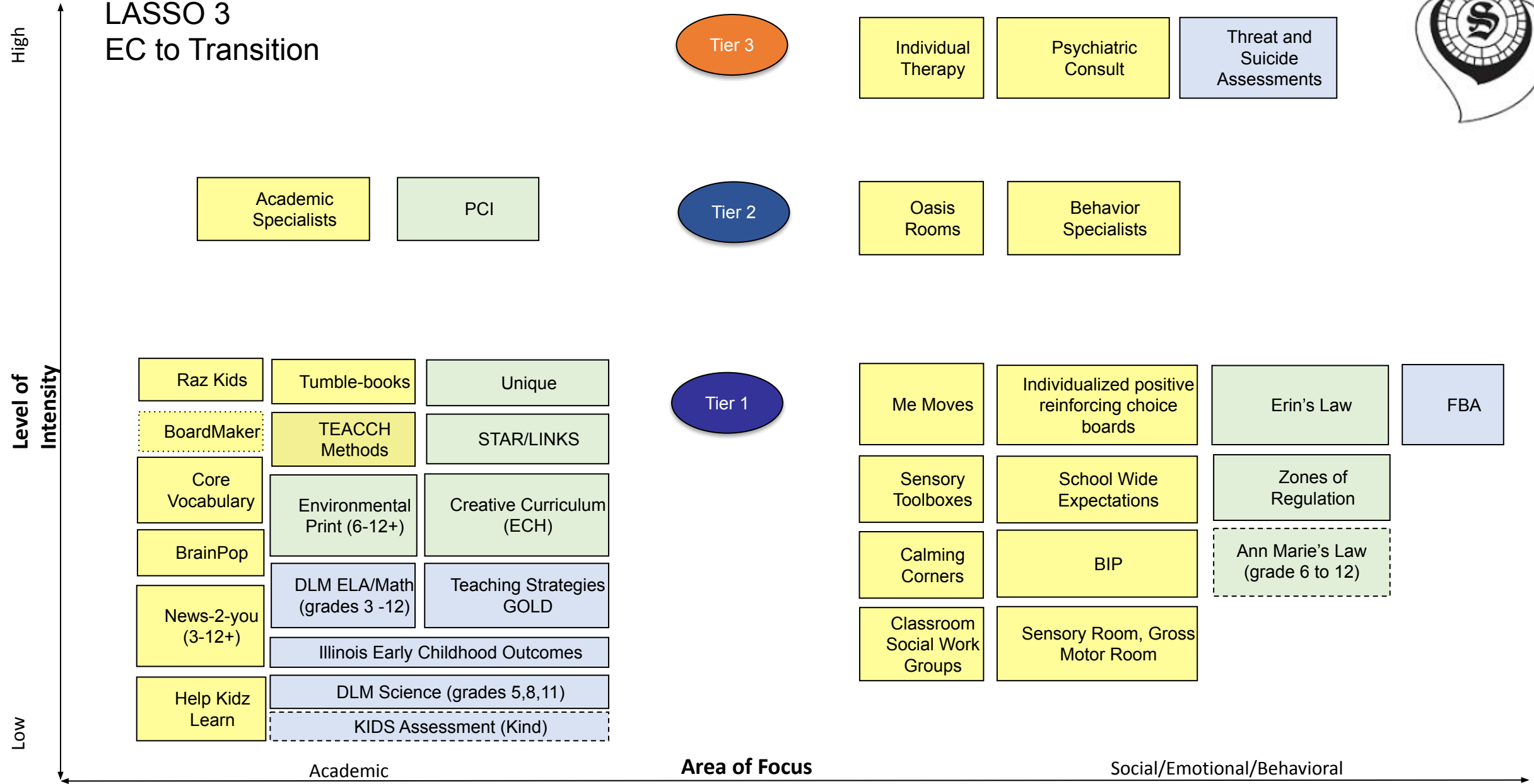
- Not Fully Implemented

Assessment   Curriculum   Resource/Support   Instructional Strategy

# Fairhaven School

## LASSO 3

### EC to Transition



- Not Fully Implemented

Assessment	Curriculum	Resource/Support	Instructional Strategy
------------	------------	------------------	------------------------

# Gages Lake School ED Alter Early Childhood



High

Level of Intensity

Low

Academic Specialists

Tier 3

Psychiatric Consult

Individualized CICO

Individualized Contracts

Behavior Specialists

Individual Counseling

Threat and Suicide Assessments

Tier 2

Targeted Groups – Specific to student need

Chill Ville, Sensory Room, Gross Motor Room

Social Work Skills-Based Groups - CBT, DBT (anger management, peer relationship)

Tier 1

Equality Through Read Alouds

Creative Curriculum

Illinois Early Childhood Outcomes

Teaching Strategies GOLD

Calming Corners

Sensory Toolboxes

Restorative Practices

Behavioral Motivational System (Paw Mart)

BIP

Mindfulness

Character Education

SDQ (age 4)

Me Moves

School Wide Expectations

Zones of Regulation

Erin's Law

Morning Meetings

FBA

Trauma-Informed Practices

Cool Tools

Second Step

Social Work Groups w/Curriculum

SWIS

Academic

Area of Focus

Social/Emotional/Behavioral

- Not Fully Implemented

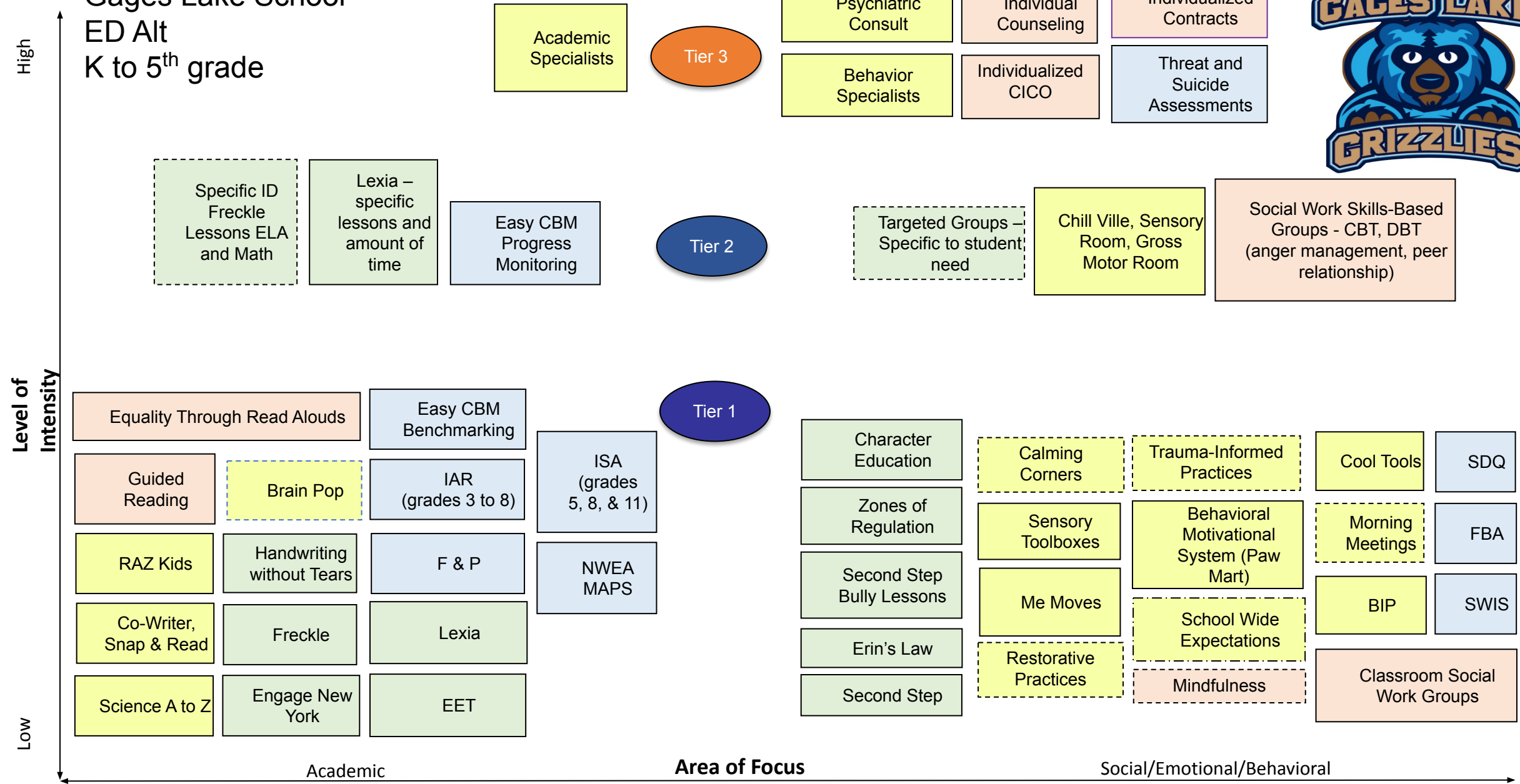
Assessment

Curriculum

Resource/Support

Instructional Strategy

# Gages Lake School ED Alt K to 5<sup>th</sup> grade



- Not Fully Implemented

Assessment    Curriculum    Resource/Support    Instructional Strategy

# Gages Lake School SAB 1st to 12<sup>th</sup> grade



High

Level of Intensity

Low

Tier 3

Tier 2

Tier 1

Academic Specialists

Psychiatric Consult

Individual Counseling

Individualized Contracts

Behavior Specialists

Individualized CICO

Threat and Suicide Assessments

PCI Building Reading Skills

Chill Ville, Sensory Room, Gross Motor Room

Social Work Skills-Based Groups – Tied to Teachtown topics

Core Vocabulary

Equality Through Read Alouds

Environmental Print (grades 6 to 12)

PCI

Equals

Unique

DLM Science (grades 5,8,11)

DLM ELA/Math (grades 3 -12)

Reading A to Z

Tarheel Reader

BoardMaker

BrainPop

News 2 You

Calming Corners

Sensory Toolboxes

Behavioral Motivational System (Pawmart)

Erin's Law

Ann Marie's Law (grade 6 to 12)

