

Coronavirus Policy**Updated: 8/25/20**

The novel coronavirus (“COVID-19”) is extremely contagious and believed to be spread from person-to-person contact, mainly through respiratory droplets produced when an infected person coughs, sneezes or talks. Spread is more likely when people are in close contact with one another. To prevent the spread, federal, state, and local governments, as well as federal and state health agencies, recommend several health and safety protective measures. Included in these measures are washing hands, maintaining distance between oneself and others, covering mouth and nose with a mask or face covering when around others, covering coughing and sneezing, cleaning and disinfecting surfaces frequently, and monitoring one’s health daily.

Ivy Street School has put in place preventative measures, new procedures, protocols, and policies, undergone trainings, and purchased necessary protective safety equipment to reduce the spread of COVID-19. However, due to the contagious nature of COVID-19, your child may be exposed to or infected by COVID-19 while attending Ivy Street School. As with any setting where individuals will be in contact with other individuals, the risk of exposure to COVID-19 exists. Though significant preventative measures are being taken, the contagious nature of this virus prevents elimination of risk of exposure.

We will continue to follow local, state and federal guidance to ensure safety and preventative measures are up to date and implemented as efficiently and effectively as possible.

Preventative Measures to Minimize the Spread of COVID-19 School Cleaning Plan
Updated: 8/25/2020

This Cleaning Plan was created to ensure reasonable measures are in place to minimize exposure to disease through germs, fluids, and excretions. Ivy Street School has an intensified general cleaning, sanitizing and disinfecting routines. Additionally, extra attention is given to high touch or high use surfaces or those specifically touched by symptomatic or ill individuals. School has purchased cleaning and disinfecting supplies and materials in a 3-month supply.

These include:

- Disinfecting wipes
- Hand sanitizer
- Paper towels
- Hand soap
- Disinfectant Spray
- PPE

Per recommendations from CDC, MA DPH, and our licensing agencies we will keep the following in mind:

- If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area.
- Only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting. Sponges shall not be used for sanitizing or disinfecting.
- Surfaces and equipment must **air dry** after sanitizing or disinfecting. Do not wipe dry unless it is a product instruction

The following is the cleaning schedule that identifies what items must be cleaned, sanitized, or disinfected and with what frequency. This daily cleaning schedule for staff (before, during, and after programming) is to ensure all areas, materials, furniture, and equipment used by students and staff are properly cleaned, sanitized, or disinfected. When cleaning staff should always wear gloves and a mask and wash hands or use hand sanitizer right after.

Definitions:

-Cleaning: removes dirt, dust, pollen, crumbs, putting away of objects into an organized spot/ the objects "home", removing food or other trash, cups, bowls, and plates, making sure items (cleaning supplies, paper towels, soap) are stocked

-Disinfecting: Using a spray and walk away spray or wipes to kill germs on surfaces

Location	Item	Action	Frequency	Staff Responsible
Outside	Hand railings: Front entrance By gym By B2 back door	Disinfect	Twice daily	Maintenance

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	By PT office entrance in back parking lot			
Outside	Tables	Clean and disinfect	Before use	Sup on duty when knowing staff/ students plan to use
Outside	Doorknobs: Front entrance Conference room entrance B2 back door B1/ Gym door PT office back parking lot door	Disinfect	3-4 times daily	Maintenance
Basement Bathrooms	Faucet knobs Door knobs (inside and outside) Light switch Flusher Counter and seat	Clean and disinfect	3- 4 times daily	Maintenance
Cafeteria	Chairs Tables Fridge doors handles Water cooler Hand sanitizer pumps Doorways for entry A/c Unit	Clean and disinfect	Cleaning: current protocol Disinfecting: Before and after meal times	Cleaning: Maintenance Disinfecting: Before: Kitchen After: staff facilitating meal
Basement	All doorknobs to offices and classrooms, hand rails Walk in fridge and freezer door knobs Entry to kitchen by coffee machine	Disinfect	3-4 times daily	Maintenance
Coffee station	Table Coffee Machine buttons and pot	Clean and disinfect	Twice daily	Kitchen staff

