



HMS School for Children with Cerebral Palsy Hybrid Plan



Spring 2021



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“Yesterday is gone. Tomorrow has not yet come. We have only today. Let us begin.”- Mother Teresa

Introduction and Purpose of this Document:

The purpose of this document is to introduce our hybrid model to all parents and staff. This will be a work in progress over the next several weeks as we address all concerns, continue to learn, and provide each one of you the information you need to help us keep students and staff safe while we transition to a hybrid learning model. This document is not designed to answer every question or cover every nuance in opening the building to full day in-person instruction and therapies for the first time in over a year. Please consider this a resource as we share a snapshot of the planning that has occurred throughout Covid-19 as we have adjusted our thinking to best address student needs. We will continue to engage in a dialogue with families and staff as we get everyone back in the building in the safest way we can. We will provide multiple avenues for feedback and the chance to make adjustments that work for everyone.

To return students to our building in a more regular fashion after being forced to close our doors on March 13, 2020 HMS School is now moving to a hybrid instructional model. Students had the opportunity to come in for in-person therapy for a period of time in the fall of 2020 until virus numbers spiked and again starting in February, yet all education activities, speech therapies and recreational therapies have remained fully virtual during this time. The counties that we draw our students and staff from- Philadelphia, Bucks, Montgomery, Chester, Delaware, Berks, Lancaster and York in Pa, New Castle County in Delaware, Cape May, Burlington, and Essex counties in New Jersey, and Loudoun and Fairfax counties in Virginia are still seeing significant virus load, but we have determined through our mitigation efforts that the time is right to return students to the building in a more regular fashion. Hybrid instruction for all families who want to participate in 2 full in-person days and 3 virtual days will begin on **April 8th, 2021**. Families that wish to remain fully virtual will continue to receive services 5 days per week.



HMS has reconstructed our schedule for all students to allow for in-person learning and therapies to be conducted. We will continue to mitigate our spaces and ensure 6 feet of social distance for all students, staff, and private duty nurses who will now be entering the building daily. We will utilize our rigorous testing model and contact tracing to deal with any positive cases of Covid-19 and use this time to learn so that we can safely return to a full in-person model. All staff and students will be required to remain masked and wear appropriate PPE.

This hybrid model is designed to be a transition to full in-person learning set to begin at the end of June with our ESY- extended school year- model. Implementing a full in-person model for ESY will allow us to prepare for the fall of the 2021-22 school year where we anticipate all students returning to a full in-person schedule.

TRANSITION TO HYBRID

All schedules will change for each student whether they are coming in for school or remaining virtual. We know how important your child's teachers and therapists are to them and the importance of their specific team. To make this new schedule work we will need to embrace a strength of HMS even more: our entire staff is a team, and they will work to ensure that your student has the best possible education, and we will stress the need for team communication. Your student may see some new faces, but we will be sure to convey that information to you and to do everything to put them at ease in their education, therapies, and care.

We will use Monday April 5th, Tuesday April 6th, and Wednesday April 7th to give staff the chance to transition to this new model for the start of the hybrid on the 8th. We will still provide services on those 3 days, but they will all be virtual and look a bit different with a focus on Rec Therapy. We will share details of those 3 days as we send out individual schedules.



HYBRID STRUCTURE

- Students who elect to attend the hybrid will be placed in one of two groups. One group of students will attend on Monday and Tuesday and a second group of students will attend on Thursday and Friday.
- Wednesdays will remain a virtual day for all students and allow the building to be thoroughly cleaned between groups and allow teacher meetings to occur and any other non-student related uses of the building such as deliveries, repairs and evaluations of new students wishing to attend HMS.
- Groups were shaped to allow students to have a peer group in their classrooms as well as considering the number of staff needed to be with each student, such as aides and private duty nurses travelling to and from school with various students.
- Every effort was made to keep in mind the total number of people who will need to be in each room while allowing space for all the other uses of our building such as one on one therapies, spaces for student personal care and reimagined spaces for students and staff to eat safely.



BREAKDOWN OF EDUCATIONAL OFFERINGS

Hybrid, 100% Virtual, and Wednesday Program Offerings

100% Virtual Students

- Education: Morning and Afternoon Class Groups Monday, Tuesday, Thursday, Friday
- Education: 2 virtual individual or small group sessions
- PT: 2 virtual sessions
- OT: 2 virtual sessions
- Speech: 2 virtual sessions
- Music Therapy
- Dance Movement Therapy
- PE
- Recreation Therapy
- Wednesday Programming (see below)
- Regular updates from Team members