Me Moves

Restorative Practices

BIP

Cool Tools

Character Education

SWIS

Trauma-Informed Practices

Mindfulness

Zones of Regulation

SDQ

Morning Meetings

Classroom Social Work Group

TeachTown

FBA

School Wide Expectations

Academic

Area of Focus

Social/Emotional/Behavioral

- Not Fully Implemented

Assessment

Curriculum

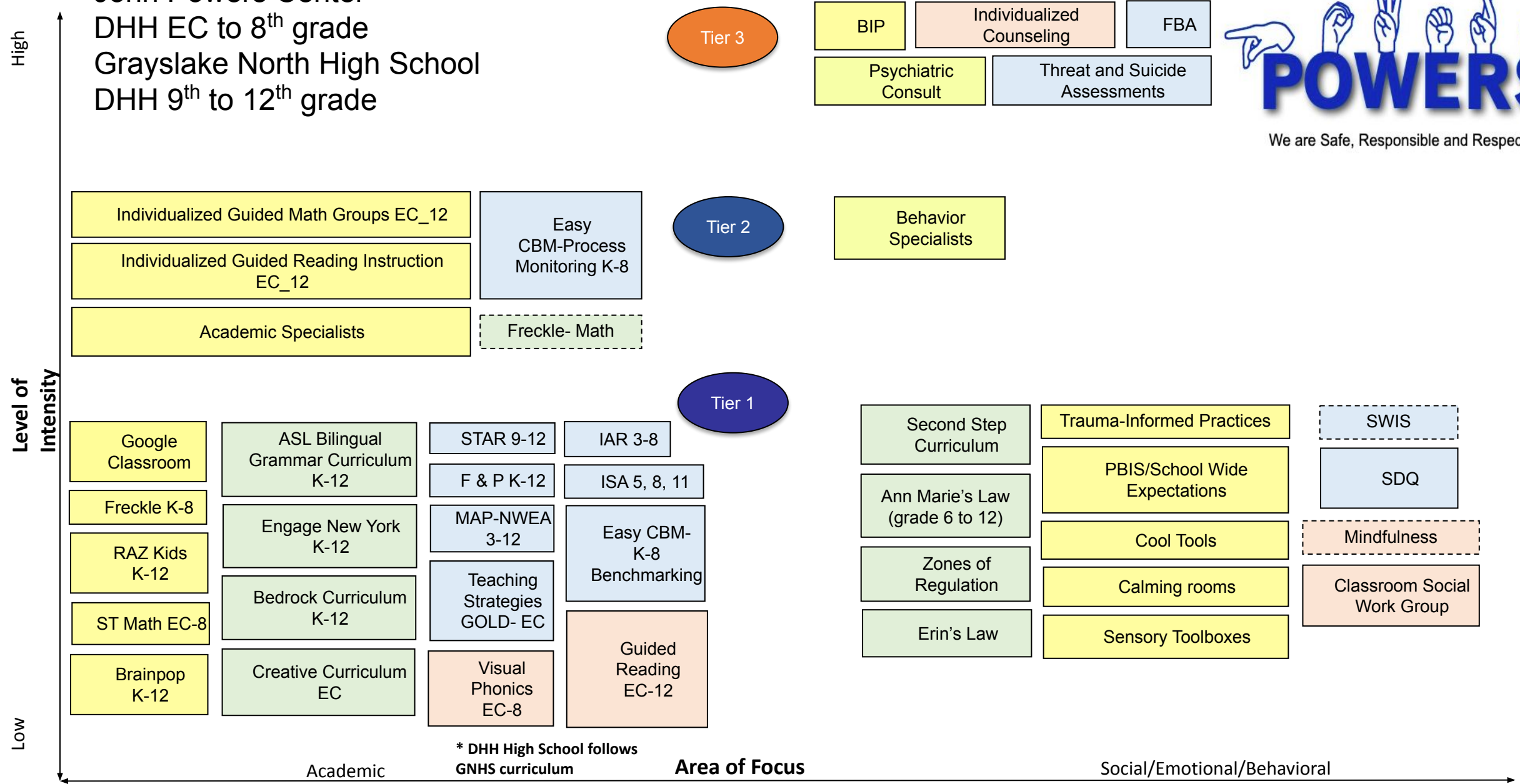
Resource/Support

Instructional Strategy

John Powers Center  
 DHH EC to 8<sup>th</sup> grade  
 Grayslake North High School  
 DHH 9<sup>th</sup> to 12<sup>th</sup> grade



We are Safe, Responsible and Respectful!



- Not Fully Implemented

Assessment
Curriculum
Resource/Support
Instructional Strategy



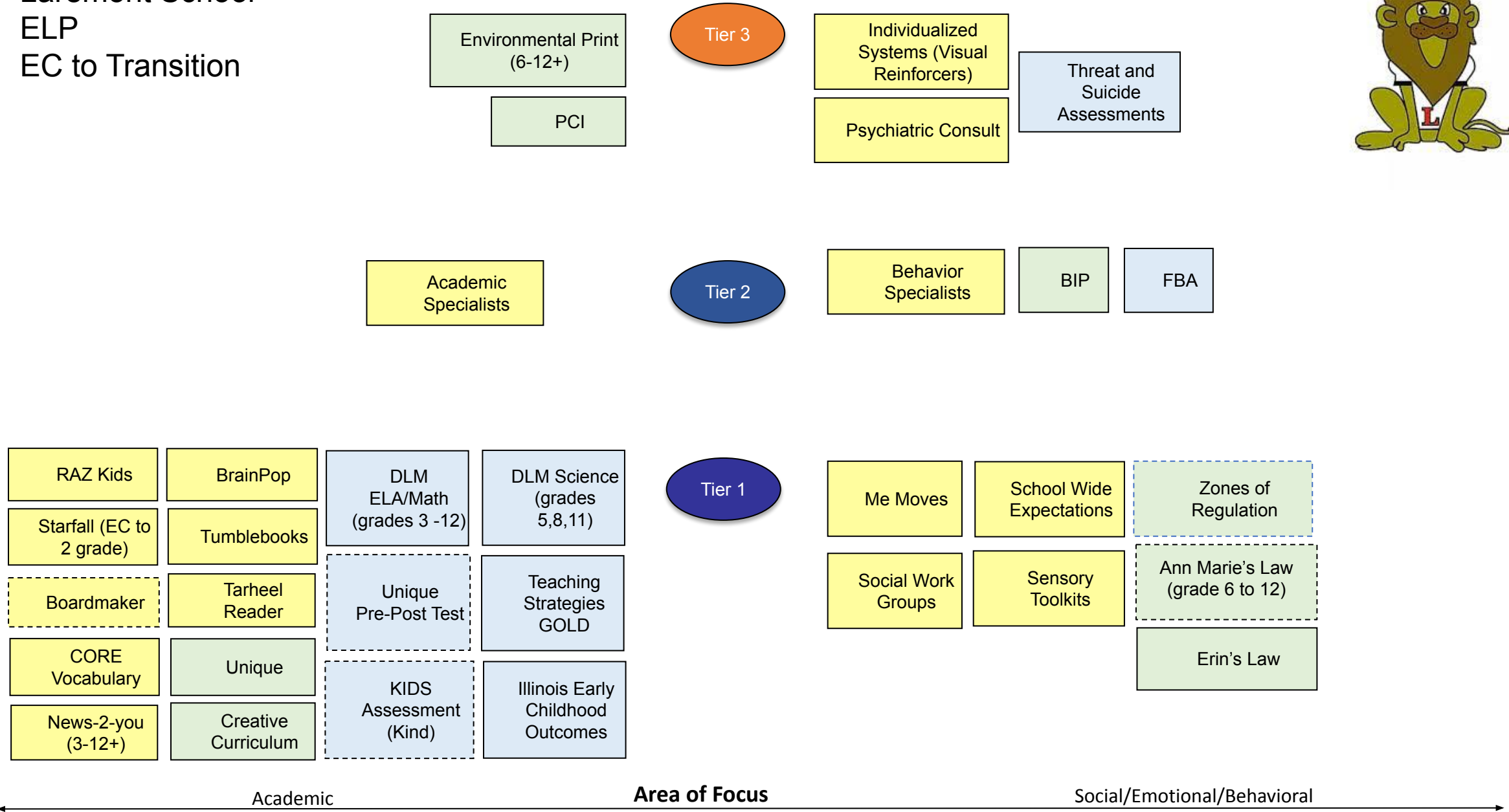
# Laremont School ELP EC to Transition



High

Level of Intensity

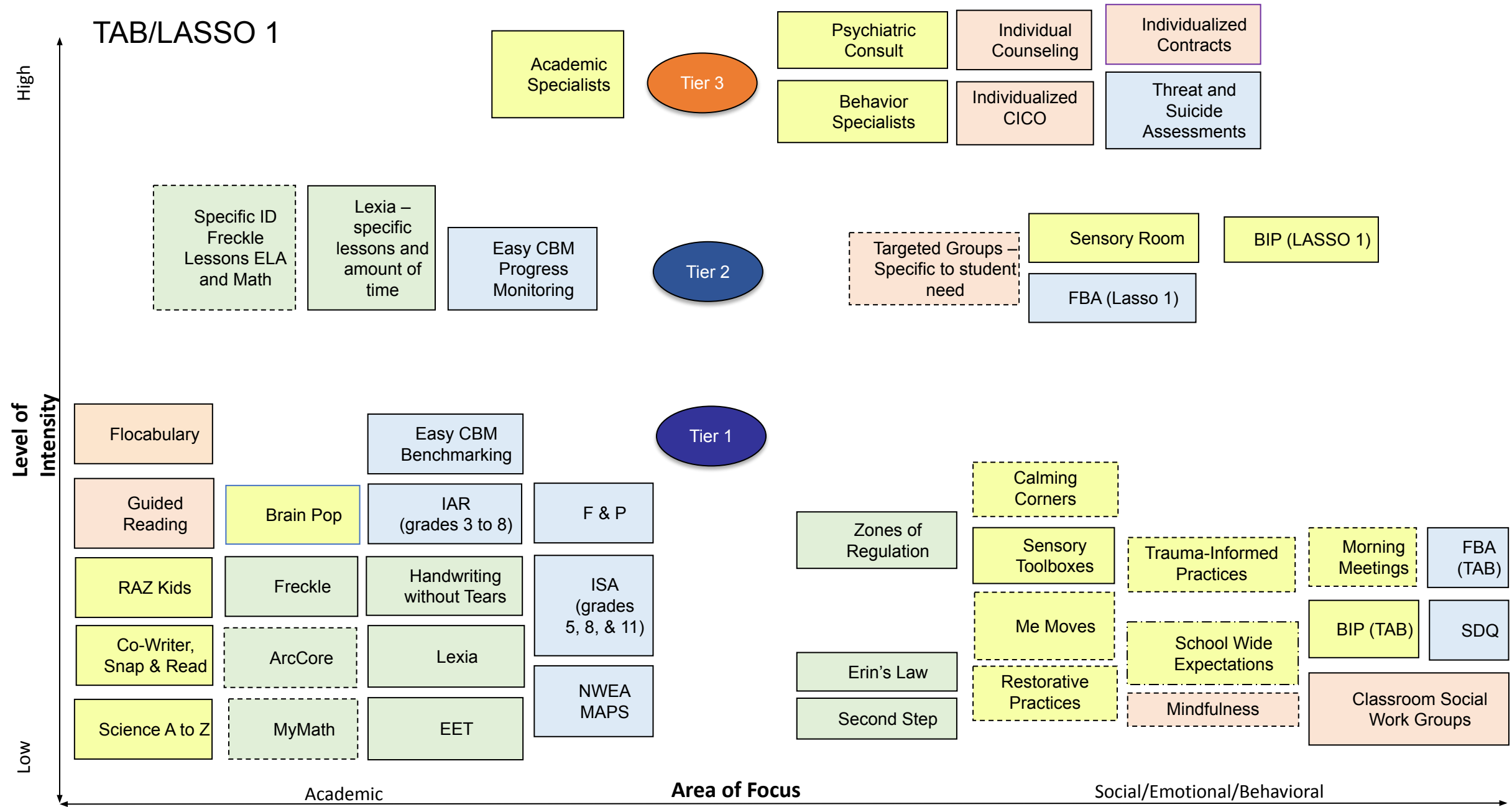
Low



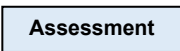
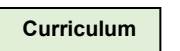
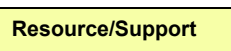
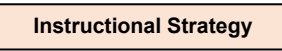
- Not Fully Implemented

