



IVY STREET  
S C H O O L

Nurtured Learning. Exceptional Futures.

**Ivy Street School**  
**Re-Opening Plan**  
**2020-2021**

Dear Ivy Street School Families,

We are so grateful that our community remains strong, healthy, and connected as we face the challenges of COVID-19 together. We are thankful for everyone who has contributed to our success, but I would like to emphasize how incredibly fortunate we are to have our educational and residential staff currently working in-person in our school buildings with our residential students. All of our team members, both those working in-person and those working remotely, are continuing to provide an ambitious, joyful, and meaningful educational experience—an Ivy Street School education. We are especially grateful for our families who are supporting their students in distance learning at home and to our students themselves, whose work and resilience informs and inspires all of our efforts.

As we prepare to reopen our day program on September 2nd, 2020, we have chosen an educational model that is founded in the science of what we currently know about COVID-19 and that is responsive to what we have learned from our family survey. We will open in September using a hybrid model before transitioning to fully in-person instruction in the month of November. This tiered approach will allow us to serve and support the greatest number of students while prioritizing health and safety. In preparation of the first day of school, we have included the details of our reopening plan in this document. We mean to provide you with a transparent set of guidelines regarding the changes students will see at school and the guidance that has informed all of our decisions. Please know that families of both our day and residential students may continue to opt for remote learning if they prefer and are permitted to transition between models as their own metrics evolve.

We are united in our desire to resume in-person learning. We are looking forward to seeing all of you and providing our students with the tools they need for a successful transition to adult life. We also acknowledge that our state, country, and the world at large are still in the middle of the COVID-19 pandemic. We understand that our plans may need to change in response to rapidly evolving circumstances, and that our start date is subject to change based on any emerging

developments in the status of the health and safety of our community, or to the larger community as it relates to COVID-19.

Please reach out to our team with any questions and **please join us at our two upcoming Town Hall discussions on August 17th at 6:00 PM and August 26th at 6:00 PM** so that we can continue our discussion.

Thank you for the privilege of supporting and educating your children.

## Executive Summary

We have prepared this summary in order to provide you with an at-a-glance guide to what families, staff, and students need to know about the upcoming school year. For a detailed explanation of what to expect this year, please read through all sections of our reopening plan.

- 1.) Our day program will reopen on September 2, 2020 using a hybrid model, which will allow for alternating weeks of in-person and remote learning. Day students will attend in-person school for one week. That same group will then learn remotely from home during the following week. The cycle will then repeat. We will be informing all students and families of their assigned cohorts. We plan to transition to our Full In-Person Learning Program in November pending the status of COVID-19 in our school and local community this fall.
- 2.) As per the state's initial guidance, students will be required to maintain 3ft of social distance (6ft whenever possible), wear face masks (exceptions listed on page 27), and be grouped into assigned cohorts. We will encourage handwashing throughout the day. We will also institute daily safety screens of all students. Furthermore, families will be required to complete daily safety screens at home by entering their current health information onto an app that will be sent to our nursing department, before they send their child to school.
- 3.) Please be aware that you will be sent consents, authorizations, and back to school forms for our upcoming school year via post mail shortly. All parents and guardians will be expected to sign and return these forms to the Ivy Street School no later than Wednesday, August 26<sup>th</sup> so that the school has these documents prior to your student returning to school on September 2<sup>nd</sup>. 2020. Formal requests to join the Full Remote Learning Program should be made to Leah Salloway, Education Director, by August 19<sup>th</sup>, 2020.
- 4.) Families who wish to switch from our Hybrid Model to Full Remote (or from Full Remote to Hybrid) after the start of the school year should plan for the transition process to take two weeks. Please note that families switching to the Full Remote Learning Program may take their child home immediately, it is the setup of their child's new Full Remote Learning Plan that may take up to two weeks.
- 5.) We are hoping to transition to full in-person learning in November and we will communicate additional guidance about this plan after the start of the school year. Everyone should nonetheless be prepared for a swift return to remote learning if necessary, in the event of a resurgence of COVID-19 infections. Because the state's response to the virus can evolve rapidly, please be aware that most communication regarding COVID-19 will arrive via email. Your child's team will always be available to answer all follow-up questions, but we want to guarantee that we can provide our community with information rapidly when necessary.
- 6.) Please plan to join us as at our two upcoming town hall meetings. The Town Halls will allow us to discuss the enclosed plans more fully and answer questions. You will receive an emailed invitation including the Zoom links for the meetings. The Town Halls will be held on the following dates (we ask that you plan to join both):

**August 17<sup>th</sup> at 6:00 PM**

**August 26<sup>th</sup> at 6:00 PM**

## Letter from the Education Director

To Our Ivy Street Community,

I cannot begin to express my enthusiasm and excitement for the fact that we are re-opening in a hybrid-model on September 2<sup>nd</sup>, 2020. We are thrilled to be opening our doors to our entire community once more. While our residential students have been hard at work within our building, the addition of our day students is a special one, and one that we're excited to experience again.

Our hybrid-model is designed to maximize safety for our students and community by having half of our staff and students in the building at a time. Students will alternate in person learning on a weekly basis, having an "A week" of in person learning and a "B week" of remote learning. This will allow us to thoroughly clean our school not only each day, but also in a deep-clean capacity on the weekends.

For the time being, day and residential students will be separated not only by classroom spaces but also by floors. Day students will receive programming on the main floor, while residential students will receive programming on our ground floor. For residential students learning remotely on their "B week", they will be learning in classroom specific residential spaces.

Due to this new format, there will be changes in staffing. In some cases, day or residential students from two classes may be combined to create a more robust classroom for group learning opportunities. In this case, two teachers may alternate teaching the students of the classroom. Please rest assured knowing that your child will have access to their special educator on a daily basis.

Additional safety measures have been put into place, including reorganization of classroom spaces to ensure the mandated 3ft of distance between students and 6ft of space whenever possible, changes to our culinary program including classroom-based meals, the expectation for students and staff to be wearing masks, and increased hand hygiene opportunities. Students will be provided with a minimum of four mask breaks a day when they can spread out further and be in open air spaces.

During this time, after school programs for day students will be paused, as well as community trips. Student vocational opportunities will be evaluated on a case-by-case basis to ensure safety.

Please be on the look-out for additional documents including your child’s updated remote learning plan for the “B week”, an updated “A week” schedule, and the updated contact information for your child’s providers. It is our goal to transition to full in-person programming in November, however, this is dependent on the status of COVID-19 in Massachusetts and the safety of our community.

Consistent with our current model, meetings will continue to be held virtually as a safety measure until further notice.

We remain dedicated to providing high-impact educational opportunities for your child. We are so excited to be together again and we cannot wait to see our students!

Please reach out with any questions or concerns.

Leah Salloway  
Education Director  
Ivy Street School  
200 Ivy Street  
Brookline, MA 02446  
P: (617-732-0220 (X 220)  
F: (617) 738-1247

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## THE IVY STREET SCHOOL'S RESPONSE TO COVID-19

In March, when the COVID-19 pandemic necessitated changes to our learning model, the Ivy Street School immediately convened leadership teams to address the dual challenge of delivering engaging, rigorous learning, rigorous remote learning and keeping our students safe and healthy while planning for our school's reopening. In both leadership teams, the COVID-19 Response Leaders and the Re-Opening Committee, our leadership relied on feedback from all of the constituents in our learning community as well as on-going guidance from our partner agencies and our governing agencies.