Hybrid Students

- 2 full days in-person school (either Monday/Tuesday or Thursday/Friday)
- Education: Morning and Afternoon Class Groups Monday, Tuesday, Thursday, Friday (in-person 2x a week and virtual 2x a week)
- Education: individual and/or small group sessions during in-person days
- PT: 1 in person and 1 virtual session
- OT: 1 in person and 1 virtual session
- Speech: 1 in person and 1 virtual session
- Music Therapy (might be on a virtual day or in-person day)
- Dance Movement Therapy (might be on a virtual day or in-person day)
- PE (might be on a virtual day or in-person day)
- Recreation Therapy (might be on a virtual day or in-person day)
- Wednesday Programming (see below)
- Regular updates from Team members



Wednesday Programing:

- Wednesday Afternoon Activity
- 2 rotating Recreation and Expressive Arts Offerings
- 2 rotating enrichment activities

THE RESIDENCE

- Residential students are a vital part of our school.
- Due to some staffing changes that occurred during our extended closure we must hire new staff to staff the residence adequately and safely. We are in the process of doing that.
- Our initial goal was to open the residence at the same time as we begin the day program, but we have had to push that back.
- Right now, our aggressive goal to have staffing in place would allow the residence to open on April 18th.
- Should we be unable to meet that date we have every intention of having the residence open by May 1st.
- Resident families will be informed on April 1st if the April 18th date is possible or if we will need to move the reopening of the residence to May 1st.
- The residence will reopen.
- Once residents are here, they will be part of both the Monday-Tuesday and Thursday-Friday groups receiving in-person services for 4 days.



- Residents will receive in person Rec therapy sessions each evening, on Wednesdays, and on weekends.
- According to current school guidelines as of March 20th residents will be tested daily.
- Each resident will each have their own room as part of Covid protocols.

TESTING

- In November of 2020 HMS began the process of partnering with Children’s Hospital of Philadelphia to create a Covid-19 testing program for students and staff.
- In December HMS obtained a “CLIA” waiver allowing us to conduct testing on site.
- In January staff were trained on all aspects of the BINAX NOW tests provided to us by CHOP.
- Therapy and nursing staff were brought in to try the tests and to work out the procedures and our system for testing.
- Since the end of January, we have been conducting tests successfully.
- All students will be tested daily according to current school guidelines as of March 20th.
- All staff who must be in close contact with students- teachers, therapists, nurses, and personal care assistants- will be tested each day they are in the building.
- All other staff- facilities, food service and administration will be tested once a week and will remain masked and avoid coming closer than 6 feet to any students or staff.



- Each student and staff member will receive their own bar code as we are working from an app provided to us by CHOP.
- Our testing program is purely for surveillance purposes. All students and staff with visible signs of illness should not come to school. Our testing process is one of many layers of protection.
- We will continue to ask screening questions of student families and staff as we did before we had access to testing.
- If a staff member should be positive, they will be directed to Springfield Pharmacy for confirmatory testing. We are currently exploring acquiring what is called the Cue test which would allow us to do our own confirmatory testing. Should we make this addition we will let all families and staff members know. Any person testing positive will be contacted by Patty Mars- our Covid Resource Officer- who will advise them and start contact tracing.
- If a student tests positive they will be isolated, and families will be contacted for student pick-up and directed to confirmatory testing. Contact tracing will also begin at that time.

HMS VACCINATION POLICY

All HMS staff have been given access to vaccine appointments. We owe a great deal of thanks to CHOP for giving us early access to the vaccine. The vaccine is not mandatory for staff currently. All staff will be screened, tested and wear PPE so we feel confident we are creating a safe environment. Since the current Covid 19 vaccines are under emergency authorization we did not feel it appropriate to mandate the vaccine. All employees have been strongly encouraged to get vaccinated and most staff have chosen to be vaccinated or begin the vaccination process prior to our return to school. We will continue to share information with staff and families about vaccination opportunities and continue to monitor when children younger than 16 will be able to be vaccinated.



ENTERING THE BUILDING

- All students- be they traveling via school district bus or personal transportation will be dropped off in the HMS bus entrance at the rear of the building.
- Testing will take place in the nurse's station by the bus lobby for students in lower-level classrooms.
- Students in main floor classrooms will enter the building through the newly covered ramp to the assembly room where testing will take place.
- No students should be dropped off at the front of the building. If the bus entrance becomes congested or the driveway is congested with busses, we may need the option of front lobby use, but not at this time. For the start of school, we will only be using the rear of the building.
- Staff assigned to main Gowen will screen and be tested in the large charging room.
- Staff assigned to Lower Level Gowen will screen and test through the side door near the bus lobby.

EXITING THE BUILDING

- All students will exit in the same manner they entered.
- Students on the ground floor will leave through the bus lobby.
- Students on the 1st floor will exit via the ramp by the assembly room.
- Elevators will not be used at exit.
- All buses and pick-ups will happen at the rear of the building.