Assessment    Curriculum    Resource/Support    Instructional Strategy

# TAB/LASSO 1



 - Not Fully Implemented

 Assessment
  Curriculum
  Resource/Support
  Instructional Strategy

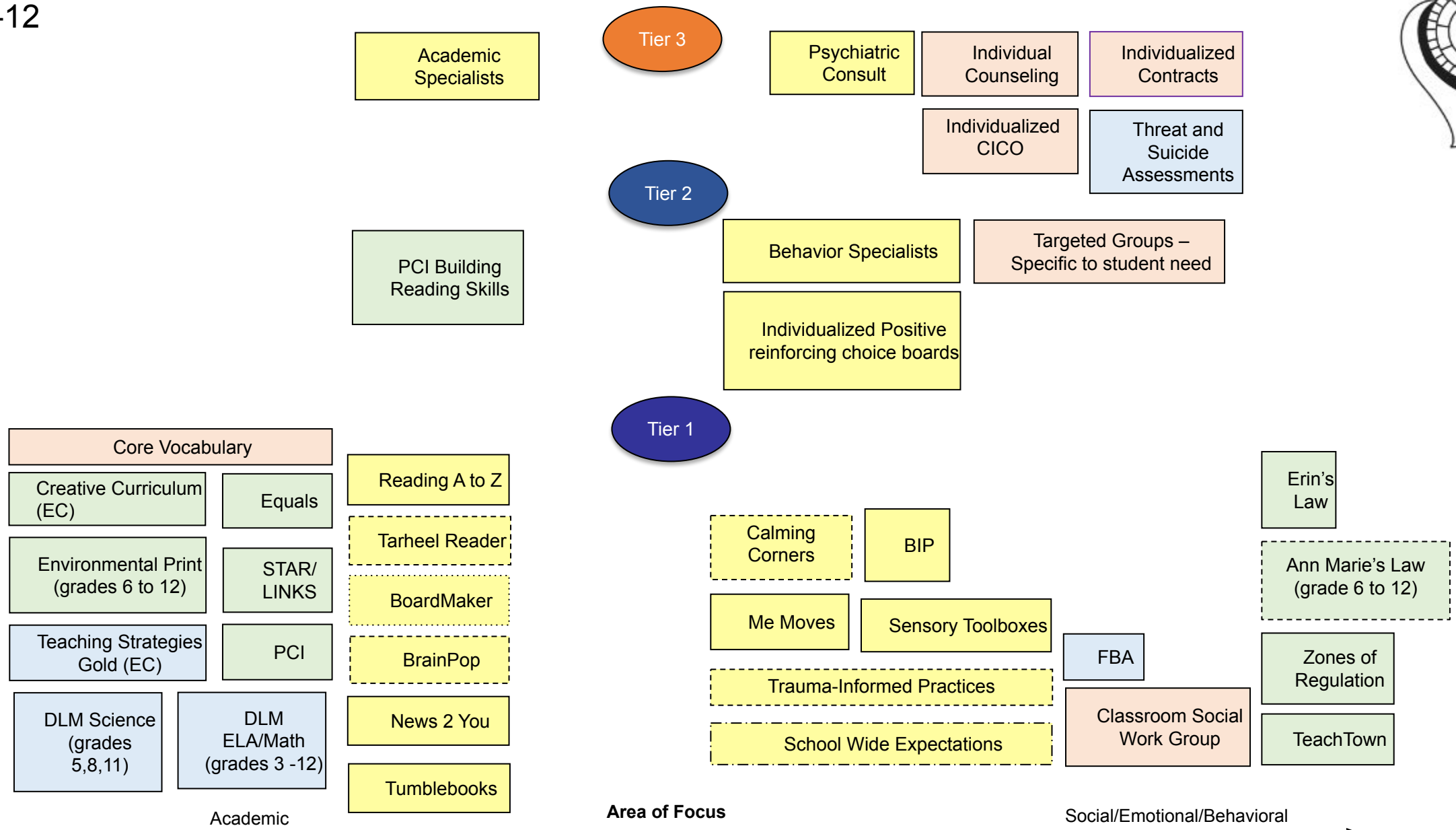
# LASSO 2 EC-12



High

Level of Intensity

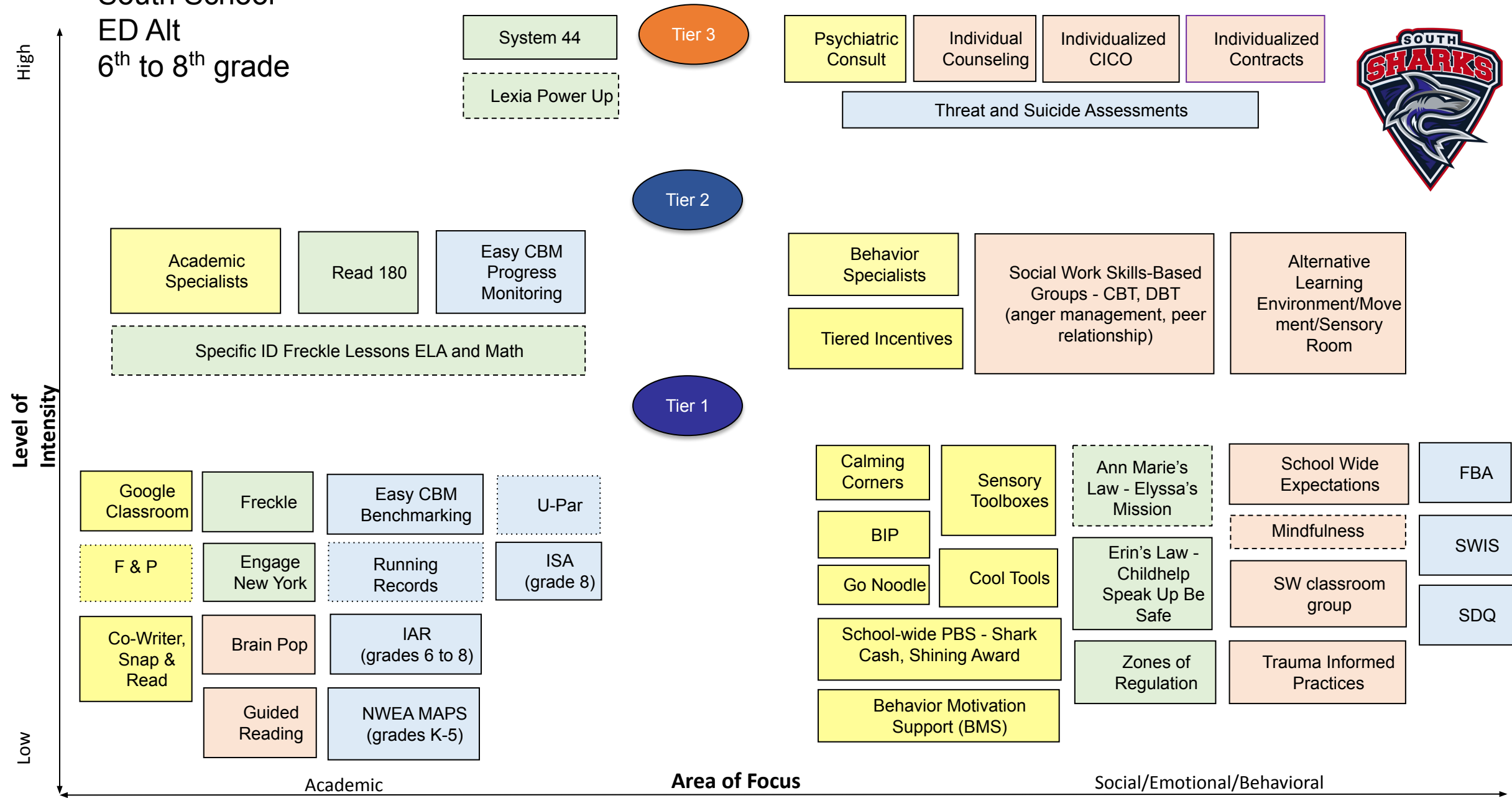
Low



- Not Fully Implemented

Assessment    Curriculum    Resource/Support    Instructional Strategy

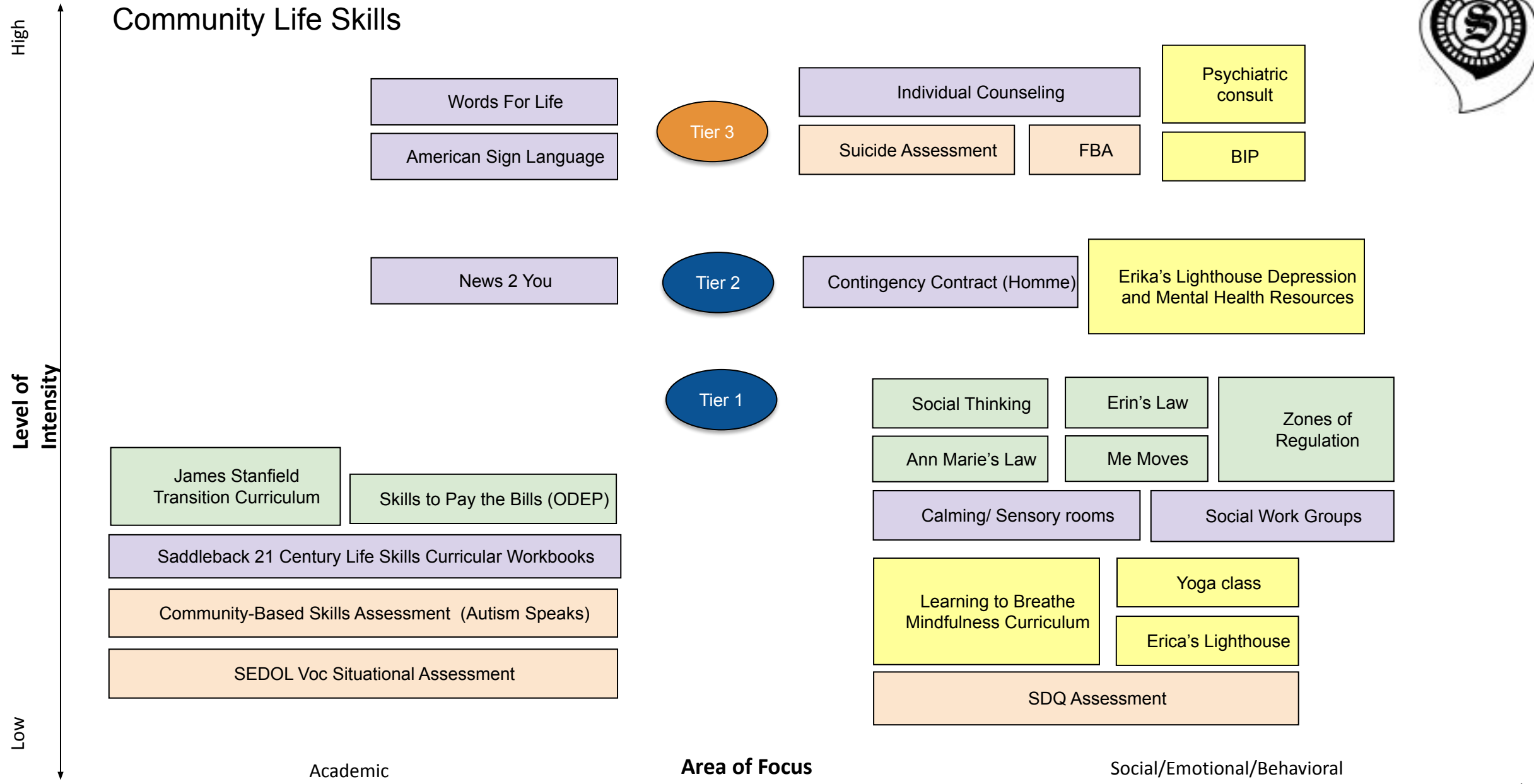
# South School ED AIt 6<sup>th</sup> to 8<sup>th</sup> grade