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OT Office	Door knobs Light switches Bathroom Counters Sink Fridge handles Microwave	Clean and disinfect	After use	Staff who used it with help of OT staff when there
Cardio Room	Machines Door Knobs Free Weights Equipment -A/c Unit	Clean and disinfect	After use	Staff who used it
B1 Quiet Space	Seat and floor	Clean and disinfect Mopping weekly of floor	Disinfect: after use Mopping weekly	Disinfect: clinical/ behavior Mopping: Maintenance
B1 Classroom	-Tables and desk -Computers (keyboard and mouse) -Phones -Headphones -Chairs -Light switches -Remotes -Door knobs -Writing utensils or other craft activity supplies (hole punchers, scissors etc) -A/c Unit	Clean and disinfect	Twice daily and throughout day spraying down of high touch surfaces	In the morning before programming: TAs/ teacher After programming: Res staff
B2 Classroom	-Tables and desk -Computers (keyboard and mouse) -Phones -Headphones -Chairs -Light switches -Remotes -Door knobs -Writing utensils or other craft activity supplies	Clean and disinfect	Twice daily and throughout day of high touch surfaces	In the morning before programming: TAs/ teacher After programming: Res staff

	(hole punchers, scissors etc) -Soft surfaces -A/c Unit			
Gym	Floors Equipment used	Floor should be swept and mopped weekly Equipment disinfected after use	After use Weekly	For equipment: staff who used it Weekly sweep and mop: Maintenance
Far staircase by lobby up to big staircase	Handle bars Door ways and door panels	Disinfect	Twice daily	Maintenance
Middle staircase	Handle bars Door and door panels	Disinfect	Twice daily	Maintenance
Stairway end of res floor down to PT room	Handle bars Door panels	Disinfect	Twice daily	Maintenance
Large conference room	Tables Chairs Keyboard Remotes Phones Light switches Door knobs Keypad to door	Disinfect	Twice daily	Maintenance
1 st floor Three bathrooms: Clinical hallway By Leah's And F1 bathroom	Faucet knobs Door knobs (inside and outside) Light switch Flusher Counter and seat Paper towel dispenser	Clean and disinfect	3-4 times daily	Maintenance
First Floor	All office door knobs, classroom doorknobs, hand rails	Disinfect	3-4 times Daily	Maintenance
Library	Tables Chairs Doors Any loose items/ electronics	Clean and disinfect	Twice Daily	Clinician or behavior

Solarium	Door knobs Couches	Clean and disinfect	Twice daily	Clinicians or behavior
Copy Room	Door knob Copy machine	Disinfect	3-4 times daily	Mitchka
Mailroom	Door knobs Other high touch surfaces Delivered packages	Disinfect	Twice daily	Michtka
Water fountain on 1 st floor	Buttons and counter space	Clean and disinfect	Twice daily	Maintenance
Quiet Space by F1	Surfaces and carpet	Clean and disinfect	Ater use Vacuum weekly	For surface: clinical/ behavior Weekly vacuum: Maintenance
F1	-Tables and desk -Computers (keyboard and mouse) -Phones -Headphones -Chairs -Light switches -Remotes -Door knobs -Writing utensils or other craft activity supplies (hole punchers, scissors etc) -Soft surfaces -A/c Unit	Clean and disinfect	Twice daily and throughout day of high touch surfaces	In the morning before programming: TAs/ teacher After programming: Res staff
F2	-Tables and desk -Computers (keyboard and mouse) -Phones -Headphones -Chairs -Light switches -Remotes -Door knobs -Writing utensils or other craft activity supplies	Clean and disinfect	Twice daily and throughout day of high touch surfaces	In the morning before programming: TAs/ teacher After programming: Res staff