BUILDING MODIFICATIONS

- HMS looks very different than it did in March of 2020. We look forward to returning HMS to its typical warm décor, but in the interest of responding to COVID we have made changes.
- Extraneous decorations have been removed from the walls and hallways.
- The art room has been converted to two different rooms and will be utilized in a variety of ways.
- A canopy has been added to the ramp leading to the assembly room.
- Equipment has been removed from rooms to allow for social distancing.
- Plexi-glass has been added throughout- particularly the front desk area and the cafeteria.
- All rooms “reimagined” to give us both optimal physical space in large areas for social distancing, but also to have several smaller areas where students and teachers can work one-on-one for therapeutic reasons or for eating with proper precautions.
- A full building air quality study was conducted in the fall of 2020 certifying the building safe for use.
- As a precaution industrial sized HEPA filters were installed in all classrooms at a cost of \$5000
- Four portable air purifiers have been purchased for therapy areas.
- As another precaution and to not only make the building safe for students and staff, but to improve the overall air quality throughout the building we are installing a new system in the Gowen portion of the building- this is the oldest section of the building- that will allow us to replace the air in the building every hour. This new system is being put in at a cost of \$70,000.



NOTES FROM CLINICAL SERVICES

- HMS nurses and PCA's will outreach prior to reopening to review each student's needs. Clinical Services will be in frequent contact with questions and please always reach out. We have not cared for your children in over a year and want to connect with you on what their current needs and preferences are.
- Social Contract: much of our reopening is dependent on honest, clear communication from both home and school. We need to know about what signs and symptoms your child might exhibit during the day that are not related to Covid-19. For example: what do your child's seasonal allergies look like? Does your child seem more tired than usual and what might that look like during the day?
- We recognize that for students who can tolerate wearing a mask, they will need mask breaks and mask changes throughout the day. Please send your child with their preferred masks. We have both adult and child-sized, disposable back-up masks if needed.
- Skin integrity checks under masks and behind the ears will be performed upon student arrival and departure.

NOTES FROM PHYSICAL THERAPY AND OCCUPATIONAL THERAPY

- We have made every effort to have your child's therapist in-person for one of the days your child is in-person at HMS.
- In the event your child's primary therapist does not treat your child, we have various methods for communicating IEP goals and treatment techniques that work for your child, to the treating therapist.
- There is a Therapy Coverage Sheet for each discipline (OT, PT, ST) filled out for each student which identifies your child's pertinent medical information and precautions, IEP goals, treatment techniques that are successful, along with your child's likes and dislikes in terms of music, games, etc.



- We utilize and have access to comprehensive Treatment Records that are written after each therapy session to provide further qualitative and quantitative information about your child's participation in therapy activities. This ensures therapists are providing consistent treatment interventions in accordance with IEP goals.
- The therapists frequently communicate through emails, phone calls, and sending pictures to let other therapists know what was done during the treatment sessions, which has been very successful over the past months.
- For the virtual treatments, when possible, your child's primary therapist will treat your child virtually but in some cases another therapist may have to cover. Except for new students, most students have had some interaction with the other therapists, especially if they attended ESY. During ESY the therapists cover children outside of their caseloads, so the process is not new.
- While you and your child are familiar with your child's primary therapist, the students have warmed up quickly to new therapists. All the therapists do a wonderful job and sometimes the students are motivated by a new person.
- We are always interested in hearing your concerns or feedback.

NOTES FROM SPEECH THERAPY

- Please send your students' communication equipment into the building with them each day. Communication equipment may include switches, mounts, communication devices, 3D symbols, etc. Equipment will come home with your student each night for use at home and for use during virtual school days.
- Students at HMS use alternative and augmentative systems to communicate and to actively participate in their educational program. Most of the students need physical assistance to access their communication tools. Staff may need to be in close proximity in order to provide this assistance. This is also true for physically managing any educational materials for activities. PPE will be worn at all times and staff will wash their hands/use hand sanitizer on a regular basis.



- There will be one student and their clinician per identified speech treatment space.
- Sharing of therapy materials (e.g., switches, books, laminated cards, etc.) will be avoided when possible. If necessary, students may alternate the use of materials after sanitation.

STUDENTS AND MASKS

- All students are expected to do the best they can to remain masked. If students have not had practice or the chance to get used to wearing a mask, we ask they try at home.
- If a student is not physically able to wear a mask or to keep it on, we will make an exception and communicate to staff which students will need to remain without masks while in the building.

STAFF AND MASKS

- All HMS employees must remain masked when in the building except for removing their masks when eating either in an empty room or in designated staff break/lunch areas.
- Staff may be permitted to take “mask breaks” either by walking outside provided they remain socially distant from anyone else, or if in a room alone during the day.
- Any staff member not wearing a mask in the presence of others or while moving through the building will be subject to the employee code of conduct and subject to suspension or termination.