- Not Fully Implemented

Assessment
Curriculum
Resource/Support
Instructional Strategy

# Transition Community Life Skills



\* - meets all PBIS/RTI criteria

- Not Fully Implemented

**Student-led Intervention**

Assessment

Curriculum

Resource/Support

Instructional Strategy



# Transition Project SEARCH

High  
Level of Intensity  
Low

Tier 3

Suicide/Threat Assessment		FBA
Individual Counseling	BIP	Psychiatric Consult

Tier 2

Individual Incentive Contracts

Tier 1

Project SEARCH Curriculum	
Health Matters Program	Skills to Pay the Bills (ODEP)
Saddleback 21 Century Life Skills Curricular Workbooks	Project SEARCH Internships (X3)
Vocational Fit Assessment (VocFit)	Career One stop Interest Assessment

Erin's Law	Sedgebrook Employee-Wide Expectations
Ann Marie's Law	Mindfulness Resources
Zones of Regulation	Social Work Groups

Academic

Area of Focus

Social/Emotional/Behavioral

\* - meets all PBIS/RTI criteria

- Not Fully Implemented

**Student-led Intervention**

Assessment

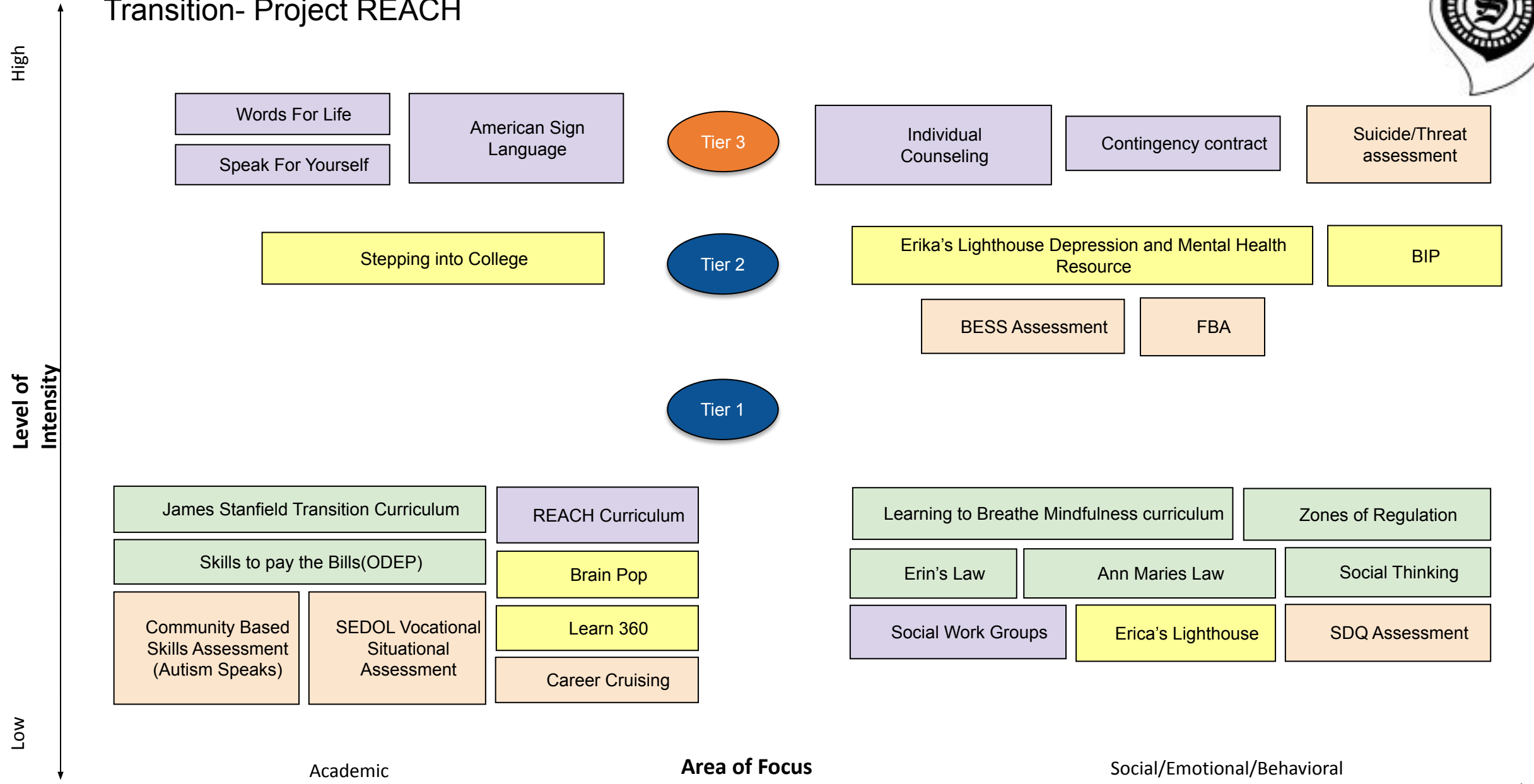
Curriculum

Resource/Support

Instructional Strategy



# Transition- Project REACH



\* - meets all PBIS/RTI criteria

- Not Fully Implemented

**Bold** - Student-led Intervention

Assessment

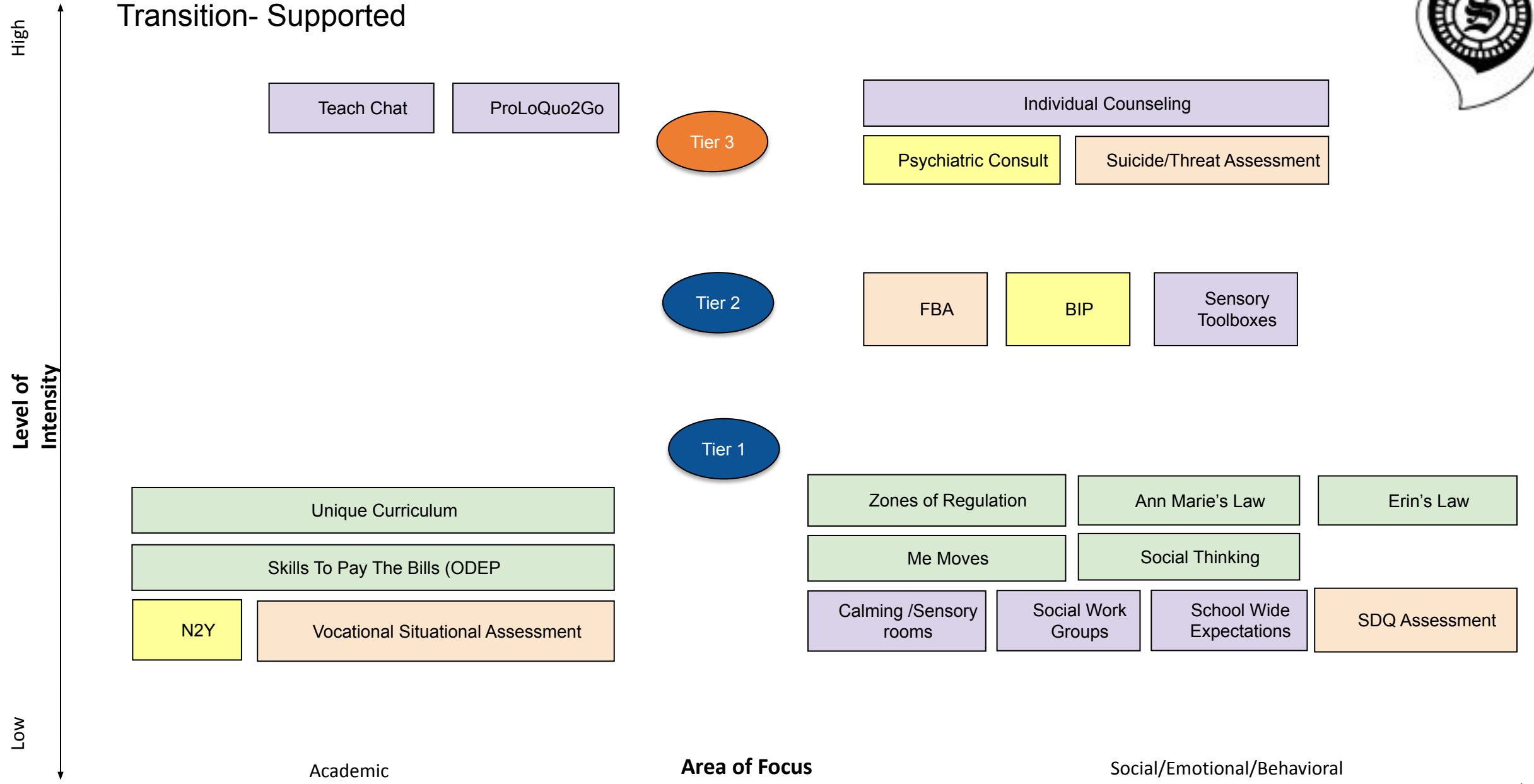
Curriculum

Resource/Support

Instructional Strategy



# Transition- Supported



\* - meets all PBIS/RTI criteria

- Not Fully Implemented

**Student-led Intervention**

Assessment

Curriculum

Resource/Support

Instructional Strategy



# APPENDIX B

**SEDOL**

**Health**

**and**

**Safety Protocols**

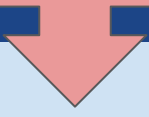
**March 9, 2022**



# Health & Safety Protocols

## PPE (2021-22)

### Assistive Technology Team



#### ❖ **Gloves**

- Several sizes so gloves fit snugly; vinyl or nitrile
- Required when contact with bodily fluids is likely (e.g. mucus secretions, saliva, tears, etc...)
- Use if you have open sores or scratches on your hands

#### ❖ **Face Masks**

- Each employee provided 5 cloth masks
- Masks are changed daily or when soiled
- It is recommended to use them consistently in the presence of students and adults
- Maintenance and cleaning responsibility of employee

#### ❖ **Clothing Coverings (*to be worn over your clothes*)**

- Required when contact with bodily fluids is likely (e.g. presence of mucus secretions, saliva, tears, etc...)
- If used, change between going into classrooms or if soiled
- After use, place in designated location
- Personal scrubs are an acceptable option to wear at work