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	(hole punchers, scissors etc) -Soft surfaces -A/c Unit			
Lobby	Couches Tables Chairs Light switches	Clean and disinfect	Twice daily	Mitchka or maintenance
F3	-Tables and desk -Computers (keyboard and mouse) -Phones -Headphones -Chairs -Light switches -Remotes -Door knobs -Writing utensils or other craft activity supplies (hole punchers, scissors etc) -Soft surfaces -A/c Unit	Clean and disinfect	Twice daily and throughout day of high touch surfaces	In the morning before programming: TAs/ teacher After programming: Res staff
F4	-Tables and desk -Computers (keyboard and mouse) -Phones -Headphones -Chairs -Light switches -Remotes -Door knobs -Writing utensils or other craft activity supplies (hole punchers, scissors etc) -Soft surfaces -A/c Unit	Clean and disinfect	Twice daily and throughout day of high touch surfaces	In the morning before programming: TAs/ teacher After programming: Res staff
Vestibule	Door knobs and push panels Inside and out	Disinfect	Twice daily	Mitchka
Quiet Space by F2	Spray Surfaces and carpet	Disinfect	After use Vacuum weekly	For surface: clinical/ behavior

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				Weekly vacuum: Maintenance
Sensory Room	All fidgets Soft surfaces	Clean à once daily Disinfect à after use	Daily and after use	Clean: SPOT Disinfect: staff who used it
Res Floor Entryway	Red chairs by large stair case	Disinfect	Twice daily	Maintenance
Family room	Phone Door Knobs Chairs Table Light switch	Clean once daily Disinfect after use	See other column	Cleaning --> maintenance Disinfect --> staff using
Res Floor	Door knobs into floor Student door knobs Hand rails All office and adl closet knobs	Disinfect	3-4 times daily	Maintenance
Res Staff Office	-Tables and desk -Computers (keyboard and mouse) -Phones -Headphones -Chairs -Light switches -Remotes -Door knobs -Writing utensils or other craft activity supplies (hole punchers, scissors etc) -Coffee and snack area -Sup office -Binders, Lock boxes	Clean and disinfect	Twice daily: Once around COS End of ON	Around COS: res staff End of ON: ON
ADL Closet	Water cooler buttons and space Shelves	Clean and disinfect	Water cooler button: three times --> morning, midday, evening Shelves and ADL bins: morning and end of res shift	Water cooler button: res chair Shelves and ADL bins: res chair

Rec Room	Soft surfaces Remotes Tables Light switches -A/c Unit	Disinfect à twice daily Clean à daily	Vacuum weekly Disinfect: at COS and ON Clean: ON	Vacuum --> maintenance Disinfect: res staff Clean: ON
Leisure Room	Tables Chairs Keyboard Mouse Craft supplies and activities (puzzles etc) Light switches -A/c Unit	Disinfect à twice daily Clean à daily	Disinfect: at COS and ON Clean: ON Sweep and mop weekly	Disinfect: res staff Clean: ON Sweep and mop: maintenance
Bathroom A and B	Faucet knobs Door knobs (inside and outside) Light switch Flusher Counter and seat Paper towel dispenser	Clean and disinfect	3-4 times daily	maintenance
Quiet Space on Res	Surfaces and carpet	Disinfect	After use Vacuum weekly	For surfaces: clinical/ behavior Weekly vacuum: Maintenance
Nursing Office and nursing bathroom	-Tables and desk -Computers (keyboard and mouse) -Phones -Headphones -Chairs -Light switches -Remotes -Door knobs -Writing utensils or other craft activity supplies (hole punchers, scissors etc) -Student cups (after every use)	Clean and disinfect	Twice daily	Nursing staff
Personal Offices	-Tables and desk	Clean and disinfect	Daily cleaning	Office occupant

	<ul style="list-style-type: none"> -Computers (keyboard and mouse) -Phones -Headphones -Chairs -Light switches -Remotes -Door knobs -Writing utensils or other craft activity supplies (hole punchers, scissors etc) -Soft surfaces -A/c Unit 		<p>Disinfecting surfaces after student use</p> <p>For example chair in clinician office in between sessions</p>	
Ivy Street Cars	<p>Steering wheel</p> <p>Door knobs inside and out</p> <p>Car control panel</p> <p>Seats</p> <p>Cup holders</p> <p>Surfaces</p> <p>Seats</p> <p>A/C vents</p>	Clean and disinfect	After each use	Person who last drove car, can delegate to SPOT
CFP 1 & 2: Living Room	<ul style="list-style-type: none"> -Tables and desk -Computers (keyboard and mouse) -Phones -Headphones -Chairs -Light switches -Remotes -Door knobs -Writing utensils or other craft activity supplies (hole punchers, scissors etc) -Soft surfaces -A/c Unit 	Clean and disinfect	Once daily at the end of res shift	CFP staff and students
CFP 1 & 2: Kitchen	<ul style="list-style-type: none"> -Counter 	Clean and disinfect	Once daily at end of res shift	CFP staff and students