MOVING THROUGH THE BUILDING

- All staff must always remain masked while moving through the building.
- All staff must be mindful of traffic patterns and potential areas of congestion when transporting students throughout the building and do everything possible to maintain 6 feet of social distance despite new CDC guidelines as 6 feet does remain best practice.
- Like a typical HMS day students will be moving from space to space and between floors to get to their therapies. As much as possible staff should move to students. When students do need to change location throughout the day the elevators can be used. Elevator use must be kept to one student and one staff member or private duty nurse per student to mitigate the fact that social distancing in an elevator will not be possible.

VISITOR POLICY AND LEAVING THE BUILDING

- During their shifts, all employees are expected to remain in the building and all personal appointments should be scheduled during non-work time. Should an employee need a “mask break” they are fine to step outside alone and get some fresh air.
- At the start of the hybrid HMS will continue to restrict visitor access to the building. This may need to be relaxed going forward for consultants and vendors to gain access to the building for needed student services and equipment checks.



SAFE PRACTICES FOR EMPLOYEES

*****The following is an addendum to our health and safety protocols and is included here for the purpose of making employee expectations during this hybrid reopening clear.*

Safety practices during public health emergency

This addendum describes a variety of policies and required practices at HMS School during the current public health emergency. HMS has the right to require a continuation of these practices even after “shut-downs” or “closures” are lifted and to end them when the school determines it is safe to do so. Every employee is expected to follow these rules. HMS reserves the right to make changes to any of these policies at any time.

These polices are mandated by HMS School.

We want to reassure staff that HMS has put in place several safety practices and changes around the building, including increased housekeeping schedules. But each employee is responsible as well for wiping down touch areas in their own workspace as much as possible in between cleanings.

First and foremost, if you have been diagnosed with Covid-19 you must not report to work. You must contact your supervisor and Human Resources immediately. HMS School’s COVID Manager will contact you for contact tracing and other COVID related inquiries and will determine when you will be able to return to work.

Entrances –Employees are restricted to two entrances which include the main entrance on Baltimore Avenue, and through the side entrance on the lower level and should enter through the entrance that is closest to their work location.



Employees may not enter through any other entrance and should not open other doors for staff or visitors to enter. Employees may exit through any door. Employees must continue to swipe as they enter the building.

We want to minimize traffic through the building as much as possible. Employees are required to enter through the door that is closest to their work location, regardless of where they park.

Mealtimes and mask breaks

Mealtimes will depend on the department and program needs. Staff with an office are encouraged to eat in their office. The dining room is off limits for staff dining and is only to be used for students and 1 to 1 nurses.

Employees with shared workspaces may eat together only if they practice social distancing and are responsible for cleaning/sanitizing the area with spray cleaner provided by HMS. There will be other areas around the building available for meal and mask breaks. Please check with your supervisor. Mask breaks should take place outside as much as possible.

Personal Protective Equipment (PPE).

HMS School will provide all PPE equipment to staff while at work including masks, goggles, shields, gloves, smocks, or other PPE equipment.

Everyone regardless of their role must wear a face covering that fits and covers the nose, mouth, and chin always. The only exception is for those who have their own office and are alone.



Employees may wear their own face coverings unless there are other departmental requirements. Please check with your supervisor.

Safe Practices

- Handwashing – Employees are required to wash their hands upon arrival and frequently throughout the day. Alcohol based hand sanitizers will be provided by HMS. Employees are expected to use hand sanitizer as part of the procedure donning and PPE.
- Social (Physical) Distancing – employees are expected to maintain safe distance of at least 6 feet from others.
- All meetings should be virtual unless it is necessary to meet in person. If you must meet in person, the office or room seating must follow the CDC 6 feet safe distancing recommendation.
- Computers and telephones should not be shared. Additional computers will be provided by HMS.
- Employees will no longer use the timeclock for punching in. Employees are expected to punch in and out on the ESS mobile phone app. If you do not have a smart phone, please contact your supervisor or Human Resources.
- Staff will be provided personal, refillable, pocket-sized hand sanitizer bottles.
- Employees are expected to remain in their own work areas as much as possible and not wander around the building.
- Employees with lockers should NOT have them next to each other but, should move to another locker at least 6 feet away from the next person.
- HMS will NOT be providing staff meals, and staff are NOT to eat in the dining room but must instead eat in their own workspace, socially distanced from others. There are other meal areas in the building for those without workspaces, check with your supervisor.