The **COVID-19 Response Leaders** is comprised of the following members of the Ivy Street School management team:

- Barbara Salisbury, CEO of MAB and Interim Executive Director of Ivy Street School
- Leah Salloway, Director of Education
- Brianna Campbell, Director of Nursing
- Ashley Constantine, Clinical Director, Quality Assurance Director

Our **Re-Opening Committee** has been meeting twice weekly since June of 2020 and is led by the following members of the Ivy Street School's management team:

- Barbara Salisbury, CEO of MAB and Interim Executive Director of Ivy Street School
- Leah Salloway, Director of Education
- Brianna Campbell, Director of Nursing
- Ashley Constantine, Clinical Director, Quality Assurance Director
- Tunzel Hayes, Director of Admissions
- Kate Garrity, Director of Related Services
- Lane Wendel, Residential Director

**Subcommittees:** The COVID-19 Response Leaders and the Re-Opening Committee would like to thank the members of our community serving on the Moving Forward subcommittee which meets weekly and the COVID-19 Response subcommittee which meets daily for their efforts in supporting the work of our leadership team.

## CONSULTATION AND GUIDANCE SOURCES

The Ivy Street School's Re-Opening Committee, comprised of inter-departmental leadership, has been closely following guidance from our regulatory agencies and professional associations including: the Centers for Disease Control and Prevention, the Massachusetts Department of Public Health, the Department of Early Education and Care, the Department of Elementary and Secondary Education, the American Academy of Pediatrics, and the Massachusetts Association of Approved Private Schools. We are also in frequent contact with our local board of health, their nurses, and their medical director. Our team is also in frequent contact with Jeanine Brown-Smith, Attorney at Law. Ms. Brown-Smith's primary practice is interfacing with Massachusetts special needs schools' licensing agencies (DESE, EEC, OSD). We will continue to implement this guidance into our policies and protocols.

## PROGRAM DESCRIPTION

In order to best serve the needs of our students and the wishes off Ivy Street School parents and guardians (surveyed in July of 2020) and with an understanding of the current status of COVID-19 in Massachusetts and the Greater Boston Area, **Ivy Street will offer a Hybrid Model of Learning and a Full Remote Learning Program for students at the start of the 2020-2021 school year.** It is our hope that by maintaining the health of the Ivy Street School community and the community at large, we will be able to shift to a Full In-Person Learning Program in November of 2020. We will continue to evaluate the feasibility of this plan and will communicate any updates as we head into the start of the school year. It is important to note that in order to accommodate the needs of our students and families with pre-existing medical conditions, we will offer our Full Remote Learning Program throughout the 2020-2021 school year.

At any time, a family may elect to start a Full Remote Learning Program as necessitated by the needs of their student and family. **Formal requests to join the Full Remote Learning Program should be made to Leah Salloway, Education Director by August 19th, 2020.** We request two weeks of transition time to allow for adequate time to prepare students and families who are transitioning to our Full Remote Learning Program (the student may transition home immediately, setting up their new learning plan may take up to two weeks). Lastly, we invite all families to join us on at our two virtual Town Halls in August and our first virtual parent group in September where we will discuss our hybrid and remote learning programs and review our academic curriculum for the 2020-2021 school year.

### STUDENT COHORTS

In service of mitigating risk factors and the spread of COVID-19 at the Ivy Street School, residential students and day students will be separated. That is, they will not share classroom space.

### RESIDENTIAL STUDENTS

Residential Student Cohorts: Residential students will participate in in-person learning classrooms with other residential students only. Residential students will not join with day students at any time during the school day. Residential in-person interactions will be limited to residential peers, teachers, clinicians, occupational therapists, speech therapists, physical therapist, and vocational counselors, within designated classrooms.

### DAY STUDENTS

Day Student Cohorts: Day student programming will be separate from programming for residential students. Day students will be assigned to classrooms with other day students. Instruction and programming will include curriculum and skill development based on the individual needs of the students and classrooms.

## CONTINUUM OF MODELS

Currently, under the guidance provided by the Massachusetts Department of Elementary and Secondary Education (DESE), the Ivy Street School is planning for a tiered continuum for reopening in the fall of 2020. Over the course of the year, the Ivy Street School community may also need to be flexible and switch between our three proposed models in response to increases in the number of COVID-19 cases on campus and/or in the greater community. All students, those learning remotely and those learning in-person, will have an assigned classroom and will participate in instruction with the group of students, teachers, and providers assigned to them.

### FULL IN-PERSON LEARNING PROGRAM

**\*Please note that our Full In-Person Learning Program is expected to begin in November of 2020. Our ability to implement this model will be dependent upon the status of COVID-19 within the Ivy Street School's learning community, transmission rates of COVID-19 in Massachusetts, and guidance from the state.**

***Full In-Person Learning Program (with new safety requirements):*** In this model, all Ivy Street School students would return to our school, in-person, for full days of school, five days a week. A full re-opening of in-person learning would be dependent upon the Ivy Street School meeting health and safety requirements as outlined by DESE in their Fall Guidance.

Principles guiding our Full In-Person Learning Program include the following:

- All of our students will engage in learning full time, in-person, on campus with new safety requirements in place.
- Both day and residential students will have assigned classrooms and have an assigned group of teachers who will provide all academic instruction. This is anticipated for the duration of the 2020-2021 school year.
- As always, students will follow their individual class schedule and attend all classes.
- This model will resemble a traditional Ivy Street School instructional model; however, schedules may be modified to allow for proper implementation of health and safety protocols, including physical distancing, hand hygiene, cleaning and sanitizing, and mask breaks.
- In the Full In-Person Learning Program all students and school staff return to the Ivy Street School.
- In this model, the Ivy Street School's day students would occupy three of our classroom spaces on the second floor, and the residential students would occupy two traditional classrooms and one space that has been equipped with a SMART board and all teaching materials.
- In this model, the classroom teachers will rotate between the day and residential classes, ensuring that all students have access to Special Education teachers. The teaching assistants who are supporting each classroom will remain in their group of students (day or residential) throughout the day for safety and continuity.

## HYBRID LEARNING PROGRAM

**Hybrid Learning Program:** The Ivy Street School has created a hybrid model for instruction which would allow students to alternate between in-person and remote learning each week. This model separates our students into two distinct cohorts, day students and residential students. To support this model students would utilize four of our traditional classrooms as well as three residential spaces. Please see Appendix B for a Sample Hybrid Schedule.

Principles guiding our Hybrid Learning Program include the following:

- Our day students and residential students will be physically separated by floor. That is, our residential students will use our learning spaces in our ground level, and our day students will use our school building's first floor to access programming.
- During remote weeks, all students will access their Ivy Street School programming by attending class with their teachers and classmates via Microsoft Teams. Teachers will be providing synchronous learning during these remote weeks.
- Our Special Education teachers will partner with teaching assistants to provide instruction for all students. Teachers and Teaching Assistants will rotate between the classes for residential students and the classes for day students.
- The residential students who are receiving remote programming during their remote week will access their distance learning classes while on our residential floor. They will be using either laptops or a SMART board to connect with their classes. Students will receive support from our teaching assistants to help engage in distance learning coursework. Day students who are on their remote week will be accessing distance learning programming from their own homes using either their own personal laptop or a school-provided laptop.
- In our proposed Hybrid Learning Program, students alternate between In-Person Learning (Week A) and Remote Learning (Week B)
- All of our hybrid learners will be submitting classwork and homework through Microsoft Teams, Ivy Street's Learning Management System. Teachers will be responsible for providing written feedback on any graded work. Graded work will be also sent back to students via Microsoft Teams for them to review.
- Ivy Street's report cards will be mailed to parents and guardians quarterly. Grading criteria will remain consistent and will be based on engagement and completion of assignments, and effort, participation and accuracy on graded assignments. While grading criteria will remain consistent throughout hybrid learning, considerations and exemptions for students under extreme circumstances (e.g. students in households with family members experiencing significant health issues related to COVID-19) will be made.
- Attendance and participation will be documented and tracked through the use of PowerApp as part of our progress monitoring and to provide attendance to school districts.
- Classroom schedules, syllabi, curriculum, and rubrics will be sent electronically to students and their guardians. If there are any curriculum or other materials (books, textbooks, etc.) that cannot be sent electronically, these will be mailed directly to parents in advance so that students have full access to classroom materials.