## PPE Decision Guidelines (2021-22)



- ❖ **SEDOL employees that work in our member districts, at a minimum, will follow that district's health and safety protocols**
  - Use of additional SEDOL provided PPE will be an exception if the member district protocols do not reflect SEDOL's Health and Safety Protocols, in whole or part
- ❖ **Maintain social distancing when not directly interacting with student(s)**

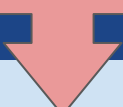
# Health & Safety Protocols

## Available Disinfectants



- ❖ **Alpha-HP disinfectant spray**
  - Spray item/surface thoroughly. Allow 10 minute dwell (dry) time
- ❖ **Disinfectant Wipes** (*use gloves*)
  - Visibly wet object/surface. Allow 3 minute dwell (dry) time
- ❖ **Hand Sanitizer**
- ❖ **Soap/hot water**
  - Allow items to completely air dry

**AT Evaluation & Observation Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn if students are not masked.



- ❖ **Clean and disinfect all touch surfaces prior to observation and individual work with student:**
  - AT equipment will be wiped down with disinfectant wipes before and after working with the student
  - Wipe flat and high touch surfaces, including table/desk and chairs you plan to use with disinfectant wipe
  - Discard any used towelette
- ❖ **Prior to working with the student:**
  - Gloves may interfere with an iPad interface due to a plastic screen shield. Remove gloves and wash hands.
  - Use hand sanitizer immediately prior to student contact.
  - The students must wash hands or use hand sanitizer immediately prior to the working with the AT Facilitator
- ❖ **No video recording of students**

# Health & Safety Protocols

## Following the session

- ❖ AT equipment will be wiped down with disinfectant wipes at the end of the session
- ❖ Remove clothing covering in between classrooms, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

## AT Materials


- ❖ **No use of staff technology with students** (*i.e., student using AT facilitator's iPad*)
- ❖ **Disinfect materials**
  - All materials and equipment in direct contact with students
- ❖ **Soft items may be used by single student** (*no sharing*)
  - At a minimum, items must be laundered weekly and/or following illness

## Meetings & Consultations

- ❖ Parent/teacher conferences, IEP meetings, and other meetings between staff and visitors/families may be held remotely
  - However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held.
- ❖ Problem-solving & Team meetings can be held through Google Meet
  - A blended format is encouraged (team members working at a different location than where the meeting is held can participate remotely)
- ❖ Department and Committee meetings, PLC meetings and professional development activities can be held in-person following socially distanced guidelines.

# Health & Safety Protocols

## PPE (2021-22) Audiology



### ❖ **Gloves**

- Several sizes so gloves fit snugly; vinyl or nitrile
- Required when contact with bodily fluids is likely (e.g. mucus secretions, saliva, tears, etc...)
- Use if you have open sores or scratches on your hands

### ❖ **Face Masks**

- Each employee provided 5 cloth masks
- Masks are changed daily or when soiled
- It is recommended to be use consistently in the presence of students and adults
- Maintenance and cleaning responsibility of employee
- Disposable masks available for staff, clients, and accompanying family as needed and/or at the discretion of the clinician

### ❖ **Clothing Coverings (*to be worn over your clothes*)**

- Required when contact with bodily fluids is likely (e.g. presence of mucus secretions, saliva, tears, etc...)
- If used, change between going into classrooms or if soiled
- After use, place in designated location
- Personal scrubs are an acceptable option to wear at work

## PPE Decision Guidelines



- ❖ **SEDOL employees that work in our member districts, at a minimum, will follow that district's health and safety protocols**
  - Use of additional SEDOL provided PPE will be an exception if the member district protocols do not reflect SEDOL's Health and Safety Protocols, in whole or part
- ❖ **Evaluation room will be limited to one family member, student, audiologist, and if needed, two test assistants**
  - Any additional accompanying family members will be directed to wait in car
- ❖ **Maintain social distancing when not directly interacting with student(s)**

# Health & Safety Protocols

## Available Disinfectants

- ❖ **Alpha-HP disinfectant spray**
  - Spray item/surface thoroughly. Allow 10 minute dwell (dry) time
- ❖ **Disinfectant Wipes** (*use gloves*)
  - Visibly wet object/surface. Allow 3 minute dwell (dry) time
- ❖ **Hand Sanitizer**
- ❖ **Soap/hot water**
  - Allow items to completely air dry

## Audiological Evaluation Materials

- ❖ **Dispose of all single use EAR inserts, eartips, specula, and verification probe tubes after use**
  - Detach and discard used gloves or
  - Disinfect hands with hand sanitizer following disposal of eartip, specula, or probe tube
- ❖ **Disinfectant materials**
  - Earlight tip for earmold impressions; wipe with disinfectant towelette after use
  - Impression Gun; wipe with disinfectant towelette after use
  - Tubing expander pliers, needle nose pliers, nippers, tweezers; wipe with disinfectant towelette after use
  - Play based, SRT and speech discrimination materials (Any materials that cannot be sanitized, must be placed in a 2-week quarantine (test stimulus cards))
- ❖ **Sterilization materials**
  - All cerumen management tools, to include cures, wax loops, etc

# Health & Safety Protocols

## Instrument Sterilization Procedures:



### ❖ Cold Sterilization

- Sterilization tray
- Wavicide or Sporox
  - Collect items in disposable container for later cleaning
  - After last appointment of the day, put on gloves and bring contaminated materials to designated cleaner area
  - Place items in sterilization tray
  - Items to remain in tray 6 hours (Sporox) or 10 hours (Wavicide); overnight recommended.
  - Discard gloves and wash hands
- Retrieval of sterilized instruments
  - Put on fresh gloves
  - Remove materials from cold sterilization cleaner, rinse, and place on paper towels to dry
  - Discard gloves and wash hands
  - Once materials have dried, wash hands and return items to proper location
  - Change fluid every 28 days (Wavicide), every 21 days (Sporox) or sooner if visibly soiled

# Health & Safety Protocols

**Audiological Evaluation Preparation:** All personnel will practice hand washing procedures prior to each appointment or wear gloves. Eye protection and clothing protection is required.



- ❖ **Clean and disinfect all touch surfaces prior to appointment, including:**
  - TDH headphones and cords
  - Insert phone cords
  - B/C headband and cord
  - OAE equipment handset and probe cord
  - Immittance cord and board surfaces
  - Audiometric suite door handle
  - Flat and high touch surfaces, including table and chairs
  - Audiology lab: Verifit cords, flat/touch surfaces
- ❖ **Hand sanitizer available in all testing areas. Prior to testing:**
  - Audiologist to use hand sanitizer prior to student contact and again prior to contact with audiometer control board
  - Assistant to use hand sanitizer prior to student contact
  - Student and any accompanying family to use hand sanitizer or wash hands prior to appointment.

## Following appointment:



- ❖ Clean and disinfect TDH headphones, cords, B/C if used, OAE handset and probe cord, immittance cord and board surfaces, Verifit cords, all touch surfaces. Disinfect face shield between appointments
- ❖ All items used for CPA or VRA will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Discard used towelette
- ❖ Discard gloves, if used, and wash hands



# Health & Safety Protocols

## During Appointment

- ❖ **Perform otoscopy**
  - Dispose of speculum following ear examination
- ❖ **When possible, perform OAEs and Immittance testing prior to threshold testing**
  - Dispose of all used probe tips following OAE and immittance testing
- ❖ **Gloves are required when open sores visualized in ear area, ear drainage visualized, or the presence of blood**
- ❖ **Perform threshold testing, obtaining air conduction, bone conduction, individual ear information as developmentally appropriate**
  - Air conduction testing options:
    - THD headphones - place disposable covers on headphones; Discard after use
    - Disinfect TDH headphones after appointment if no covers used
    - Disposable single use insert tips; Discard after use
- ❖ **Play based, SRT and speech assessment materials**
  - Place materials in separate storage bin if contact is made with any client bodily fluids (e.g saliva, air droplets)
    - Remove to designated cleaning area
    - Disinfect with Alpha-HP disinfectant and allowed a 10 minute dwell time
    - Return to test area only once fully air-dried
- ❖ **No video recording of student(s) during the appointment**
- ❖ **At the end of the appointment**
  - Review the results and recommendations in the audiometric suite
- ❖ **Escort family to designated exit**

# Health & Safety Protocols

## Hearing Instrument Listening Check

To include ALD technology



- ❖ Accept hearing instrument with disinfectant towelette
- ❖ Clean and disinfect hearing instrument
- ❖ Discard used towelette in trash
- ❖ Attach hearing instrument to listening bell of stethoscope
- ❖ After listening check, clean & disinfect listening bell and both ear pieces
- ❖ Return stethoscope to appropriate resting location
- ❖ Discard used towelette in trash
- ❖ Discard gloves, if used. Wash hands

## Hearing Instrument Verification: Test box



- ❖ After listening check, place hearing instrument in test box; Run verification measures
- ❖ Return hearing instrument to client
- ❖ Clean and disinfect cords and touch surfaces in Audiology lab
- ❖ Discard used towelette
- ❖ Discard gloves, if used. Wash hands

# Health & Safety Protocols

## Hearing Instrument Verification: Real Ear



- ❖ Accept hearing instrument with disposable container or disinfectant towelette
- ❖ Clean and disinfect hearing aid
- ❖ Place probe tube in client's ear
- ❖ Run verification measures
- ❖ Return hearing instrument to client
- ❖ Clean and disinfect cords and touch surfaces in Audiology lab.
- ❖ Discard probe tube
- ❖ Discard used towelette
- ❖ Discard gloves, if used. Wash hands

## Meetings and Consultations



- ❖ Any parent/teacher conferences, IEP meetings, and other meetings between staff and visitors/families may be held remotely
  - However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held
- ❖ Department and Committee meetings, PLC meetings and professional development activities can be held in-person following socially distanced guidelines.