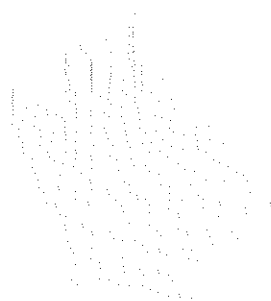
	-Appliance panels (fridge microwave stove) -Sink and faucet knobs -Light switches -Cabinet handles -Door knobs			
CFP 1 & 2: Bathrooms	Faucet knobs Door knobs (inside and outside) Light switch Flusher Counter and seat Switch out hand towels	Clean and disinfect	Once daily at end of res shift	CFP staff and students

All cleaning, sanitizing, and disinfecting solutions are stored in nursing office, individual classrooms, res office, cleaning supply office in basement that is accessible to staff in each area of the program but out of reach of the students.

Jim Cassel and Brianna Campbell are responsible for obtaining and maintaining inventory of essential cleaning supplies and hand hygiene products. Supplies for hand hygiene are adequate and placed appropriately throughout the program. If at any point you notice a location's items are running low or are empty PLEASE immediately email Jim and Brianna.

There are hand sanitizers located in the following areas:

- In each classroom
- Hallways
- Entry to Nursing Room
- Entry to the school
- All personal offices
- Cafeteria Entrance



Facilities and Operations Planning Checklist

Updated: 8/28/20

Ivy Street School's Management Team in collaboration with the Director of Facilities have developed facilities and operations plans to ensure effective implementation of health and safety guidance.

• **Ivy Street has developed and implemented plans to prepare the following spaces prior to the start of the school year:**

- ✦ *Student learning spaces:* Cleaned, desks spaced to promote 6 feet physical distancing and tents set up to provide for more space to use throughout the school day. 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.
- ✦ *Staff office set-up:* staff spread out to empty offices throughout the building to promote social distancing efforts where possible
- ✦ *Mask break and movement break spaces created* (see Movement Break policy)
- ✦ *Student eating areas will now be in classrooms*
- ✦ *Medical waiting room:* Any student exhibiting symptoms of COVID 19 will be directed to our medical waiting room. This is our OT office that has it's own entrance, bathroom, a closed ventilation system. All recommended PPE will be available for any interaction with the symptom student. Please see our student isolation policy for more details
- ✦ *Entry and exit points* (See Arrival & Dismissal Policy)
- ✦ *Storage and disposal of unnecessary furniture or other items* in Pod located in back parking lot

• **Ivy Street has made modifications to our facilities and building systems including:**

- *Setting up canopies* in the back yard to be utilized for mask breaks/meeting spaces to support social distancing efforts
- *Handwashing and hand sanitizing stations* located in classrooms, at entrances and exits and throughout the building

- *Ventilation and HVAC systems:*

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.

- Bathrooms updated to include paper towels and touchless faucets
- Water fountains updated to include touchless dispensing
- Signage throughout the building (See Signage Policy)

- **Ivy Street has developed operations to align all staff, families, students, and visitors on expected healthy behaviors and precautions:**

- ✦ *Cleaning and disinfecting:* 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. See Cleaning and Disinfecting Policy
- ✦ *Food preparation and distribution:* 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

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

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.

- ★ *Movement in the facility:* 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.