- Employees may use microwaves, but must maintain a social distance, must not congregate, and should wipe down the microwave when done using it. Spray cleaner is provided.
- Coffee and beverage stations will be closed.
- Employees will need to bring their own meals and beverages.
- Employees are responsible for the safe storage of meals and beverages in their workspace. Refrigerators will be provided around the building.
- Employees who bring in meals are expected to dispose of trash in trashcans provided. There is no need to bring food related trash to the dining room. Trashcans will be emptied each day. Re-usable containers can be brought in but, must be brought home to clean.
- Staff are not permitted to have food delivered, and may not go to restaurants for pick-up.
- Shared food and beverages – employees may not share food or beverages with others
- Water fountains have foot pedals instead and are now touchless.
- No handshaking
- Avoid touching your eyes, nose, and mouth
- Cough or sneeze in your sleeve or a tissue.

Sanitizing the Building

The Facilities department has developed a schedule for deep cleaning areas through the building both during the day and in the evening. Bathrooms will be cleaned several times throughout the day. On Wednesdays when there are no or very limited employees in the building, Facilities will be deep cleaning the entire building.



During regular usage, employees are expected to wipe down their workspaces and surfaces regularly using the spray cleaner provided by HMS. If you need a bottle, please contact the Director of Facilities.

Screening upon Arrival. Employees and non-employees who work at or provide a service at HMS and visitors will be screened using current recommended guidelines.

If an employee is sent home because they have one or more of the symptoms on the screening list, they will be required to use sick or other paid time off while out. Like with any sick absence, if it is 3 days or more a doctor's note will be required to return to work.

If an employee arrives with a fever of 100.4 or more, they will be sent home and required to use sick or other paid time off while out. If fever free within 48 hours, the employee may return to work and go through the screening and testing process.

If an employee is out for Covid exposure reasons, meaning you are living in the same household as a sick person with Covid-19; caring for a sick person with Covid-19; or being within 6 feet of a sick person with Covid-for about 15 minutes, you must stay home and quarantine for at least 10 days. The employee must use sick or other paid time during the absence. The employee will be screened and tested upon returning to work.

If an employee is sent home on quarantine due to an exposure from a fellow staff member or a student at HMS sick time does not need to be used and employees will be paid for any missed time.

If an employee is sick with "cold" or other similar illness, but is not exhibiting symptoms of Covid, has not been exposed to anyone with Covid, HMS reserves the right have them go home and quarantine in the interest of safety. In that case, the employee will not be required to use sick or other paid time off while out.



Testing

HMS does MANDATORY Covid testing of employees when they arrive at the building. Those who are in direct contact with students will be tested more frequently than others. Below are testing guidelines which may change at the discretion of HMS School.

- During testing maintain recommended social distancing while waiting for instructions
- Proceed to testing area and follow Test Administrator instructions.
- Screening time will be considered work time. Employees should clock in upon arrival before testing begins.
- When released from testing area, employees must perform hand hygiene then report to work area.

LUNCH, SNACKS AND FEEDING

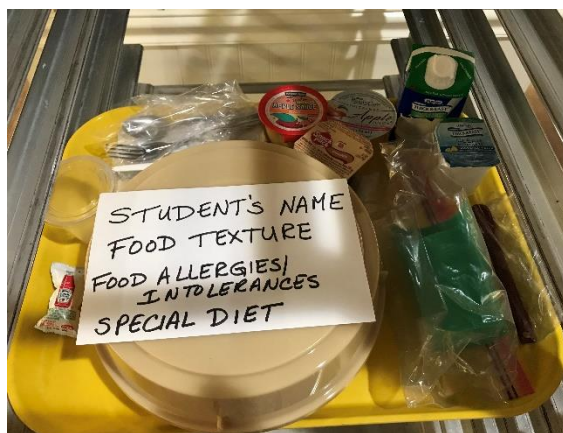
- All HMS student meals will be served as contactless as possible.
- All student meals will be prepared in the HMS kitchen by the HMS Food Service staff and placed on individual trays.
- Every item needed for each individual student will be placed on the tray. This includes beverages, eating utensils, cups, desserts, and condiments. (see photo)



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for Children with Cerebral Palsy



- All food and non-food items will be covered or in a bag of some sort. Nothing on the tray will be exposed.
- Each tray will also have an index card with the student's name, food texture, any food allergies/intolerances and/or special diet. (see photo) Please note, these cards do not take the place of the diet orders and feeding support plans which are in the black binder on the wall of the dining room.



- Although the Food Service department will work diligently to make sure everything provided for each student is correct, it is also the responsibility of the feeder to check the tray for accuracy.