- To support mitigating risk factors associated with COVID-19, the majority of our staff will also adhere to an on-week/off-week schedule, though some team members will work in the school buildings with both cohorts. Teachers, Clinicians, Behavior staff and SPOT staff will work in the building and remotely with the classrooms they are assigned to according to the following model:

Week A

**Cohort 1: F1, F3, B1 Classrooms In-Person Learning**

**Cohort 2: F4, F2, B2 Classrooms Remote Learning**

Week B

**Cohort 1: F1, F3, B1 Classrooms Remote Learning**

**Cohort 2: F4, F2, B2 Classrooms In-Person Learning**

## FULL REMOTE LEARNING PROGRAM

**Full Remote learning:** As much of our community returns to campus there may be circumstances over the course of the year that require the Ivy Street School to activate a Full Remote Learning Program. An increase in COVID-19 cases on campus and/or in the local community may result in a return to our Full Remote Learning Program. A Full Remote Learning Program may also be implemented in response to a government and/or agency directive. A Full Remote Learning Program will also remain available to any families who prefer to continue learning remotely and to any students/families with pre-existing medical conditions that prevent them from returning to in-person learning at this time or at any point throughout the school year.

Principles guiding our Full Remote Learning Program include the following:

- Residential Students at the Ivy Street School will receive remote learning services led by Ivy Street School teachers and delivered via Microsoft Teams. Students will receive support from Teaching Assistants in the building who are able to assist in person or remotely as applicable for each student.
- Special Education teachers are developing the curriculum content and will teach synchronously, except in some instances where content will be reinforced by Teaching Assistants.
- Clinicians, OT, SLP, PT, and Vocational staff will participate in intermittent in-person services for residential students as deemed necessary and appropriate on a case-by-case basis.
- Day and residential students will have a Remote Learning Plan that will outline educational and related services for each student as prescribed by their IEP for approximately 6 hours per day.
- As always, each student's services will be provided in accordance with the student's IEP.
- Opportunities for students to complete work or participate in programming that is non-contingent on the use of an electronic screen will be encouraged and facilitated whenever possible.
- Related and auxiliary services including culinary programming and community navigation will be provided remotely whenever possible.

- Remote Learning Plans will include time for check-ins between the student’s family and academic team.
- All of our remote learners will be submitting classwork and homework through Microsoft Teams, Ivy Street’s Learning Management System. Teachers will be responsible for providing written feedback on any graded work. Graded work will be also sent back to students via Microsoft Teams for them to review.
- Ivy Street’s report cards will be sent to parents and guardians quarterly. Grading criteria will remain consistent and will be based on engagement and completion of assignments, and effort, participation, and accuracy on graded assignments. While grading criteria will remain consistent throughout remote learning, considerations and exemptions for students under extreme circumstances (e.g. students in households with family members experiencing significant health issues related to COVID-19) will be made.
- Attendance and participation will be documented and tracked using PowerApp, as part of our progress monitoring and to provide attendance to school districts.
- Classroom schedules, syllabi, curriculum, and rubrics will be sent electronically to students and their guardians. If there are any curriculum or other materials (books, textbooks, etc.) that cannot be sent electronically, these will be mailed directly to parents in advance so that students have full access to classroom materials.

## PROGRAM INFORMATION

### GENERAL OVERVIEW

#### SOCIAL/EMOTIONAL SUPPORTS

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The Ivy Street School is a therapeutic program. Throughout the pandemic, clinicians have provided consistent therapeutic support to all of our students and families, both those residential students learning in-person and students learning remotely. As we begin to welcome students back, clinicians will continue to provide support within both individual and group therapy sessions, while keeping in mind that students have varying experiences related to COVID-19 and how it may have impacted their lives. The clinical focus will be on strengthening coping skills and emotional regulation to help navigate the stressors inherent in living through a pandemic in addition to facilitating progress on IEP and residential treatment goals. Upon returning to campus, students will be monitored to assess any increases in anxiety, depression, or dysregulation upon return to campus. This monitoring will occur within weekly classroom collaboration meetings and monthly meetings with all members from the multi-disciplinary team. We will provide supports to help our student community process emotions and experiences related to fear and uncertainty associated with COVID-19. As always, clinicians will continue to work collaboratively with families via weekly family collaboration phone calls to discuss their student’s progress and areas of potential challenge, along with solutions and recommendations--while paying particular attention to the transition period back into the school setting.

#### COMMUNICATION

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Our scientific understanding of COVID-19 is rapidly evolving. As a community, our ability to communicate effectively and quickly with one another will be a crucial part of keeping our staff, students, and families safe, healthy, and informed.

In the coming months, in order to ensure that everyone in our community is receiving information in a timely and effective manner, **email will be our primary method of communicating with families. We kindly ask that you check your emails on a consistent basis to remain up-to-date and informed in the event of rapid changes to the program.**

Communication will be provided to appropriate parties as outlined below:

*Communicating with Families:*

Communication regarding any policies pertaining to the health and safety of the school day, organization of academic cohorts, training, and changes in programming or scheduling will be sent via email or hardcopy as applicable to our students or their legal guardians. These letters will be sent from the Education Director by the Administrative Assistant at the Ivy Street School. Letters will include contact information to help any family member who has questions or concerns pertaining to the content. All documentation such as progress reports and draft IEPs will be sent in compliance with mandated timelines. Ivy Street will provide interpretation and translation services to parents and guardians whose first language is not English.

*Communicating with School Districts:*

Communication regarding any policies pertaining to the health and safety of the school day, organization of academic cohorts, training, and changes in programming or scheduling will be sent via email or hardcopy as applicable to the school districts. These letters will be sent from the Education Director by the Administrative Assistant at the Ivy Street School. All documentation such as progress reports and draft IEPs will be sent in compliance with mandated timelines.

*Communicating with Staff:*

Communication regarding any policies pertaining to health and safety of the school day, organization of academic cohorts, training, changes in programming, staff expectations, changes in job descriptions or scheduling will be sent out via email by the Education Director or the Executive Director of the Ivy Street School. Any concerns regarding the content of the correspondence(s) may be reviewed in supervision.

*Additional communication with families will include the following:*

- Each student's clinician and teacher will continue be the main points of contact for families.
- Clinicians will send out a bi-weekly update for students that includes information from the classroom, clinical sessions, and from specialist services.
- Clinicians will offer weekly opportunities to speak with the parents and guardians of students on their caseload.
- Residential supervisors will send out a monthly newsletter highlighting student activities.

- Any significant changes to health and safety or programming will be communicated to families and staff as they arise. This information will be distributed via email, or via hardcopy correspondence.
- Every month the Ivy Street School's Executive Director will send an email to all families providing general updates and information as our school navigates the COVID-19 pandemic.

#### OFFGROUNDS ACTIVITIES

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At this time, off-grounds activities are currently kept to a minimum to mitigate risk of exposure to COVID-19. Off-grounds activities must be outdoors and must be close to our campus in order to support social distancing and to maintain proximity to the Ivy Street School for the use of restrooms as needed. Groups are kept small to ensure staffing is adequate to provide oversight for mask wearing and social distancing.

Currently no trips to indoor locations are allowed, including hair salons, gyms, or department stores.

#### ASSESSMENT AND INTERVENTIONS

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*Assessments:* The Ivy Street School utilizes a variety of instruments to help assess students' needs and to evaluate student progress. With some of our students learning remotely and some learning in-person, our assessment process has evolved in order to support both groups of students. The protocol for determining the need for assessment remains unchanged--the Team agrees to assessment and the student or guardian consents to the assessment. These assessments occur across departments (Educational, Clinical, Physical Therapy, Occupational Therapy, Speech-Language Pathology, Vocational, and Behavior Assessments). Most assessments can continue to be conducted utilizing in-school time and/or remote learning time. However, should the remote nature of any testing session potentially affect the ability to conduct an assessment or produce valid results, these considerations will be discussed with the Team in advance to determine the correct way forward.