- ✦ *Arrival and dismissal of students:* (See Arrival & Dismissal Policy)
- ✦ *Sharing items:* All students will be provided with their own container of school supplies to prevent sharing of school materials
- ✦ *Visitor and volunteer engagement* (See Visitor Policy)
- ✦ *Using the medical waiting room*



Entry and Exit Points Policy

Updated: 8/31/2020

• **Arrival/Dismissal to school:**

- Ivy Street prioritizes the overall safety considerations in planning school arrival/exit
- We have assigned multiple various entry/exit points to support social distancing
- There is signage and reminders about the health and safety requirements that everyone needs to follow at entry/exit points
- Ivy staff will ensure hand washing or sanitization is available upon entry, as well as appropriate disposal containers.
- Ivy Street will ensure that all students, staff, and visitors, with noted exceptions for medical needs, are wearing masks covering their nose and mouth.
- Ivy Street will ensure that additional masks are available at the entry, as may be necessary.
- Ivy Street will have assigned staff to monitor entry to ensure everyone properly disinfects their hands and is wearing masks.

• **Limit contact with doors:**

- Ivy Street will keep doors propped open during entry/exit times, if constantly monitored.

• **Dismissal from school:**

- Ivy Street will stagger dismissal times, and monitoring handwashing or hand sanitization upon exit.
- Before students are dismissed, we will confirm they have gathered all personal belongings before leaving, especially those that require cleaning at home.

Arrival Procedures:

- Day students and districts/transportation have been informed that students **will remain in their buses until 8:30am.**
- Day students will then enter through the front parking lot/backyard door (that enters our yard).
- Staff will be designated to make sure our students line up in front of the door between B1 and the gym.
 - Floor placements will be put down to ensure 6ft distance between each student.
- Bag checks will be completed there, and Day students will only have access to the basement floor, B2 door, and back/clinical staircase. Res students will have access to the main and lobby staircase.

Dismissal Procedures:

- Director of Program Operations will continue to call out students for their buses at 2:45pm.
- Day students will be called out in **5-minute increments.**
 - *Cohort 1:*
 - Patrick's Day students dismiss at 2:45pm

- Chris's Day students dismiss at 2:50pm
- *Cohort 2:*
 - Owen's Day students dismiss at 2:45pm
- Once a student's bus is called, they will exit out of the B2 doorway or the B1/gym doorway.
- After all buses are called for Day students, Residential and CFP students can begin transitions in 5-minute increments.
 - *Cohort 1:*
 - Jen's Residential students transition to residential floor at 2:55pm
 - Tara/Allie's Residential students transition to residential floor at 3:00pm
 - *Cohort 2:*
 - Dan's Residential students transition to residential floor at 2:50pm
 - Kirsten's CFP students transition to CFP at 2:55pm

As stated in our arrival and dismissal protocol, it is vital that staff support Day and Residential students to access their assigned staircases to limit cross-contamination.

To help ensure transitions are being done appropriately, management will connect with their departments to support during high transition periods (i.e. arrivals, in between classes, dismissals, etc.). **If a staff member is not supporting a transition, incident, and/or student then that staff member should remain in their office.** Per usual programming, two-way radio calls will always be used during this period to ensure communication and support limited congestion in the hallways. This will be a vital component to programming and safety.

Handwashing and Hand Sanitizing Stations

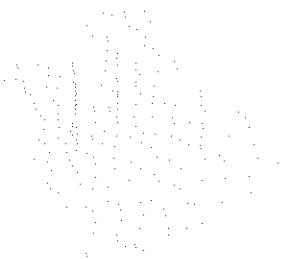
Updated: 8/24/2020

Handwashing removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer (at least 60% ethanol or at least 70% isopropanol) may be utilized when handwashing is not available.

Ivy Street provides handwashing or hand sanitizing stations in the following common areas and ensures there are enough supplies (soap and sanitizer) at all times to accommodate frequent hand washing and sanitizing:

- All entries and exits
- In bathrooms
- In classrooms
- In libraries and shared activity spaces
- Next to meal distribution and consumption areas
- Next to water fountains that require touch to operate
- Next to mask break areas (if additional mask break areas are identified)

Given the importance of maximizing handwashing and sanitization stations, it may be permissible to have students within 3 feet of distance for a brief period of time (20 seconds) during hand washing as long as masks are worn and students are not directly facing one another.