# Health & Safety Protocols

## PPE (2021-22)

### Certified Vision and Hearing Technicians

#### ❖ **Gloves**

- Several sizes so gloves fit snugly; vinyl or nitrile
- Required when contact with bodily fluids is likely (e.g. mucus secretions, saliva, tears, etc...)
- Use if you have open sores or scratches on your hands

#### ❖ **Face Masks**

- Each employee provided 5 cloth masks
- Masks are changed daily or when soiled
- It is recommended to be used consistently in the presence of students and adults
- Maintenance and cleaning responsibility of employee
- Disposable masks available for staff, clients, and accompanying family as needed and/or at the discretion of the clinician

#### ❖ **Clothing Coverings (*to be worn over your clothes*)**

- Required when contact with bodily fluids is likely (e.g. presence of mucus secretions, saliva, tears, etc...)
- If used, change between going into classrooms or if soiled
- After use, place in designated location
- Minimize the classrooms you enter during the day
- Personal scrubs are an acceptable option to wear at work

## PPE Decision Guidelines (2021-22)

- ❖ **SEDOL employees that work in our member districts, at a minimum, will follow that district's health and safety protocols**
  - Use of additional SEDOL provided PPE will be an exception if the member district protocols do not reflect SEDOL's Health and Safety Protocols, in whole or part
- ❖ **Maintain social distancing when not directly interacting with student(s)**

# Health & Safety Protocols

## Available Disinfectants

- ❖ **Alpha-HP disinfectant spray**
  - Spray item/surface thoroughly. Allow 10 minute dwell (dry) time
- ❖ **Disinfectant Wipes** (*use gloves*)
  - Visibly wet object/surface. Allow 3 minute dwell (dry) time
- ❖ **Hand Sanitizer**
- ❖ **Soap/hot water**
  - Allow items to completely air dry

**CAVT Screening:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn if students are not masked.

- ❖ **Clean and disinfect flat and high touch surfaces prior to setting up screening equipment.**
- ❖ **Clean and disinfect all test equipment prior to screening, including:**
  - TDH headphones and cords
  - OAE equipment handset and probe cord
  - Tympanometry cord and board surfaces
  - Titmus forehead and face rest area
  - Flat and high touch surfaces, including table and chairs
- ❖ **Hand sanitizer available in all settings**
  - Use hand sanitizer immediately prior to student contact

## Following each student contact

- ❖ Dispose of single use probe tip or specula
- ❖ Clean and disinfect TDH headphones, cords, OAE handset and probe cord, tympanometry cord, titmus faceplate and all touch surfaces
- ❖ Disinfect hands and face shield prior to next student contact
- ❖ Discard used towelette
- ❖ Discard gloves, if used

# Health & Safety Protocols

## During Screening:



- ❖ **Each student will be escorted to screening area by building staff**
- ❖ **Perform threshold screening**
  - Perform otoscopy. Discard single use specula
  - No further screening required if student passes threshold screening
- ❖ **Students who are a “could not test” or fail hearing screen:**
  - Perform OAEs and tympanometry
  - Discard single use probe tip
- ❖ **Gloves are required when open sores visualized in ear area, ear drainage visualized, or the presence of blood**
- ❖ **Gloves are required while working with medically fragile and non-compliant students**
- ❖ **A face mask is recommended**
- ❖ **No video recording of students**
- ❖ **Student will be escorted back to classroom by building staff**
  - Any toys/objects used during the screening will be set aside for later cleaning if visibly soiled
  - All toys/objects used and not visibly soiled will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time prior to reuse
  - Discard used towelette
  - Discard gloves, if used, and wash hands
  - Change clothing cover when all the students in the classroom have been screened, or if exposed to bodily fluids

# Health & Safety Protocols

## CAVT Screening Materials

- ❖ **Dispose of all single use probe tips and speculum**
  - Detach and discard using gloves or
  - Disinfect hands with hand sanitizer following disposal of probe tip
- ❖ **Disinfectant materials**
  - TDH headphones and headband
  - OAE probe cord and handset
  - Tympanometer cord and handset
  - Titmus forehead and facerest
  - Play based materials (Any materials that cannot be sanitized, must be placed in a 2-week quarantine)

## Meetings

- ❖ Any parent/teacher conferences, IEP meetings, and other meetings between staff and visitors/families may be held remotely
  - However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held
- ❖ Problem-solving & Team meetings may be held through Google Meet
  - A blended format is encouraged (team members working at a different location than where the meeting is held can participate remotely)
- ❖ Department and Committee meetings, PLC meetings and professional development activities can be held in-person following socially distanced guidelines.

# Health and Safety Protocols

PPE (2021-22)

Early Childhood Assessment Team



## ❖ **Gloves**

- Several sizes so gloves fit snugly; vinyl or nitrile
- Required when contact with bodily fluids is likely (e.g. mucus secretions, saliva, tears, etc...)
- Use if you have open sores or scratches on your hands

## ❖ **Face Masks**

- Each employee provided 5 cloth masks
- Clear masks provided for SLPs working with students with hearing loss
- Masks are changed daily or when soiled
- It is recommended to be used consistently in the presence of students and adults
- Maintenance and cleaning responsibility of employee

## ❖ **Desktop Shield**

- Use when needed for individual sessions and assessment
- Maintenance and cleaning responsibility of employee

## ❖ **Clothing Coverings (*to be worn over your clothes*)**

- Required when contact with bodily fluids is likely (e.g. presence of mucus secretions, saliva, tears, etc...)
- If used, change between going into classrooms or if soiled
- After use, place in designated location
- Minimize the classrooms you enter during the day
- Personal scrubs are an acceptable option to wear at work



# Health and Safety Protocols

## During Appointment

- ❖ **When observing or consulting off-site, at a minimum, team members will follow the health and safety protocols of the facility**
  - Use of additional SEDOL provided PPE will be an exception if the protocols do not reflect SEDOL's Health and Safety Protocols, in whole or part
- ❖ **Evaluation room will be limited to one family member, child, and ECAT Team**
  - Additional evaluator will observe portions of the assessment in observation room
    - All hand hygiene, eye protection, clothing covering protocols will be followed prior to contact with child
  - Evaluators should maintain social distancing as much as is possible when not directly interacting with child
- ❖ **Any additional accompanying family members will be directed to wait in car**

**ECAT Evaluation Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask must be worn. Clothing covering and gloves available, as needed.

- ❖ **Clean and disinfect all touch surfaces prior to appointment, including:**
  - All assessment toys/objects will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
  - Wipe flat and high touch surfaces, including table and chairs with disinfectant wipe
  - Wipe door handle with disinfectant wipe
  - Discard used towelette
- ❖ **Hand sanitizer available in testing room. Prior to testing:**
  - All evaluators to use hand sanitizer immediately prior to child contact
  - Child and any accompanying family to use hand sanitizer or wash hands prior to appointment.

# Health and Safety Protocols

## Following appointment

- ❖ All toys/objects/flat surfaces used during the assessment will be first cleaned with soap/water if visibly soiled
- ❖ All toys/objects/flat surfaces used will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Remove clothing covering, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

## ECAT Materials

- ❖ **Dispose of all single use items**
  - Use hand sanitizer following disposal of items
- ❖ **Disinfect materials**
  - All toys/objects and materials in direct contact with students
  - Student returns to classroom with their own pencils, etc...
- ❖ **Soft items may be used by single student (*no sharing*)**
  - At a minimum, items must be laundered weekly and/or following illness

## Meetings & Consultations

- ❖ Parent/teacher conferences, IEP meetings, and other meetings between staff and visitors/families may be held remotely
  - However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held
- ❖ Problem-solving & Team meetings may be held through Google Meet
  - A blended format is encouraged (team members working at a different location than where the meeting is held can participate remotely)
- ❖ Department and Committee meetings, PLC meetings and professional development activities can be held in-person following socially distanced guidelines.

# Health & Safety Protocols

## PPE (2021-22) Health Services

### ❖ **Gloves**

- Several sizes so gloves fit snugly; vinyl or nitrile
- Required when contact with bodily fluids is likely (e.g. mucus secretions, saliva, tears, etc...)
- Use if you have open sores or scratches on your hands

### ❖ **Face Masks**

- Each employee provided 5 cloth masks
- Masks are changed daily or when soiled
- It is recommended to be used consistently in the presence of students and adults
- Maintenance and cleaning responsibility of employee
- Disposable masks available for staff, clients, and accompanying family as needed and/or at the discretion of the clinician

### ❖ **Clothing Coverings (*to be worn over your clothes*)**

- Required when contact with bodily fluids is likely (e.g. presence of mucus secretions, saliva, tears, etc...)
- If used, change between going into classrooms or if soiled
- After use, place in designated location
- Minimize the classrooms you enter during the day
- Personal scrubs are an acceptable option to wear at work

## PPE Decision Guidelines (2021-22)

- ❖ **SEDOL employees that work in our member districts, at a minimum, will follow that district's health and safety protocols**
  - Use of additional SEDOL provided PPE will be an exception if the member district protocols do not reflect SEDOL's Health and Safety Protocols, in whole or part
- ❖ **Maintain social distancing when not directly interacting with student(s)**

# Health & Safety Protocols

## Available Disinfectants

- ❖ **Alpha-HP disinfectant spray**
  - Spray item/surface thoroughly. Allow 10 minute dwell (dry) time
- ❖ **Disinfectant Wipes** (*use gloves*)
  - Visibly wet object/surface. Allow 3 minute dwell (dry) time
- ❖ **Hand Sanitizer**
- ❖ **Soap/hot water**
  - Allow items to completely air dry

## Respiratory Treatment Areas

- ❖ **Clean and disinfect flat and high touch surfaces prior to treatments.**
- ❖ **Clean and disinfect all equipment prior to assessment and treatment including:**
  - Mat table
  - Suction equipment
  - Nebulizer machine
- ❖ **Hand sanitizer available in all settings**
  - Use hand sanitizer immediately prior to student contact

## Following Student Contact

- ❖ Place used suction catheter in disposable container
- ❖ Clean and disinfect table, suction equipment and nebulizer machine and all high touch surfaces.
- ❖ Air dry Nebulizer canister and tubing.
- ❖ Discard used towelette
- ❖ Discard gloves, if used.
- ❖ Disinfect hands prior to next student contact

# Health & Safety Protocols

## Medication Passes



- ❖ **Clean and disinfect flat and high touch surfaces prior to setting up medication administration materials**
- ❖ **Clean and disinfect all equipment prior to administration, including:**
  - Medication cart
- ❖ **Hand sanitizer available in all settings**
  - Use hand sanitizer immediately prior to student contact
- ❖ **Fill water pitcher from bottle filling station**
- ❖ **Use disposable medicine cups and drinking cups for each student**

## Following Student Contact



- ❖ Place used medicine cup and drinking cup in disposable container
- ❖ Disinfect hands prior to next student contact
- ❖ When medication passes completed, clean and disinfect cart and water pitcher

## Health Office Procedures



- ❖ **Clean and disinfect flat and high touch surfaces prior to setting up screening equipment.**
- ❖ **Clean and disinfect all equipment prior to assessing the student, including:**
  - Stethoscope
  - Pulse oximeter
  - Thermometer
  - Flat and high touch surfaces, including table and chairs
- ❖ **Hand sanitizer available in all settings**
  - Use hand sanitizer immediately prior to student contact
- ❖ **No video recording of students**

# Health & Safety Protocols

## Following Student Contact

- ❖ Place used disposable equipment in disposable container
- ❖ Clean and disinfect stethoscope, pulse oximeter, thermometer and flat and high touch surfaces, including table and chairs
- ❖ Discard used towelette
- ❖ Discard gloves, if used
- ❖ Disinfect hands prior to next student contact

## Quarantine Room

- ❖ **Students will be escorted to the Quarantine room if they have the following symptoms:**
  - Fever or chills (greater than 100.4)
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Vomiting
  - Diarrhea
  - Children have also presented inflammatory symptoms, such as bright red rashes, swollen lips, hands, and feet, as well as reddened or discolored palms and soles of the feet.
- ❖ **Gloves, face mask and gown are required for staff supervising student in room.**
- ❖ **Nursing is to be notified of student in room and must document visit.**
- ❖ **Staff to keep students at least six feet apart**
- ❖ **Follow district procedures for cleaning and maintaining room.**

# Health & Safety Protocols

## Meetings & Consultations



- ❖ Parent/teacher conferences, IEP meetings, and other meetings between staff and visitors/families may be held remotely
  - However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held
- ❖ Problem-solving & Team meetings may be held through Google Meet
  - A blended format is encouraged (team members working at a different location than where the meeting is held can participate remotely)
- ❖ Department and Committee meetings are encouraged to be held remotely, PLC meetings and professional development activities can be held in-person following socially distanced guidelines.