*Clinical Interventions Used to Support the Social and Emotional Needs of Our Students:* The Ivy Street School's clinical interventions include the following: Individual, Family, and Group Therapy; Individualized Behavior Plans as recommended by an FBA; Positive Behavior Intervention Supports; Trauma-Informed Care Interventions using the ARC Model; CBT Interventions to support anxiety management as appropriate; and zones of regulation to support with emotion identification.

#### ON-SITE MEETINGS

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In order to keep everyone in our community safe, on-site meetings with outside providers and stakeholders are not permitted at this time. Meetings of this nature will continue to be held virtually.

All of the Ivy Street School's internal staff meetings will also continue to be held virtually. In the event that staff who are working in-person at the school need to meet in-person with each other, these meetings will only be permitted if the size of the group and dimensions of the space chosen allow for social distancing of six feet or more between team members. Any in-person team member



who prefers not to join an in-person meeting at the school will always have the option to join the in-person meeting remotely. The choice to participate in internal meetings virtually will be based on each individual's own personal comfort level. We value every member of our community and we want everyone to feel safe and welcome in all meetings whatever the method they use to join the meeting.

Until guidance changes, all outside practitioners, including but not limited to examiners, outside services, and observers, are not permitted to enter the building. The only exception to this would be maintenance workers entering the building to address imminent needs for our physical plant (either at the Ivy Street School or at the Cottage Farm Program). It will be the expectation that any maintenance workers who come into the building wear masks and participate in a symptom checklist prior to entering the building. This process will be overseen by our Facilities Director.

#### SCHOOL CALENDAR AND EVENTS

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The 2020-2021 academic calendar was distributed to families this summer and is up to date. Please see our calendar in Appendix A of this document.

Of note, our June 2020 Graduation Ceremony was postponed earlier this year. Our intention is to hold a modified ceremony in early October of 2020 in adherence with guidance from DESE. Further information will be provided about this event shortly.

#### STUDENT AND FAMILY TOWN HALL

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Our team is excited to welcome students back to campus. To help answer questions about what this new school year will look like, our leadership team will be holding two Town Hall meetings for all Ivy Street School families. Invites with Zoom links to these meetings will be sent out over email.

Our two Town Hall dates are as follows:

- **Monday, August 17<sup>th</sup>, 2020 at 6:00 PM-7:30 PM**
- **Wednesday, August 26<sup>th</sup>, 2020 at 6:00 PM-7:30 PM**

#### CAFETERIA AND MEAL SERVICES

We have made changes to meal service in accordance with current guidance. These changes to service, along with the parts of our protocol that remain the same, are listed below.

##### MEALS

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All meals served during the school day will be prepared in-house and then pre-packaged and delivered to classrooms by kitchen staff. Students and staff will not be permitted to store any personal food items in the walk-in refrigerator, freezer, kitchen, or cafeteria refrigerator.

##### *Breakfast Service*

- Residential students will have access to the cafeteria from 7:30 AM–8:30 AM.

- Day students will be required to call and place breakfast orders with kitchen staff. Students' orders will be delivered to their classrooms.

### *Lunch Service*

- Students will be required to eat lunch in their classrooms.
- Before lunch begins, social distancing requirements in the classroom will change from six feet to ten feet. Students will be expected to wear masks until seated for lunch. At the end of the lunch period, students will have a mask break.
- Lunches will be prepared, packaged, and delivered by kitchen staff.
- Our Culinary Arts department will prepare two lunch options every day that students can choose from. Classrooms will receive an email each morning listing the lunch options for the following day. Classroom teachers must report their students' preference to kitchen staff by 3:00 PM each day. Orders for Monday must be submitted on Friday.
- Students and staff will not have access to leftovers.
- Staff and students who bring their own lunch to school are not permitted to store their lunch items in a common area. Storing personal food in the walk-in refrigerator will not be permitted.

### *Dinner Service*

- Dinner will be provided to residential students. Students will be served by ServSafe certified staff members only.

### *Distribution*

- All meals are prepared and served by ServSafe certified staff.
- Students are not permitted to serve meals to other students or staff.
- Tongs and utensils are utilized while serving. Serving utensils are assigned for individual dishes and are not mixed between users or dishes.
- The steam table is utilized for serving hot food. Cold food is kept on the cold food bar.
- Proper cold and hot holding procedures are followed, all cold and hot holding stations are protected by a sneeze guard.
- Any staff members serving meals will serve for the entire length of the meal to ensure that utensils are not switched during serving or used by multiple people.
- Any staff members serving themselves must be wearing gloves and must remain in front of the sneeze guard.
- All community members will enter the cafeteria through the hallway nearest the Speech department and will exit through the cafeteria's main entrance, next to the gratitude mural.
- After meal service is finished, students will return their dishes to the kitchen at their scheduled time.

### **CAFETERIA**

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- Students (when approved by staff) will have access to the cafeteria refrigerator for approved items that include but are not limited to yogurt and milk.

- The cafeteria will have an *In* door and an *Out* door. Signage will designate a one-way traffic flow for anyone moving through the cafeteria.
- All tableware will be replaced with single use products.

*Cleaning procedures:*

- All preparation surfaces are cleaned and sanitized after each use. This includes but is not limited to the preparation tables, the three-bay sink, vegetable sinks, appliances, and the stove top.
- Non-preparation related contact surfaces are cleaned a minimum of twice per day. This includes but is not limited to the coffee maker, kitchen carts, coffee station, utensils, and the plate storage area.
- All floors in the kitchen and cafeteria are swept and mopped daily.
- Our cleaning staff complete a deep clean of the kitchen once a week.
- The steam table and cold food bar are cleaned and sanitized daily.
- Any dishes used are washed, rinsed, and sanitized in our commercial dishwasher.
- All high-touch surfaces will be sanitized twice daily by kitchen staff members.

**RESIDENTIAL STUDENT LIFE: RETURN TO CAMPUS & VISITATION**

**RESIDENTIAL STUDENT RETURN TO CAMPUS**

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Families of residential students who have elected to have their child home for an extended pass due to risks associated with COVID-19 who would now like to return to campus should reach out to our Residential and/or Clinical Director to schedule a return plan.

Students returning from home to campus will be scheduled to return on a timeline that allows for no more than one return per day to our residential floor in order to ensure that proper health and safety protocols can be adhered to upon reentry. **Specifically, for our remaining residential students at home who wish to return to school prior to the start of the school year, we will coordinate one-to-two student returns per week.**

Policies regarding COVID testing and reentry requirements are noted in the Health & Safety section on page 23 of this document.

**VISITATION**

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We understand how important it is for residential students to spend time with their families. We are currently coordinating outdoor onsite visits for family members of residential students. All visits must be scheduled with clinical staff ahead of time. Visits are between thirty and sixty minutes in duration and supported by staff who provide oversight for the visit. Family members and students are required to wear masks and maintain social distance during the visit. Seating for the visit will be provided in a specified on-campus space outside.

At this time, visitors are not allowed inside any of our buildings for any reason. For new students enrolling in the Ivy Street School, a video tour of the school building and residential floor can be arranged upon request.

As we continue to monitor the prevalence of COVID-19 in Massachusetts, family visitation for residential students may begin to include walks to local outdoor destinations (once it is determined safe to do so and when staffing allows).

A note about home visits: Having regular, in-person contact with family, ideally in the context of the home setting, is crucial to a student's development and the family system as a whole. However, given the risk of COVID-19 transmission that may occur within the context of group living environments that has been demonstrated time and time again, it is our responsibility to take all measures necessary to mitigate risk factors associated with the spread of virus. The health of our students, families, and staff remains our top priority. We will continue to monitor the ability to allow for approved home visits as guidance dictates.