Ivy Street Visitor Policy

Updated: 8/25/20

This policy is informed by the guidance offered by EEC and DESE indicating that programs could allow parents to visit their students outside, with PPE and specific hygiene procedures in place as of 6/4/20. At this time, no outside visitors are recommended per EEC and DESE guidance with exception of parent/guardians of residential students or contracted service providers for the purpose of special education, required support services, or program monitoring as authorized by the school or district.

Single entry/exit:

- o The large conference room is our single entry and exit point for all visitors and volunteers to be visually screened and logged in.

- o For visitors who need to enter, they should first gain approval, be briefed on school COVID-19 policies, and verify they do not have symptoms.

- o Ensure that these individuals all are wearing masks covering their nose and mouth at all times and are aware of any other health and safety protocols for the school.

Track visitor log:

- o A log of all visitors during day program hours must be kept and maintained for 30 days by our front desk staff.

- o The log should include:

- Date
- Contact phone number
- Arrival/departure times
- Areas visited within the building for each visit

Criteria that Must be Met Prior to a Visit Occurring

- All students at Ivy must be healthy—no Presumed Positive or Positive COVID-19 student cases
- Staffing ratios at Ivy must be in-tact
- Adequate PPE resources must be available
- Student who will be having a visit must demonstrate no potential COVID-19 symptoms and be in good health for 14 consecutive days
- Parent/Guardian must communicate to their assigned clinician if they have no potential COVID-19 symptoms and have been in good health for 14 consecutive days
- Student must be assessed by Clinical for cognitive and emotional capacity to follow visitor procedures
- Visitor procedures will be reviewed with the student and parent/guardian, prior to the start of the visit (see below)
- Visit days/times will be approved members of the clinical team and confirmed with the parent/guardian by the student's clinician. Clinician will communicate to the larger community the timing of the visit on the visit schedule located on Sharepoint
- Supervisory staff will be assigned to monitor the visit to ensure adequate social distancing procedures are in place, to support the student transition out of the visit and to ensure the visit schedule and timing of the visit is maintained.

Expectations During and After Visit

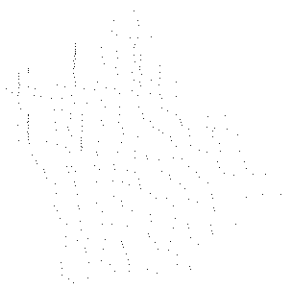
- Parents and students must both agree to wear a mask and will keep mask on for entire duration of visit
- Visits will take place outside in the Ivy backyard with clear boundary points of more than 6 feet of distance between student and their parent/guardian visitor at all times highlighted with cones
- Seating will be provided for parents/guardian and the student more than 6 feet apart to use during the visit
- Visits will take place for 30-60 minutes depending on visit availability
- After visits, students will be expected to engage in specific hygiene practices (dispose of mask, wash their hands for 20 seconds)
- If at any point the supervisory staff has concerns about the visit (ex: student not following social distancing guidelines, difficulties with ending the visit) they will have AOD contacted immediately
- Under no circumstances are parents allowed in the Ivy Street building

***If all of these criteria/ visit expectations are not met, visit opportunities may be paused at any time.**

Visit Expectations to be reviewed with students, staff and families prior to visits:

1. 4 chairs will be kept on the basketball court (1 for the student, 1 for the staff, 2 for family members).
2. Student and staff will sit at least 6 feet from family members (we can put down tape indicating 6 feet).
3. Staff will wipe down all 4 chairs prior to the family visit.
4. Staff will 1:1 supervise the visit (can be about 20 feet from student and parents, but close enough to ensure proper hygiene).
5. Visits will be 30-60 minutes long.
6. Up to two family members will visit at a time.