- The meal trays will be placed on a rack or cart and delivered by Food Services to the assigned meal location. (see photo)



- In addition to the student meal trays, each rack or cart will contain bottles of water and thickened water for students who may need or request additional hydration at mealtime.
- When the student is finished his/her meal, the feeder will place the tray back on the rack or cart. Any item that is disposable should be thrown away. Any item that needs to be washed should be left on the tray. Food Services will bring the rack or cart back to the kitchen at the end of mealtimes for proper washing and sanitizing.
- This same process of meal service will occur during hybrid and once the residence re-opens.
- We have created both safe spaces and practices to make sure all children eat safely. This will include both modification to the cafeteria and the use of several non-traditional spaces, so students have appropriate distancing for eating.
- All staff will be wearing appropriate PPE during feeding.



- Our speech therapists will be conducting evaluations on all students who eat orally. Some of these evaluations are being scheduled now and others will occur once we are back in school. Each family will be contacted.
- HMS will not be serving food to staff as we have done in the past. Our goal is to return to that, but for now our focus will be on safely making sure students have the nutrition they need.

COVID SCREENING PROTOCOLS

Quarantine / Isolation Guidance

Glossary:

Quarantine - the period of time when an individual, who may have been exposed to the virus, avoids contact with others.

Isolation – the period of time when an individual, who is infected with the virus, avoids being around others.

Close contact – is generally defined as the following: being within 6 feet of an individual who is Covid + (positive) for a total of 15 minutes or more within 24 hours; providing care at home to an individual who is Covid +; having direct physical contact with a Covid + individual; sharing eating or drinking utensils with a Covid + individual; direct contact with the respiratory droplets of a Covid (+) individual (cough, sneeze)

Partially vaccinated – the period of time occurring between the first and second shot of a two shot vaccine series.

Fully vaccinated – generally 2 weeks after a two shot vaccine series or a single shot vaccine.

Asymptomatic – an individual exhibiting no signs of active Covid infection (fever, chills, mild or moderate difficulty breathing, new or worsening cough, loss or change in taste or smell, sore throat, nausea, vomiting, diarrhea, unexplained fatigue or aching throughout the body).



The health and safety of students and staff and, maintaining the integrity of the HMS educational and therapeutic program will be priorities in determining how we ensure the safest-possible environment to remain open.

You should NOT be expected to quarantine if you meet the following criteria:

- You have had Covid in the past 90 days and have recovered.
- You have had Covid in the past 90 days and remain asymptomatic.
- You are fully vaccinated and asymptomatic.

You SHOULD expect to quarantine if you meet the following criteria:

- You have had Covid in the past 90 days, AND 45 days have passed since the diagnosis AND you are experiencing symptoms after being in close contact with someone who is Covid (+) or is symptomatic for Covid and awaiting test results.
- You are unvaccinated and have been in close contact with someone Covid (+) or who is symptomatic for Covid and awaiting test results.
- You are vaccinated and symptomatic.

Release from quarantine or isolation

You can be around others:

Asymptomatic Covid (+) confirmed individual (regardless of vaccination status).

- 10 days after symptoms first appear **AND**
- 24 hours with no fever without using any fever reducing medications (acetaminophen, ibuprofen or naproxen sodium) **AND**
- Other symptoms of Covid are improving.

An asymptomatic Covid (+) confirmed individual.

- 10 days after confirmation test **OR**
- If the individual develops symptoms during the 10 days, the “quarantine clock” restarts from the day that symptoms emerged.

Failed Covid screening

For Staff: If an individual fails the screening criteria upon arrival for work or has failed the pre-screening process prior to arrival they are expected to report this directly and promptly to the Covid Resource Officer. After a health and wellness interview, to review symptoms is completed, a recommendation will be made at that time with on how to proceed.



For Students: Should a student test positive HMS will contact both the family and the school district. The student will be kept in a separate area under the care of HMS staff until arrangements can be made for the student to leave the building. HMS will refer the family to confirmatory testing and the COVID Resource Officer will begin contact tracing while also remaining in contact with the family.

CANCELING IN-PERSON INSTRUCTION DUE TO COVID EXPOSURES

If for any reason HMS does not have adequate staffing to support in-person programming due to contact tracing or a COVID exposure and needed staff quarantines or excessive staff illness we may need to transition to virtual learning with short notice. Should this come to pass HMS will use the One Call Now system like how weather-related cancellations occur. It will be our intent to not have to utilize this, but we are preparing for that possibility.

PARKING FOR STAFF

- Whether or not you have an assigned parking space, you may park on HMS property in almost any available space.
- If someone is parked in your space, just take the next vacant one. Do not call Edith, Larry or Regina. They will not be asking people to move.
- During this time there is no need to call in the morning for a parking space if you are not assigned one.



- Official entrances right now are limited to two. They include the side door on the lower level and the main entrance on Baltimore Avenue. COVID testing areas will be set up near these entrances, more info will go out to staff on that topic.
- Exceptions to available parking spaces include Visitor and Handicap spaces and those numbered 1 through 9 located at the front of the building on Baltimore Avenue. Please do not park in any of these spaces unless you work evenings and weekends, when 1 through 9 is available.
- This is a temporary change to our parking plan and may change as our school continues to open.