## PROGRAMMING FOR HYBRID AND REMOTE STUDENTS

### CULINARY ARTS, VOCATIONAL SUPPORTS, AND COMMUNITY SKILL-BUILDING

#### CULINARY ARTS DEPARTMENT

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Our Culinary Arts department has the dual responsibility of preparing nutritious meals for our community and providing an opportunity for students to build culinary and vocational skills. Due to health and safety concerns in these high-traffic areas, all Culinary Arts programming is currently paused.

#### *Classes/student workers:*

- Culinary Arts staff members are the only people permitted to access the kitchen. Students will not be allowed to continue to work in the kitchen or access culinary class. Ivy Street School staff members who are not part of our Culinary Arts department will not be allowed to access the kitchen for any reason. These limitations will greatly reduce the likelihood of exposure for kitchen staff members and, as a result, our wider community.
- In lieu of Culinary Arts classes, cooking lessons will be provided virtually for all Ivy Street School students.

#### VOCATIONAL SUPPORTS

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The Ivy Street School prides itself on the ability to provide hands-on learning opportunities in natural community settings for our students. Due to health and safety needs, our vocational programming will be adapted to meet community safety standards, but we are committed to offering robust supports within the building, classroom, and remotely. We will continue to support students in achieving their current goals.

Currently, all on-campus jobs with a food preparation component will be paused. These jobs include our *Wake Up and Smell the Coffee* coffee shop, *Ivy Street Trail Mix*, and all student work shifts overseen by the Culinary Arts department, as noted above.

Off-campus, community-based employment that is supported by Ivy Street School staff will remain paused for all day and residential students. This includes employment, volunteer, and internship positions. These opportunities will resume when guidance dictates that indoor off-grounds activities are appropriate. For day students employed in the Brookline area or within their local home community who prefer to continue working in the community, transportation, on-site coaching, and interventions will need to be provided by parents or guardians at this time.

Job readiness supports will continue to be provided to all students receiving vocational services through on-campus employment opportunities, group lessons, virtual opportunities, and 1:1 sessions with providers. When COVID-19 precautions began to limit our students' access to the community, the Ivy Street School acquired curriculum to best address vocational progress within the context of remote and in-person, in-building learning. All Ivy Street School students will have access to Virtual Job Shadow which is an interactive career readiness platform which supports the development of career exploration, skill building, goal setting, and career planning skills.

## COMMUNITY-BASED SKILL BUILDING

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Containing the spread of COVID-19 has necessitated limits to community access. As a result, the Ivy Street School's community-based model has been adapted to support students in learning while also adhering to state guidelines. Community-based learning and vocational training will now occur within our school rather than outside our school. In classrooms, during sessions with providers, and within the residential setting, students will focus on community skills in ways that can be accessed on campus, e.g. simulated community trips, online financial management, attending to household needs within the building, or meal preparation. We will look for opportunities to re-engage in hands-on learning in the community as soon as guidance dictates that it is safe to do so.

## SOCIAL ENRICHMENT AND WELLNESS

### OUT OF SCHOOL-TIME ACTIVITIES

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As the Ivy Street School re-opens our day program, after-school activity groups and after-school learning opportunities will be paused. Opportunities to restart afterschool programming will be evaluated on an on-going basis as school and community safety allow.

As a result, no additional programming will be provided for students outside of their specific learning plans, which will be provided and adhered to on an individual basis. No before-school programming or after-school programming will be happening at this time. We feel that this adjustment is necessary in order to keep our community as safe as possible.

Students will continue to have access to their educational teams throughout the course of their school days to gain further academic, professional, emotional, or therapeutic assistance and support as needed.

A note about in-home services: The Ivy Street School does not provide in-home services or home consultations as part of our regular programming, nor will we do so upon our return to programming in September 2020.

## SOCIAL EXPERIENCES

The Ivy Street School has a vibrant peer community that relies on rich, engaging social experiences. Our programming will be modified so that we can continue to create meaningful social experiences for students while also maintaining social distancing. We are exploring both outside and virtual activities to meet this need. Large group gatherings will be limited to a virtual environment.

## WELLNESS

Wellness programming that includes fitness, nutrition, and mindfulness will be modified and offered in a blended format through virtual and in-person opportunities. Whenever possible, fitness programming will be held outside, weather permitting. Students will be expected to have a minimum of ten feet of distance between each other if masks are not being worn, and six feet of distance if masks are being worn. Masks will be required for any indoor physical fitness activities. Nutrition and mindfulness programming will be held in a hybrid model with some offerings being delivered in-person and the majority being held virtually. When health and safety guidance changes, and our community returns to a full in-person model, in-person sessions will resume.

## ATHLETICS/PHYSICAL EDUCATION

Decisions regarding fall athletics will be made in conjunction with the Massachusetts Interscholastic Athletics Association and Special Olympics. We will update our school community accordingly when we receive more guidance and information. At this time, Fall cheerleading and Fall flag football will not take place during this academic year.

Physical Education will be included in wellness programming and will follow the guidelines for fitness programming. Use of shared sports equipment will be minimized, and any shared equipment will be wiped down for cleaning before and after each use to ensure two cleanings before each student uses the equipment. Students will wash or sanitize hands before and after Physical Education classes. No sharing of water bottles, helmets, or other equipment that comes into contact with the nose or mouth will be permitted.

## LARGE EVENTS

All the Ivy Street School's annual large group gatherings will be modified or cancelled. This includes (but is not limited to) assemblies, dances, and social events. In order to maintain the health of our students, families, and staff, the Family BBQ and Open House will not be held this year.

## VISUAL ARTS

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The Ivy Street School’s Visual Arts programming typically occurs in the afterschool program. As our afterschool program is currently paused, students will now have access to visual arts materials within their own classroom groups. Any shared materials will be cleaned by wiping tools down before and after each use to ensure two cleaning before each student uses the materials. Activities that require minimal supplies will be prioritized.

## PERFORMING ARTS

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The Ivy Street School’s Performing Arts programming typically occurs in the afterschool program. As our afterschool program is currently paused, we will not be offering Performing Arts at this time. Every year, in February, our Performing Arts program is offered during the school day as we prepare for Extravaganza—one of the highlights of our school year. This February, in an abundance of caution, we will look to the state's health and safety guidelines to update our community about this annual event.

## CERTIFICATION OF HEALTH AND SAFETY REQUIREMENTS

Listed below, please find the certification of our health and safety requirements as dictated by the list of requirements set forward by DESE and our licensing agencies.

## HEALTH AND SAFETY

### COVID-19 ENTRY & SCREENING PROCEDURES

#### PRE-ARRIVAL QUARANTINE

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All day students are required to quarantine at home for 14 days prior to arrival to campus when our day program reopens and **families will be expected to complete a health screening online daily for the 14 days leading up to the reopening of the school**. It is also recommended that day students receive a negative COVID-19 test result with 48 hours of their return to our school buildings.

All students and families coming from out-of-state are expected to adhere to all established protocols for travel into and within Massachusetts. As of August 1, 2020, there is a requirement that anyone entering the state of Massachusetts must quarantine in Massachusetts or an approved open transit state (per Massachusetts state requirements) for fourteen days following arrival. This regulation applies to everyone except a few select neighboring states. Please consult the Mass.gov website for the most up-to-date information regarding these regulations.

Please note: Any international students would need to follow all United States guidelines related to international travel.

#### RESIDENTIAL ENTRY/RE-ENTRY REQUIREMENTS

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Any student entering or re-entering the Ivy Street School’s residential program will be required to produce a negative COVID-19 test result within 24-48 hours of their entry or re-entry. Parents and guardians will receive the support of the nursing department to help find a local testing site to ensure compliance with this regulation.