# Health & Safety Protocols

## PPE (2021-22) Occupational Therapy

### ❖ **Gloves**

- Several sizes so gloves fit snugly; vinyl or nitrile
- Required when contact with bodily fluids is likely (e.g. mucus secretions, saliva, tears, etc...)
- Use if you have open sores or scratches on your hands

### ❖ **Face Masks**

- Each employee provided 5 cloth masks
- Masks are changed daily or when soiled
- It is recommended to be used consistently in the presence of students and adults
- Maintenance and cleaning responsibility of employee

### ❖ **Desktop Shield**

- Use when needed for individual assessment
- Maintenance and cleaning responsibility of employee

### ❖ **Clothing Coverings (*to be worn over your clothes*)**

- Required when contact with bodily fluids is likely (e.g. presence of mucus secretions, saliva, tears, etc...)
- If used, change between going into classrooms or if soiled
- After use, place in designated location
- Minimize the classrooms you enter during the day
- Personal scrubs are an acceptable option to wear at work

## PPE Decision Guidelines (2021-22)

- ❖ **SEDOL employees that work in our member districts, at a minimum, will follow that district's health and safety protocols**
  - Use of additional SEDOL provided PPE will be an exception if the member district protocols do not reflect SEDOL's Health and Safety Protocols, in whole or part
- ❖ **Maintain social distancing when not directly interacting with student(s)**



# Health & Safety Protocols

## Available Disinfectants

- ❖ **Alpha-HP disinfectant spray**
  - Spray item/surface thoroughly. Allow 10 minute dwell (dry) time
- ❖ **Disinfectant Wipes** (*use gloves*)
  - Visibly wet object/surface. Allow 3 minute dwell (dry) time
- ❖ **Hand Sanitizer**
- ❖ **Soap/hot water**
  - Allow items to completely air dry

**OT Group & Observation Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn if students are not masked.

- ❖ **Prior to working with students:**
  - Use hand sanitizer immediately prior to student contact
  - Wear mask and face shield when students are not masked
  - Wear gloves if in contact with bodily fluids
  - Wear clothing coverings if in contact with bodily fluids
  - The students must wash hands or use hand sanitizer immediately prior to the group
- ❖ **No sharing of materials between students**
- ❖ **No video recording of students**

## Following the session

- ❖ All toys/objects used by OT during the group session will be first cleaned with soap/water if visibly soiled
- ❖ All toys/objects used by OT will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Remove clothing covering in between classrooms, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

# Health & Safety Protocols

**Individual OT Session Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn when a student is not masked.

- ❖ **If not working at the student's desk area, clean and disinfect all touch surfaces you will use prior to individual sessions**
  - Spray the surfaces and toys/objects with Alpha-HP disinfectant and allowed a 10 minute dwell time
  - Spray high touch surfaces you will use, including table/desk and chairs with Alpha-HP disinfectant and allow a 10 minute dwell time
- ❖ **Desktop Shield available at therapist's discretion**
- ❖ **No video recording of students**
- ❖ **Prior to working with the student:**
  - Use hand sanitizer immediately prior to student contact
  - Wear gloves and clothing covering, if necessary
  - The students must wash hands or use hand sanitizer immediately prior to the session

## Following the session

- ❖ All toys/objects used by OT during the session will be first cleaned with soap/water if visibly soiled
- ❖ All toys/objects used by OT will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Remove clothing covering, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

# Health & Safety Protocols

## OT Materials



- ❖ **Dispose of all single use items**
  - Use hand sanitizer following disposal of items
- ❖ **Disinfect materials**
  - All toys/objects and materials in direct contact with students
  - Student returns to classroom with their own pencils, etc...
- ❖ **Soft items may be used by single student (*no sharing*)**
  - At a minimum, items must be laundered weekly and/or following illness
- ❖ **No sharing of materials between students**
- ❖ **Location of materials**
  - Materials are student specific and cannot be stored together

## Meetings & Consultations



- ❖ Parent/teacher conferences, IEP meetings, and other meetings between staff and visitors/families may be held remotely
  - However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held
- ❖ Problem-solving & Team meetings may be held through Google Meet
  - A blended format is encouraged (team members working at a different location than where the meeting is held can participate remotely)
- ❖ Department and Committee meetings, PLC meetings and professional development activities can be held in-person following socially distanced guidelines.

# Health & Safety Protocols

## PPE (2021-22) School Psychology

### ❖ **Gloves**

- Several sizes so gloves fit snugly; vinyl or nitrile
- Required when contact with bodily fluids is likely (e.g. mucus secretions, saliva, tears, etc...)
- Use if you have open sores or scratches on your hands

### ❖ **Face Masks**

- Each employee provided 5 cloth masks
- Clear masks provided for SLPs working with students with hearing loss
- Masks are changed daily or when soiled
- It is recommended to be used in the presence of students and adults
- Maintenance and cleaning responsibility of employee

### ❖ **Desktop Shield**

- Use when needed for individual sessions and assessment
- Maintenance and cleaning responsibility of employee

### ❖ **Clothing Coverings (*to be worn over your clothes*)**

- Required when contact with bodily fluids is likely (e.g. presence of mucus secretions, saliva, tears, etc...)
- If used, change between going into classrooms or if soiled
- After use, place in designated location
- Minimize the classrooms you enter during the day
- Personal scrubs are an acceptable option to wear at work

## PPE Decision Guidelines (2021-22)

- ❖ **SEDOL employees that work in our member districts, at a minimum, will follow that district's health and safety protocols**
  - Use of additional SEDOL provided PPE will be an exception if the member district protocols do not reflect SEDOL's Health and Safety Protocols, in whole or part
- ❖ **Maintain social distancing when not directly interacting with student(s)**

# Health & Safety Protocols

## Available Disinfectants

- ❖ **Alpha-HP disinfectant spray**
  - Spray item/surface thoroughly. Allow 10 minute dwell (dry) time
- ❖ **Disinfectant Wipes** (*use gloves*)
  - Visibly wet object/surface. Allow 3 minute dwell (dry) time
- ❖ **Hand Sanitizer**
- ❖ **Soap/hot water**
  - Allow items to completely air dry

**Assessment Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn if students are not masked.

- ❖ **Clean and disinfect all touch surfaces you will use prior to the assessment session**
  - All toys/objects will be sprayed with Alpha-HP disinfectant and allow a 10 minute dwell time
  - Spray high touch surfaces, including table and chairs with Alpha-HP disinfectant and allow a 10 minute dwell time
- ❖ **Desktop Shield available at psychologist's discretion**
- ❖ **No video recording of students**
- ❖ **Prior to testing:**
  - Use hand sanitizer immediately prior to student contact.
  - The students must wash hands or use hand sanitizer immediately prior to the group
  - Student brings their own pencils to the test session

## Following the session

- ❖ All toys/objects used during testing will be first cleaned with soap/water, if visibly soiled
- ❖ All toys/objects used during testing will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Remove clothing covering, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

# Health & Safety Protocols

**Group Work Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn if students are not masked.

## ❖ Prior to working with students:

- Use hand sanitizer immediately prior to student contact
- Wear mask and face shield when students are not masked
- Wear gloves if in contact with bodily fluids
- Wear clothing coverings if in contact with bodily fluids
- The students must wash hands or use hand sanitizer immediately prior to the group

## ❖ No sharing of materials between students

## ❖ No video recording of students

## Following the session

- ❖ All toys/objects used by Psych during the session will be first cleaned with soap/water if visibly soiled
- ❖ All toys/objects used by Psych will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Remove clothing covering in between classrooms, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

## Psych Materials

### ❖ Dispose of all single use items

- Use hand sanitizer following disposal of items

### ❖ Disinfect materials

- All toys/objects and materials in direct contact with students
- Student returns to classroom with their own pencils, etc...

### ❖ Soft items may be used by single student (*no sharing*)

- At a minimum, items must be laundered weekly and/or following illness

# Health & Safety Protocols

## Meetings & Consultations



- ❖ Parent/teacher conferences, IEP meetings, and other meetings between staff and visitors/families may be held remotely
  - However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held
- ❖ Problem-solving & Team meetings may be held through Google Meet
  - A blended format is encouraged (team members working at a different location than where the meeting is held can participate remotely)
- ❖ Department and Committee meetings, PLC meetings and professional development activities can be held in-person following socially distanced guidelines.

# Health & Safety Protocols

## PPE (2021-22) Physical Therapy

### ❖ **Gloves**

- Several sizes so gloves fit snugly; vinyl or nitrile
- Required when contact with bodily fluids is likely (e.g. mucus secretions, saliva, tears, etc...)
- Use if you have open sores or scratches on your hands

### ❖ **Face Masks**

- Each employee provided 5 cloth masks
- Masks are changed daily or when soiled
- Use consistently in the presence of students and adults
- Maintenance and cleaning responsibility of employee

### ❖ **Clothing Coverings (*to be worn over your clothes*)**

- Required when contact with bodily fluids is likely (e.g. presence of mucus secretions, saliva, tears, etc...)
- If used, change between going into classrooms or if soiled
- After use, place in designated location
- Minimize the classrooms you enter during the day
- Personal scrubs are an acceptable option to wear at work

## PPE Decision Guidelines (2021-22)

- ❖ **SEDOL employees that work in our member districts, at a minimum, will follow that district's health and safety protocols**
  - Use of additional SEDOL provided PPE will be an exception if the member district protocols do not reflect SEDOL's Health and Safety Protocols, in whole or part
- ❖ **Maintain social distancing when not directly interacting with student(s)**



# Health & Safety Protocols

## Available Disinfectants

- ❖ **Alpha-HP disinfectant spray**
  - Spray item/surface thoroughly. Allow 10 minute dwell (dry) time
- ❖ **Disinfectant Wipes** (*use gloves*)
  - Visibly wet object/surface. Allow 3 minute dwell (dry) time
- ❖ **Hand Sanitizer**
- ❖ **Soap/hot water**
  - Allow items to completely air dry

**PT Group & Observation Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn if students are not masked.

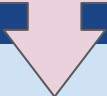
- ❖ **Prior to working with students:**
  - Use hand sanitizer immediately prior to student contact
  - Wear mask and face shield when students are not masked
  - Wear gloves if in contact with bodily fluids
  - Wear clothing coverings if in contact with bodily fluids
  - The students must wash hands or use hand sanitizer immediately prior to the group
- ❖ **Equipment must be cleaned in between students**
- ❖ **No video recording of students**

## Following the session

- ❖ All toys/objects used by PT during the group session will be first cleaned with soap/water, if visibly soiled
- ❖ All toys/objects used by PT will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Wipe down therapy equipment with disinfectant wipes and allow 3-minute dwell time
- ❖ Remove clothing covering in between classrooms, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

# Health & Safety Protocols

**Individual PT Session Preparation:** Practice hand washing procedures prior to each session. Face shield and mask must be worn if students are not masked.