PREPARATIONS FOR APRIL 8th

- We are taking several specific actions in the next two weeks before we reopen.
- The week of March 22nd Clinical Services will be bringing all staff to do mock runs of various school and COVID related scenarios to be best prepared for reopening.
- Teachers and therapists who have not been in the building since closure are coming in on Friday the 26th to be tested for the first time and to see what changes have happened to the building.
- The 5th through the 7th will provide staff access to building to fully prepared for students to begin attending on the 8th.
- This will include a **“Welcome Back to School Pep Rally”** to happen for all students and staff on Wednesday the 7th via Zoom. More details to follow.



FREQUENTLY ASKED QUESTIONS *protection, testing and masking prepared by Covid Resource Officer Patty Mars*

How are we protecting our HMS community?

- All CDC guidelines, precautions mitigation techniques remain in place.
 - 6 feet social distancing (3 feet minimum)
 - Masks for all those on HMS property
 - Screening prior to admission to the building
 - On site contact tracing
 - Dedicated Covid Resource officer and Covid response team
 - Partnership with CHOP Policy Lab and Project ACE- IT
 - Routine monitoring of current COVID-19 metric data from each county
 - Employees who do not need to be in direct contact with students will perform their job duties in other locations of the building.

What is Project ACE-IT?

Project ACE –IT stands for Assisting Childhood Education through Increased Testing. Developed by CHOP specifically to address the need for children to return to school during the pandemic, the program has partnered with schools and school officials in all 5 counties to educate, train and provide guidance and direction to schools as we begin the in-person education process.

Part of the reintegration is onsite learning; CHOP has enabled HMS to send our Covid Response Team members to be trained on the Binax Now rapid COVID-19 test. These trained individuals have demonstrated competencies to CHOP standards on the administration of the Binax Now rapid test.

How accurate is the Binax Now test?

98.5% accuracy

Who does not get tested?

Per CDC guidelines, anyone who has tested positive for COVID-19 within the last 90 days does not get tested but still gets screened. Once the 90 days is completed, onsite testing resumes.



I've heard the test is painful. Will it hurt my child?

With the evolution of rapid testing, the Binax Now test only needs to be inserted into the first 1/3 (1/2 inch or so) of each nostril. Specimens are collected in each nostril by swabbing with a cotton swab (Q-tip size). Each nostril is swabbed in a circular motion for 10 seconds. Most people report their nose running or feeling like they must sneeze during or right after the test, as it tickles the hairs in our nose.

For those students who have oral/ nasal/ facial aversions, every effort will be made to collect a reliable sample as quickly as possible. If you feel this may be a concern for your child, you may help your child understand the process by explaining the test as well as using a cotton swab in or around their nose. This may prepare them for the sensation of the test as well as provide our staff with valuable information when performing the test. If you are transporting your child arrangements can be made for you to perform the test on your child, especially if you have developed a system or procedure that works for you. Knowing of something that distracts your child may also assist with your child having a more positive experience with the testing procedure.

Will my child have to wait in the bus or the car until results are confirmed?

No. Your child will enter through the bus lobby entrance off Chester Avenue (back entrance). Upon arrival they will be screened and proceed to the nurse's station testing area. Quarantining/ sequestering the student is not necessary given the other mitigation techniques we have in place.

What if my child tests positive?

If your child tests positive, they will be referred for confirmatory testing. Quarantine guidelines will be employed, usually 10 days. Your child will also be followed closely by Patty Mars to provide guidance and support in any way possible.

What if someone who has worked with my child tests positive?

If this occurs, you will be notified immediately and referred for testing at an alternate location. HMS does not perform confirmatory testing or testing on those that have symptoms of Covid-19. Onsite contact tracing through our extensive record keeping allows us to expedite the process. All health information is confidential and maintained according to HIPAA federal guidelines.



Who do I report to if my child has been directly exposed to someone with known Covid 19?

Patty Mars is the contact person for “all things Covid-19.” She can be reached by cell at **484-466-1148**.

Will my child have to wear a mask?

Yes. Masks are mandatory for 1:1 nurses, parents, staff and students as tolerated.

What PPE (personal protective equipment) do staff use?

All staff must adhere to the following:

- Masks at all times
- Face shield or goggles when within 6 feet of a student
- Gloves when contact with secretions or body fluids likely.
- Gowns or smocks when skin to skin or full body contact is likely to occur (transfers, personal care)

How is the building being maintained/cleaned between sessions?