#### COVID-19 TESTING

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At this time there will not be prophylactic campus-wide COVID-19 testing performed at the Ivy Street School. If there was to be an outbreak of the virus on-campus, we would be working closely with our local board of health for consultation to implement widespread testing in our community.

#### SYMPTOM AND EXPOSURE SCREENING

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All Ivy Street School staff and students will be screened daily for symptoms of illness or potential exposure to an individual who has displayed symptoms of illness. Staff and students will complete daily temperature checks. These screenings will be available via PowerApps and it is the expectation that each parent or guardian will complete the screening for their day student before the student’s arrival to the Ivy Street School each morning.

Our nursing staff will perform the same screening for all residential students daily.

All staff are expected to perform the self-assessment before arriving to work. If, for any reason, it is not done, it will be the expectation of the staff to perform it upon arriving to work before starting their shift.

#### UPDATED SICK POLICIES

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Sick policy rules for all staff and students will be strictly enforced to mitigate the risk of transmission of COVID-19 within the Ivy Street School Community. A zero tolerance sick policy will be enforced, meaning that any staff or student may not come to or remain on campus if they are experiencing symptoms consistent with COVID-19: fever and/or chills, new cough (not related to a chronic condition), shortness of breath or difficulty breathing, fatigue, muscle or body aches, congestion or runny nose not related to seasonal allergies, new loss of taste or smell, sore throat, or gastrointestinal symptoms different from baseline. Symptomatic students will be moved to the isolation space immediately.

#### ACCOMMODATIONS FOR HIGH RISK STUDENTS AND/OR INDIVIDUALS WITH HIGH RISK FAMILY MEMBERS LIVING IN THEIR HOUSEHOLD

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We understand that each person’s risk related to COVID-19 will vary. Individuals should consult with their health care provider if anyone (student, staff and/or family members) living in the household has medical issues that place them into a high-risk category. For families with High Risk situations, remote learning will be the safest option. For staff, please consult with your healthcare provider and reach out to the Human Resources office of MAB Community Services with questions.



## SCHOOL SAFETY PROTOCOLS

### PHYSICAL PLANT & SPACES

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Classrooms, residential floors, offices, and common areas will be modified to minimize exposure and promote proper social distancing. The modifications may include physical barriers, signage, and visual guides that will be posted to promote adherence to all new safety protocols.

#### *Ventilation*

##### *Heating systems*

The heating system at 200 Ivy Street consists of typical forced hot water radiators and custom forced hot water radiator boxes that radiate through floor grates from under the room. These systems are all strictly local and do not share any air between rooms.

##### *Air conditioning systems*

There are mini split air conditioning units in one classroom (F1), the mail room area, the residential bedrooms, nurse's office and common rooms. The rest of the classrooms rely on window air conditioning units. These systems (heating and air conditioning) are local and only condition and circulate the air within the room. The OT space is the only exception in the building and has a typical air handler/air conditioning unit. This system is local to this room and is not ducted to any other space. There is no central ventilation system and no air is shared between rooms through our air conditioning systems.

##### *Improving ventilation*

As noted above, due to the age of our building we do not have a central ventilation system and no air is shared between rooms. With this in mind we want to optimize the air flow and quality within each space. Weather permitting, we encourage windows to be open whenever possible, though as a residential treatment program, our ability to open our windows is limited as most windows open to six inches at their widest. We have also purchased air purifiers that meet the CDC recommendations for air filtration levels.

### MOVEMENT & TRANSITIONS THROUGH THE BUILDING

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Traffic flow will be monitored within the building. Specific entrances and exits, bathrooms, and staircases will be delineated for day and residential students. Entrances and stairwells will have color-coded visuals to support clarity. Student and staff movement throughout the building will be monitored and communicated using two-way radios in order to ensure that social distancing and cohorts are maintained. Special care will be taken to ensure hallways are clear prior to students transitioning around the building. This will also be facilitated through the use of two-way radio communication, a communication tool already used by our staff to support safety practices throughout our building.

#### *Day Students: Arrivals, Dismissals, and Staircases*

- Upon arrival, day students will enter and exit through the main front door and the back door near our B2 classroom. They will utilize the front staircase to move between floors.

- Students must stay in their designated vans or vehicles until school opens at 8:30 AM. This is crucial to support social distancing efforts.
- There will be designated spots for students to line up in within the front parking lot to ensure adequate social distancing is maintained.
- A staff will be assigned to monitor the arrival of day students and dismissal of day students each day to ensure expectations are followed.
- At dismissal, individual classrooms will be dismissed by the Director of School Operations or their designee within 5-minute increments to ensure social distancing efforts can be maintained during transitions through hallways and out of the building.

*Residential Students: Entrances, Exits, and Staircases*

- Upon arrival, residential students will enter and exit through our front conference door and the back exit near the offices of our clinicians and related service providers. They will use the middle and back staircases.
- To support social distancing efforts, residential students will arrive to their classrooms 10 minutes after the day students.
- During dismissal, residential students will transition back to the residential floor once all day students have been dismissed and have left the building and hallway areas.
- During dismissal, CFP students will transition back to CFP once all day students have been dismissed and have left the building and hallway areas and are inside their vans and vehicles.

*Example Dismissal Schedule:*

- F1 day students dismiss at: 2:45 PM
- F3 day students dismiss at: 2:50 PM
- B1 day students dismiss at: 2:55 PM
- F1, F3, B1 res students return to Ivy res floor: 3:00 PM
- F3, B1 CFP students leave our main building and walk to CFP: 3:05 PM

Staff will communicate via two-way radios with other staff members regarding student movement throughout the building to ensure hallway space does not become overcrowded.

**SOCIAL/PHYSICAL DISTANCING**

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Staff and students will be instructed to maintain a minimum of three feet of physical distance per DESE guidance, but six feet of physical distance will be prioritized and encouraged whenever possible. Exceptions to this may be when a staff must intervene close to a student due to imminent risk to themselves or others.

Environmental supports and reminders may include barriers, arrows, designated entrances and exits, color-coding, and signage to reinforce adherence.

**MASKS/FACE COVERINGS**

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As we all plan to join together again in our school building, masks are an essential part of minimizing the transmission and spread of COVID-19. Presently per DESE, staff and students will be required to wear masks or cloth face coverings in the school setting.

### *Masks and Expectations for Staff*

Ivy Street **staff** will be expected to wear masks at all times while working at the Ivy Street School. Ivy Street School staff will be provided with breaks and opportunities to take off their masks throughout their shift in a safe, isolated area in order to eat and drink. Staff will be expected to provide their own masks when working. If this is not possible, the staff should please reach out to the Ivy Street School Nursing Office upon arriving to school and we will provide one. Staff who do not follow this policy will be followed-up within the context of supervision and may be subject to corrective action. Of note, full PPE is available and will be provided for staff who request it.

### *Mask and Expectations for Students*

Ivy Street **students** will be expected to wear masks at all times during the school day and during off grounds trips. However, given some of the unique challenges our students have related to their sensory, social, and emotional needs, we understand that not all students may be able to tolerate wearing a mask throughout the duration of the school day. Ivy Street School students will be provided with breaks and opportunities to take off their masks throughout their day.

Positive Behavior Intervention Supports will be used to support students in wearing masks by offering positive reinforcement for engaging in this expected behavior.

Parents and guardians will be expected to provide their student with a mask to wear each day. Parents and guardians of residential students can provide multiple reusable masks that will be washed regularly on the premises. If this is not possible, the parent or guardian should please reach out to the Ivy Street School Nursing Office and we will provide one for your student.

There are individuals for whom wearing a mask is not recommended, such as those with breathing problems or sensory sensitivities. For medical purposes, individuals who cannot wear a mask must provide a required doctor's note. For these individuals, a clear reusable face shield will be provided, and strict social distancing will be required. For individuals with sensory sensitivities or behavioral challenges, strict physical distancing will be required, and face shields will be offered.