❖ **Clean and disinfect all touch surfaces you will be using prior to individual sessions**

- Spray the surfaces and toys/objects with Alpha-HP disinfectant and allowed a 10 minute dwell time
- Wipe down therapy equipment with disinfectant wipes and allow 3-minute dwell time

❖ **No video recording of students**

❖ **Prior to working with the student:**

- Use hand sanitizer immediately prior to student contact
- Wear gloves and clothing covering, if needed
- The students must wash hands or use hand sanitizer immediately prior to the session

## Following the session



- ❖ All toys/objects used by PT during the session will be first cleaned with soap/water if visibly soiled
- ❖ All toys/objects used by PT will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Wipe down therapy equipment with disinfectant wipes and allow 3-minute dwell time
- ❖ Remove clothing covering, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

# Health & Safety Protocols

## PT Materials

- ❖ **Dispose of all single use items**
  - Use hand sanitizer following disposal of items
- ❖ **Disinfect materials**
  - All materials and equipment in direct contact with students
- ❖ **Soft items may be used by single student (*no sharing*)**
  - At a minimum, items must be laundered weekly and/or following illness
- ❖ **Rolled towels can be used for positioning instead of pillows, if the pillow surface cannot be wiped down**

## Meetings & Consultations

- ❖ Parent/teacher conferences, IEP meetings, and other meetings between staff and visitors/families may be held remotely
  - However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held
- ❖ Problem-solving & Team meetings may be held through Google Meet
  - A blended format is encouraged (team members working at a different location than where the meeting is held can participate remotely)
- ❖ Department and Committee, PLC meetings and professional development activities may be held in-person following socially distanced guidelines.

# Health & Safety Protocols

## PPE (2021-22) Speech & Language Therapy

### ❖ **Gloves**

- Several sizes so gloves fit snugly; vinyl or nitrile
- Required when contact with bodily fluids is likely (e.g. mucus secretions, saliva, tears, etc...)
- Use if you have open sores or scratches on your hands

### ❖ **Face Masks**

- Each employee provided 5 cloth masks
- Clear masks provided for SLPs working with students with hearing loss
- Masks are changed daily or when soiled
- It is recommended to be used consistently in the presence of students and adults
- Maintenance and cleaning responsibility of employee

### ❖ **Desktop Shield**

- Use when needed for individual sessions and assessment
- Maintenance and cleaning responsibility of employee

### ❖ **Clothing Coverings (*to be worn over your clothes*)**

- Required when contact with bodily fluids is likely (e.g. presence of mucus secretions, saliva, tears, etc...)
- If used, change between going into classrooms or if soiled
- After use, place in designated location
- Minimize the classrooms you enter during the day
- Personal scrubs are an acceptable option to wear at work

## PPE Decision Guidelines (2021-22)

- ❖ **SEDOL employees that work in our member districts, at a minimum, will follow that district's health and safety protocols**
  - Use of additional SEDOL provided PPE will be an exception if the member district protocols do not reflect SEDOL's Health and Safety Protocols, in whole or part
- ❖ **Maintain social distancing when not directly interacting with student(s)**

# Health & Safety Protocols

## Available Disinfectants

- ❖ **Alpha-HP disinfectant spray**
  - Spray item/surface thoroughly. Allow 10 minute dwell (dry) time
- ❖ **Disinfectant Wipes** (*use gloves*)
  - Visibly wet object/surface. Allow 3 minute dwell (dry) time
- ❖ **Hand Sanitizer**
- ❖ **Soap/hot water**
  - Allow items to completely air dry

**SLP Group & Observation Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn if students are not masked.

- ❖ **Prior to working with students:**
  - Use hand sanitizer immediately prior to student contact
  - Wear mask and face shield when students are not masked
  - Wear gloves if in contact with bodily fluids
  - Wear clothing coverings if in contact with bodily fluids
  - The students must wash hands or use hand sanitizer immediately prior to the group
- ❖ **No sharing of materials between students**
- ❖ **No video recording of students**

## Following the session

- ❖ All toys/objects used by SLP during the group session will be first cleaned with soap/water if visibly soiled
- ❖ All toys/objects used by SLP will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Remove clothing covering in between classrooms, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

# Health & Safety Protocols

**Individual SLP Session Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn when a student is not masked.

- ❖ **If not working at the student's desk area, clean and disinfect all touch surfaces you will use prior to individual sessions**
  - Spray the surfaces and toys/objects with Alpha-HP disinfectant and allowed a 10 minute dwell time
  - Spray high touch surfaces you will use, including table/desk and chairs with Alpha-HP disinfectant and allow a 10 minute dwell time
- ❖ **Desktop Shield available at therapist's discretion**
- ❖ **No video recording of students**
- ❖ **Prior to working with the student:**
  - Use hand sanitizer immediately prior to student contact
  - Wear gloves and clothing covering, if necessary
  - The students must wash hands or use hand sanitizer immediately prior to the session

## Following the session

- ❖ All toys/objects used by the SLP during the session will be first cleaned with soap/water, if visibly soiled.
- ❖ All toys/objects used by the SLP during the session will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Remove clothing covering, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

# Health & Safety Protocols

## SLP Materials



- ❖ **Dispose of all single use items**
  - Use hand sanitizer following disposal of items
- ❖ **Disinfect materials**
  - All toys/objects and materials in direct contact with students
  - Student returns to classroom with their own pencils, etc...
- ❖ **Soft items may be used by single student (*no sharing*)**
  - At a minimum, items must be laundered weekly and/or following illness

## Meetings & Consultations



- ❖ Parent/teacher conferences, IEP meetings, and other meetings between staff and visitors/families may be held remotely
  - However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held
- ❖ Problem-solving & Team meetings may be held through Google Meet
  - A blended format is encouraged (team members working at a different location than where the meeting is held can participate remotely)
- ❖ Department and Committee meetings, PLC meetings and professional development activities can be held in-person following socially distanced guidelines.

# Health & Safety Protocols

## PPE (2021-22) School Social Work

### ❖ **Gloves**

- Several sizes so gloves fit snugly; vinyl or nitrile
- Required when contact with bodily fluids is likely (e.g. mucus secretions, saliva, tears, etc...)
- Use if you have open sores or scratches on your hands

### ❖ **Face Masks**

- Each employee provided 5 cloth masks
- Masks are changed daily or when soiled
- It is recommended to be used consistently in the presence of students and adults
- Maintenance and cleaning responsibility of employee

### ❖ **Clothing Coverings (*to be worn over your clothes*)**

- Required when contact with bodily fluids is likely (e.g. presence of mucus secretions, saliva, tears, etc...)
- If used, change between going into classrooms or if soiled
- After use, place in designated location
- Minimize the classrooms you enter during the day
- Personal scrubs are an acceptable option to wear at work

## PPE Decision Guidelines (2021-22)

- ❖ **SEDOL employees that work in our member districts, at a minimum, will follow that district's health and safety protocols**
  - Use of additional SEDOL provided PPE will be an exception if the member district protocols do not reflect SEDOL's Health and Safety Protocols, in whole or part
- ❖ **Maintain social distancing when not directly interacting with student(s)**



# Health & Safety Protocols

## Available Disinfectants

- ❖ **Alpha-HP disinfectant spray**
  - Spray item/surface thoroughly. Allow 10 minute dwell (dry) time
- ❖ **Disinfectant Wipes** (*use gloves*)
  - Visibly wet object/surface. Allow 3 minute dwell (dry) time
- ❖ **Hand Sanitizer**
- ❖ **Soap/hot water**
  - Allow items to completely air dry

**SW Group & Observation Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn if students are not masked.

- ❖ **Prior to working with students:**
  - Use hand sanitizer immediately prior to student contact
  - Wear mask and face shield when students are not masked
  - Wear gloves if in contact with bodily fluids
  - Wear clothing coverings if in contact with bodily fluids
  - The students must wash hands or use hand sanitizer immediately prior to the group
- ❖ **No sharing of materials between students.**
- ❖ **No video recording of students**

## Following the session

- ❖ All toys/objects used by the social worker during the group session will be first cleaned with soap/water if visibly soiled
- ❖ All toys/objects used by the social worker will be sprayed with Alpha-HP disinfectant and allowed a 10 minute dwell time
- ❖ Remove clothing covering, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

# Health & Safety Protocols

**Individual SW Session Preparation:** Practice hand washing procedures prior to each session. It is recommended that a mask be worn when a student is not masked.



- ❖ **If not working at the student's desk area, clean and disinfect all touch surfaces you will use prior to individual sessions**
  - Spray the surfaces and toys/objects with Alpha-HP disinfectant and allowed a 10 minute dwell time
  - Spray high touch surfaces you will use, including table/desk and chairs with Alpha-HP disinfectant and allow a 10 minute dwell time
- ❖ **No video recording of students**
- ❖ **Prior to working with the student**
  - Use hand sanitizer immediately prior to student contact
  - Wear gloves and clothing covering, if necessary
  - The students must wash hands or use hand sanitizer immediately prior to the session

## Following the session



- ❖ All toys/objects used by social worker during the session will be first cleaned with soap/water if visibly soiled
- ❖ All toys/objects used by social worker will be sprayed with Alpha-HP disinfectant and allow a 10 minute dwell time
- ❖ Remove clothing covering, if used
- ❖ Discard gloves, if used, and wash hands
- ❖ Wash hands before and after returning items to storage location

# Health & Safety Protocols

## SW Materials

- ❖ **Dispose of all single use items**
  - Use hand sanitizer following disposal of items
- ❖ **Disinfect materials**
  - All toys/objects and materials in direct contact with students
  - Student returns to classroom with their own pencils, etc...
- ❖ **Soft items may be used by single student (*no sharing*)**
  - At a minimum, items must be laundered weekly and/or following illness

## Meetings & Consultations

- ❖ Parent/teacher conferences, IEP meetings, and other meetings between staff and visitors/families may be held remotely
  - However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held
- ❖ Problem-solving & Team meetings may be held through Google Meet
  - A blended format is encouraged (team members working at a different location than where the meeting is held can participate remotely)
- ❖ Department and Committee meetings, PLC meetings and professional development activities can be held in-person following socially distanced guidelines.



SEDOL

# Health & Safety Protocols

## SEDOL-OWNED TRANSPORTATION

- Students and staff must wear well fitted masks at all times on the bus
- Students must sit 3 feet away from each other
- HEPA filter must be on the entire time or windows need to be open in the front, middle and back of the bus when wind chill temperatures are above -15. When wind chill temperatures are -15 or below, buses will not be used.
- Wipe down all surfaces/seats with SEDOL provided wipes by SEDOL staff only
- Hands need to be washed before and after bus rides
- SEDOL provided hand sanitizer will be available on the bus
- SEDOL provided gloves will be available on the bus
- If staff or student(s) become symptomatic, notify Supervisor to call parent or emergency contact to pick up from the location that they are at. SEDOL staff must then re-wipe all seats and handrails on the bus
- SEDOL Staff will have a hard copy of emergency contact information for all individuals on the bus
- SEDOL Medical Go Bag and First Aid Kit are required to be in the bus at all times of travel. The Medical Go Bag will include emesis bags, paper towels, baby wipes, antibacterial wipes, extra batteries, and extra masks.

2/10/22