7. Family members can visit between 3pm and 6pm on the weekdays and between 9am and 4pm on the weekends. There can be a total of 2 visits on the weekdays, and up to 10 visits on the weekends.
8. Only one family visit can occur at one time.
9. Students, staff and family will wear masks during the entirety of the visit.
10. If students want to eat during their visit, they need to sit 10 feet from family.
11. Staff will wipe down all chairs after the visit.
12. Staff and student will sanitize or wash their hands immediately following the visit.
13. If parents bring anything for their child, staff will sanitize the items prior to giving them to student.
14. No parents are allowed in building per EEC guidance. It is recommended that use of bathroom facilities is made a priority for parent visitors prior to the visit occurring.
15. All evening/weekend visits will be tracked on the Ivy Street Sharepoint.



Signage Policy and Procedure

Updated: 8/25/2020

Ivy Street School has ensured that clear and age-appropriate signage is posted in highly visible locations throughout school property, reminding students and staff to follow proper health and safety protocols.

Signage is posted in the following key areas:

- **Handwashing and hand sanitizing stations**
 - To remind individuals of the proper way to clean and sanitize hands
- **Bathrooms**
 - To remind individuals to properly clean and sanitize hands, utilize no-touch solutions as much as possible
- **Entry/exits**
 - To remind students to wear masks and maintain physical distance
- **Eating areas**
 - Use markers to map out entry/exit flow for students, to space out lines for students picking up their meals, and to identify distancing between students as they eat
 - Post signs to remind students to avoid sharing food, utensils, and drinks
- **Mask break areas**
 - To remind individuals to maintain 6 feet of physical distance and to follow correct mask removal procedure
- **Classrooms**
 - To remind individuals of physical distancing, reduce sharing of items, and keep masks on
- **Around playgrounds**
 - To encourage physical distancing while outside and maintain cleaning and disinfecting of high touch areas
- **Hallways**
 - Use well-marked lines on the floor to encourage physical distancing and indicate direction of travel, especially in small hallways
 - Include signage to safety procedures (e.g., wearing of masks)
- **Next to frequently shared equipment**

Post signs to remind students and staff to wipe down frequently shared equipment (e.g., computers and keyboards) before and after use

- **Areas where queueing may occur**
 - Use well-marked lines on the floor to encourage physical distancing
- **Closed areas**
 - Mark off closed areas



Movement Break Policy
Updated: 8/25/2020

Throughout the school day, students will be provided with opportunities to have movement breaks and mask breaks in designated areas—specifically in tents outside in the back yard and during snack/lunch breaks. The following policies and procedures are in place to support this process as it relates to implementing strategies to mitigate the risk associated with COVID-19:

- **Hand hygiene:**
 - Hand washing facilities or hand sanitizer will be used by all students upon entering and leaving a movement break/mask break space.
- **Cohorting:**
 - Ivy Street will have separate movement break areas for residential and day students to support with cohorting both inside and in outdoor spaces (using tents).
- **Cleaning and disinfecting:**
 - When possible, high-touch surfaces made of plastic or metal will be cleaned and disinfected between cohort use.
- **Masking:**
 - If students are outdoors and maintain a distance of at least 6 feet, staff will consider using movement breaks around the lunch period as an unmasked time.



Classes that Involve Increased Respiration Policy
Updated: 8/25/2020

Per DESE updated guidance for Fall 2020 due to risk associated with COVID-19, Chorus, singing, brass or woodwind instrument use, physical education activities, dance, and theater require enhanced health and safety measures, because they may involve increased respiration.

Safety requirements for these activities are as follows and will be implemented at the Ivy Street School:

Going forward, chorus, singing, musical theater, will be held under the following circumstances:

- **If outdoors, masks will be encouraged if possible**, these activities will occur with at least 10 feet of distance between individuals.
- **Note: At this time, these activities are not permitted indoors.**

For non-musical theater:

- **If outdoors, masks will be encouraged if possible**, these activities can occur with 6 feet of distance between individuals.
- **If indoors, masks will be required**, these activities can occur with 6 feet of distance between individuals.
- **Note: These activities cannot occur indoors without a mask.**

For physical education activities and dance:

- **If outdoors, without masks**, these activities can occur with 10 feet of distance between individuals.
- **If outdoors, with masks required**, these activities can occur with 6 feet of distance between individuals.
- **If indoors, with masks required**, these activities can occur with 6 feet of distance between individuals.
- **Note: These activities cannot occur indoors without a mask.**