- HEPA filters have been placed in each of the therapy areas.
- Air quality testing performed (Fall 2020)
- EPA approved cleaning products and apparatus (Covid 19 compliant)
- Clear communications between environmental services, facilities staff, clinical services, and PT/OT staff once an area has been used and requires cleaning.
- Wednesdays have been dedicated as the deep cleaning days.
- Any building maintenance will be taking place primarily on Wednesdays to limit those outside of the HMS community coming in close contact with HMS staff or students.

What if my child routinely has a runny nose due to allergies, does that mean they will not be allowed in?

Not necessarily, if this is a concern for your child, or becomes a concern, please notify Patty Mars, the Covid Resource Officer to discuss on a case-by-case basis.

If I have a 1:1 nurse but I have a replacement nurse for that day, can they still come in?

Yes. We will need to be notified as soon as possible. You may call Patty at **484-466-1148** anytime. You can help by asking the agency to fax over the nurse's credentials/ attestation form to our HIPAA compliant fax so we have it on site as soon as possible that day.



What if my child's 1:1 nurse tests positive and my child tests negative?

They will both be dismissed from the building.

If positive and dismissed for the day, where will my child wait if I can't get there right away, due to traffic or other unforeseen issues?

Your child will be placed in a room and attended to by an HMS nurse or PCA.

If we use bus transportation and we are dismissed for positive test, how does my child get home?

You will need to ensure arrangements have been made for your child's transport home. School district buses have not committed to transporting any Covid (+) cases home.

OTHER FREQUENTLY ASKED QUESTIONS:

Why a Hybrid and not a full return for all students?

Even with changes to the building the protections of testing, PPE, and vaccinations for most staff we do not have the ability to provide social distancing for our full enrollment. As we have all year, we will monitor how this works and adjust with an eye on returning all students 5 days per week.

Will the new CDC guidance on schools issued on Friday March 19th saying 3 feet of social distancing space was okay for schools quicken HMS's pace to transition to full in-person learning?

Not at this time. This new plan represents a shift in all aspects of our schedule and there is a great deal we need to learn to manage this new environment. This period from April to the end of June is viewed as our transitional period and due to the nature of our students and their needs we will be spending a good bit of time within the new 3-foot guidance area. For all intents and purposes social distancing to any degree is not possible to properly teach and treat our students. By the time we get to ESY we anticipate having the knowledge, the ability, and the decreased virus rates to have a fuller program in-person.



How long will the Hybrid last?

HMS will follow this schedule from now until the end of June when ESY starts. This represents a change in schedule for all students and staff. We determined this was the right thing to do to allow the choice for families to return students for 2 full days. Our goal is to learn from this and be ready to attempt to expand our capacity by ESY and be fully ready to have a full school come the fall of 2021.

How long will testing and mask wearing be in place?

Both will be with us a while. Since most of our students are not eligible for vaccination and the virus load remains relatively high, we will need to have mitigation in place. We will continue to follow CDC guidelines and update you on any changes, but we anticipate these policies to be in place for the foreseeable future.

Will HMS have large gatherings of parents or guests in the building?

We plan to create a program and follow protocols that allow us to focus on student contact. All events such as Prom and Graduation will remain virtual for now. We will update you on any changes.

ADDITIONAL QUESTIONS:

As was stated at the beginning, this document is a work in progress. On March 22nd, 2021 it was sent out all HMS Families, all HMS district partners, the HMS Board of Directors and all HMS staff. The document will also be posted on our web site.

Please send any questions or comments directly to tquinn@hmsschool.org.

We plan to continue to amend and extend this document as we learn more and welcome the insight and contributions of the entire HMS community to ensure a successful return to in-person school. We are excited to hear the sounds of laughter and learning return to our building. It is a better day.



Thank you to all HMS families, staff, district partners and our Board of Directors for their support and guidance during this time. I would especially like to thank all staff that have directly contributed to putting this plan together. Particularly **Laura Boyd** for serving as Hybrid Coordinator and the lead members of the committee to reopen:

<i>Teresa Giardina</i>	<i>Julie Conway</i>	<i>Dawn Rainey</i>	<i>Diane Taylor</i>
<i>Patty Mars</i>	<i>Pat Schneider</i>	<i>Joan Brennan</i>	<i>Marianne Gellert-Jones</i>
<i>Dee Blakeney</i>	<i>Barri Alexander</i>	<i>Janice Barbour</i>	<i>Chris Coia</i>
<i>Mindy Olimpi Zucca</i>	<i>Maggie Lamb</i>	<i>Kevin Kramer</i>	<i>Larry Blickley</i>
<i>Doreen Deola</i>	<i>Kristin McKeown</i>	<i>Meredith Cracknell</i>	

Special thanks to Christine Cuvo for pitching in on building use issues and our Medical Director Dr. Laura Owens as well as all other staff for your questions and suggestions.

Time to begin- Tom Quinn