## HAND HYGIENE

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Ivy Street School students and staff will be encouraged and prompted to perform hand hygiene frequently throughout the day.

Handwashing will be incorporated into the school day, especially at time of arrival, before and after food breaks, and before departure.

If soap and water are unavailable or cannot be frequently accessed without bathroom crowding, hand sanitizer that contains at least 60% alcohol will be provided.

## CLEANING AND DISINFECTING PROTOCOLS

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The Ivy Street School has developed an intensive cleaning and disinfecting plan. Our cleaning personnel and our staff will be responsible for completing all of the cleaning and disinfecting tasks outlined in the plan. Checklists will be used to ensure accountability.

## OUTDOOR SPACES & CANOPIES

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Weather permitting, outdoor spaces will be utilized whenever feasible to allow for alternative areas for staff and students to work together in areas with unrestricted air flow.

To help facilitate an increase in time spent outdoors, the Ivy Street School will be using canopy structures which will be set up in designated spaces on our premises. These areas will be used to provide an outdoor option appropriate for sessions with providers, classes, outdoor dining, and mask breaks.

Outdoor canopied spaces will be designated for residential and day students separately. Physical distancing and mask-wearing will continue to be enforced outdoors. If a space is being used for a mask break, the student in the space will be physically distant from other staff and students who are sharing the same canopied area.

## SCHOOLWIDE INITIATIVES TO SUPPORT STUDENT ADHERENCE TO SAFETY AND WELLNESS MEASURES

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Travel within our school building will be limited, especially in shared spaces that can be accessed by both day and residential cohorts.

Seating within classrooms will be assigned. Classrooms that once had shared tables for learning will now be equipped with individual desks. The shared tables have been removed.

Student-friendly visuals regarding mask wearing, hand hygiene, and traffic flow will be provided throughout the building and in appropriate areas such as bathrooms and classrooms.

Teachers and providers will encourage a specific schedule for handwashing including handwashing upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.

Positive Behavior Supports will be utilized to encourage students to follow safe and responsible practices.

## STAFF PLANNING AND INSTRUCTION RELATED TO POLICIES AND PROCEDURES

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Prior to the reopening of the Ivy Street School's day program, that is, by September 2, 2020, all staff will have completed mandatory trainings regarding health and safety policies and procedures.

The trainings cover a range of topics including but not limited to:

- Overview of COVID-19: how it spreads, symptoms, when to seek medical attention
- Mitigation strategies
- Proper use of PPE
- Cleaning and sanitizing
- Daily logistics and planning
- Possible scenarios if someone were to present with symptoms or if a confirmed case was present

## PROTOCOLS FOR RESPONDING TO COVID-19 SCENARIOS

### INDIVIDUAL IS SYMPTOMATIC

Please familiarize yourself with the flow chart below.

Event	Location of Event	Testing Result	Quarantine
<b>Individual is symptomatic</b>	If an individual is symptomatic <u>at home</u> , they should stay home and get tested.	Individual tests <b>negative</b>	Return to school once asymptomatic for 24 hours
	If an individual student is symptomatic <u>on the bus or at school</u> , they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the isolation space (OT office) to be assessed and appropriate contacts notified. If an individual staff member is symptomatic at school they should notify their supervisor, find coverage, go home and be tested.	Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual is <b>not tested</b>	Remain home in self-isolation for 14 days from symptom onset

### RESIDENTIAL FAMILY INFORMATION

For families of our residential students we ask that if your residential student is found to be presenting with symptoms of COVID-19 that the student is removed from our program within 6 hours of symptom onset.

For some students and families, we recognize that removal may not be clinically indicated. We ask that you proactively coordinate with the residential director and clinical director to determine if your student would remain on campus in our designated isolation space.

Due to the rapid turnaround expected if a residential student were to present with symptoms of COVID-19, we recommend that all residential families work to create a safety and contingency plan surrounding this potential scenario. We recommend considering transportation options to and from Ivy Street as well as designating a space in your home or extended community that may be an appropriate isolation space for your child.

### DAY STUDENT FAMILY INFORMATION

For families of our day students we ask that if your student is found to be presenting with symptoms of COVID-19 please plan to remove your student from our program within 2 hours of symptom onset. We recognize the challenges that this may bring for individual families and we ask that you create a contingency plan for removing your student from school.

## INDIVIDUAL IS EXPOSED TO COVID-19 INDIVIDUAL

Please familiarize yourself with the flow chart below.

Event	Location of Event	Testing Result	Quarantine
<b>Individual is exposed to COVID-19 positive individual</b>	<p>If an individual is <u>at home</u>, when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested <b>4 or 5 days</b> after their last exposure.</p> <p>If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day and adhere to strict physical distancing. At the end of the day, they should go home and <b>should not take the bus home</b>. They should stay at home be tested <b>4 or 5 days</b> after their last exposure.</p>	Individual tests <b>negative</b>	Return to school once asymptomatic for 24 hours
		Individual tests <b>positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <b>and</b> until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual is <b>not tested</b>	Remain home in self-isolation for 14 days from symptom onset

## ISOLATION SPACE

If a staff or student were to become symptomatic at any point, they would immediately be brought to our designated isolation area which is in the occupational therapy office on our ground floor.

## COMMUNICATION FOLLOWING A CONFIRMED COVID-19 CASE IN OUR COMMUNITY

If there is a confirmed positive case of COVID-19 in our community, staff or student, parents and staff will be informed within 24 hours of a positive result.

## CLEANING / CLOSURES AFTER COVID-19 POSITIVE INDIVIDUAL IN PROGRAM

**Any area** of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected. The area can be used 12 hours after cleaning/disinfecting has occurred.

If there is more than **one** confirmed COVID-19 case (student or staff) in the school at one time, or if there is a series of single cases in a short time span, the Ivy Street School COVID-19 Response Leaders will work with the local board of health to determine if it is likely that there

is transmission happening in the school and to outline the next steps surrounding the need for school closure.

#### **CONTACT TRACING / INDIVIDUALS EXPOSED TO COVID-19**

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Together with the COVID-19 Response Leaders, our nursing department, and our local board of health we will collaborate on contact tracing. All students found to be a close contact per our collaborative contact tracing will be expected to follow the chart above.

Per DESE, any school staff who come into contact with a positive case of COVID-19 are expected to quarantine for 4-5 days and only return to school pending a negative COVID-19 test result. However, given that the Ivy Street School is a day school and residential school, we also are in a position of needing to maintain appropriate staffing levels for our students who live at Ivy Street. The Department of Early Education and Care is our residential licensing body and has also indicated in their guidance that in order to maintain appropriate staffing ratios and levels, Ivy Street may determine it is appropriate and needed to have essential staff continue to work as long as they remain free of symptoms if they happen to come into contact with a presumptive positive or positive case of COVID-19. All situations will be reviewed on a case-by-case basis.

If a residential student currently residing at the Ivy Street School is found to be a close contact, they would be quarantined in their room (with the only time out-of-room being designated for bathroom usage) while following the flow chart listed above per DESE requirements.

#### **REGULATORY COMPLIANCE**

This comprehensive plan is based on the most current information and guidance available. Protocols will be subject to change as new guidance is released from the agencies noted previously.



Appendix A

## 2020-2021 School Calendar

JULY 2020							AUGUST 2020							SEPTEMBER 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
					22		30	31				21							21	
OCTOBER 2020							NOVEMBER 2020							DECEMBER 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
					22							19							17	
JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31						19						19							23	
APRIL 2021							MAY 2021							JUNE 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
					21		30	31				20							17	
=No School							=Half Day (Dismissal at 11:45)							= Parent Town Hall (Virtual meeting at 6:00PM)						
○ =First/Last Day of School							◻ =First/Last Day of Summer Program													
<b>Holidays:</b> 7/3 Independence Day (observed) 9/7 Labor Day 11/26-11/27 Thanksgiving Break 12/24-1/1 Winter Break							1/18 MLK Day 2/15 President's Day 4/19 Patriot's Day 5/31 Memorial Day 6/24-6/30 Make up snow days/end of the year break							<b>Special Events:</b> 8/17 Parent Town Hall 8/26 Parent Town Hall 8/18 & 8/19 Teacher Planning Days 6/16 Graduation						

Professional Development Days: 8/18, 8/19, 9/2, 10/7, 11/4, 12/2, 1/6, 2/3, 3/3, 4/7, 5/5, 6/2

Emergency Make up Days: 6/24, 6/25, 6/28, 6/29, 6/30

Family Advisory Meetings: 9/2, 11/4, 2/3, 4/7 \*all parent groups will be held virtually until further notice

**Appendix B**

**Sample Weekday Hybrid Schedule for Cohort 1 Residential Student**

Day student schedules will closely align with the residential student schedules.

Families will be provided with their student’s Individual Learning Plan by 9/2/2020.

<b>Week A: In-Person Learning</b>						
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Mode</b>
<b>7:30 – 8:30</b>	WAKE UP BREAKFAST MEDS ADLS	WAKE UP BREAKFAST MEDS ADLS	WAKE UP BREAKFAST MEDS ADLS	WAKE UP BREAKFAST MEDS ADLS	WAKE UP BREAKFAST MEDS ADLS	
<b>8:30 - 9:00</b>	<b>AMO</b>  Teacher  Location  In-Person/Teams	<b>AMO</b>  Teacher  Location  In-Person/Teams	<b>AMO</b>  Teacher  Location  In-Person/Teams	<b>AMO</b>  Teacher  Location  In-Person/Teams	<b>AMO</b>  Teacher  Location  In-Person/Teams	<b>What</b>  <b>Who</b>  <b>Where</b>  <b>How</b>
<b>9:00 - 9:45</b>	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>What</b>  <b>Who</b>  <b>Where</b>  <b>How</b>
<b>9:45 - 10:30</b>	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>What</b>  <b>Who</b>  <b>Where</b>  <b>How</b>
<b>10:30 - 11:00</b>	<b>SNACK BREAK</b>  Location	<b>SNACK BREAK</b>  Location	<b>SNACK BREAK</b>  Location	<b>SNACK BREAK</b>  Location	<b>SNACK BREAK</b>  Location	<b>What</b>  <b>Where</b>
<b>11:00-11:45</b>	<b>SESSION</b>  Provider  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>CLASS NAME</b>  Teacher  Location  In-Person/Teams	<b>SESSION</b>  Provider  Location  In-Person/Teams	<b>What</b>  <b>Who</b>  <b>Where</b>  <b>How</b>
<b>11:45-12:15</b>	<b>LUNCH</b>  Location	<b>LUNCH</b>  Location	<b>LUNCH</b>  Location	<b>LUNCH</b>  Location	<b>LUNCH</b>  Location	<b>What</b>  <b>Where</b>

<b>12:15-1:00</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>SESSION</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>What</b>
	Teacher	Teacher	Provider	Teacher	Teacher	<b>Who</b>
	Location	Location	Location	Location	Location	<b>Where</b>
	In-Person/Teams	In-Person/Teams	In-Person/Teams	In-Person/Teams	In-Person/Teams	<b>How</b>
<b>1:00-1:45</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>What</b>
	Teacher	Teacher	Teacher	Teacher	Teacher	<b>Who</b>
	Location	Location	Location	Location	Location	<b>Where</b>
	In-Person/Teams	In-Person/Teams	In-Person/Teams	In-Person/Teams	In-Person/Teams	<b>How</b>
<b>1:45-2:00</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>What</b>
<b>2:00-2:45</b>	<b>CLASS NAME</b>	<b>SESSION</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>SESSION</b>	<b>What</b>
	Teacher	Provider	Teacher	Teacher	Provider	<b>Who</b>
	Location	Location	Location	Location	Location	<b>Where</b>
	In-Person/Teams	In-Person/Teams	In-Person/Teams	In-Person/Teams	In-Person/Teams	<b>How</b>
<b>2:45-3:00</b>	<b>DISMISSAL</b>	<b>DISMISSAL</b>	<b>DISMISSAL</b>	<b>DISMISSAL</b>	<b>DISMISSAL</b>	
<b>* Mask breaks and hand hygiene opportunities will be built into daily schedules*</b>						

<b>Week B: Remote Learning</b>						
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Mode</b>
<b>7:30 – 8:30</b>	WAKE UP BREAKFAST MEDS ADLS	WAKE UP BREAKFAST MEDS ADLS	WAKE UP BREAKFAST MEDS ADLS	WAKE UP BREAKFAST MEDS ADLS	WAKE UP BREAKFAST MEDS ADLS	
<b>8:30 - 9:00</b>	<b>AMO</b>	<b>AMO</b>	<b>AMO</b>	<b>AMO</b>	<b>AMO</b>	<b>What</b>
	Teacher	Teacher	Teacher	Teacher	Teacher	<b>Who</b>
	Location	Location	Location	Location	Location	<b>Where</b>
	Teams	Teams	Teams	Teams	Teams	<b>How</b>
<b>9:00 - 9:45</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>What</b>
	Teacher	Teacher	Teacher	Teacher	Teacher	<b>Who</b>
	Location	Location	Location	Location	Location	<b>Where</b>
	Teams	Teams	Teams	Teams	Teams	<b>How</b>

<b>9:45 - 10:30</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>What</b>
	Teacher	Teacher	Teacher	Teacher	Teacher	<b>Who</b>
	Location	Location	Location	Location	Location	<b>Where</b>
	Teams	Teams	Teams	Teams	Teams	<b>How</b>
<b>10:30 - 10:45</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>What</b>
<b>10:45 – 11:00</b>	<b>SNACK BREAK</b>	<b>SNACK BREAK</b>	<b>SNACK BREAK</b>	<b>SNACK BREAK</b>	<b>SNACK BREAK</b>	<b>What</b>
	Location	Location	Location	Location	Location	<b>Where</b>
<b>11:00-11:45</b>	<b>SESSION</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>SESSION</b>	<b>What</b>
	Provider	Teacher	Teacher	Teacher	Provider	<b>Who</b>
	Location	Location	Location	Location	Location	<b>Where</b>
	Teams	Teams	Teams	Teams	Teams	<b>How</b>
<b>11:45-12:15</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>What</b>
	Location	Location	Location	Location	Location	<b>Where</b>
<b>12:15-1:00</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>SESSION</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>What</b>
	Teacher	Teacher	Provider	Teacher	Teacher	<b>Who</b>
	Location	Location	Location	Location	Location	<b>Where</b>
	Teams	Teams	Teams	Teams	Teams	<b>How</b>
<b>1:00-1:45</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>What</b>
	Teacher	Teacher	Teacher	Teacher	Teacher	<b>Who</b>
	Location	Location	Location	Location	Location	<b>Where</b>
	Teams	Teams	Teams	Teams	Teams	<b>How</b>
<b>1:45-2:00</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>What</b>
<b>2:00-2:45</b>	<b>CLASS NAME</b>	<b>SESSION</b>	<b>CLASS NAME</b>	<b>CLASS NAME</b>	<b>SESSION</b>	<b>What</b>
	Teacher	Provider	Teacher	Teacher	Provider	<b>Who</b>
	Location	Location	Location	Location	Location	<b>Where</b>
	Teams	Teams	Teams	Teams	Teams	<b>How</b>
<b>2:45-3:00</b>	<b>DISMISSAL</b>	<b>DISMISSAL</b>	<b>DISMISSAL</b>	<b>DISMISSAL</b>	<b>DISMISSAL</b>	
<b>* Mask breaks and hand hygiene opportunities will be built into daily schedules*</b>						