



Instepps Academy Reopen Plan

August 2020

As we reopen In STEPPS Academy, we ask that all families be mindful of and respect social distancing recommendations as these precautions are meant to ensure the safety of your student, their peers, and the Academy staff. In STEPPS Academy will do everything that it can to maintain a clean and healthy environment for all students and staff.

Plan Details:

Cleaning and Disinfection:

In STEPPS Academy staff will follow a regular and consistent cleaning which includes:

- Frequent cleanings (at least one time an hour) of highly touched items/ areas (i.e., doorknobs, desks, etc.) during the school day.
- A thorough cleaning of all classrooms will be conducted by staff at the start of the school day.
- Professional cleaning of all In STEPPS Academy facilities is made at the end of each day Monday-Friday.

Cohorting:

- Each classroom will have no more than ten individuals in a room. In STEPPS Academy has a 1:1-3:1 student to adult ratio. The ratio of each class is based on the individual needs of students in the classroom.
- Each class will be considered a cohort to limit contact with others outside the classroom.

Entrance, Egress, and Movement Within the School:

- Each cohort will stay together for all of the day's activities with staggered outside playtime to mitigate the risk of cohorts mixing.
- Adult providers may enter multiple rooms as needed. These individuals will change masks if they are not able to maintain a distance of at least 6 feet, clean their face shields, and wash their hands before entering a class. They will clean the surfaces used and only use each student's learning supplies.

Face Coverings and Other Essential Protective Gear:

- Staff will wear masks at all times.
- Face shields and masks will be provided to staff as needed.
- All students who can tolerate masks will wear masks or face shields when in the classrooms with the option of removing masks when running and playing outside.

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- If a student is not able to tolerate a mask, a specific goal and protocol will be added to their program to work on the toleration of a mask, if appropriate. The use of a mask for a student will be made on a case by case basis with input from the student's parent or caregiver and school team. Staff will attend to maintaining at least 6 feet of distance between students if one of them is not able to wear a mask.
- Any staff member who enters multiple classrooms, with students not wearing masks or is not able to maintain 6 feet of distance, is required to change their mask and clean their face shields.

Health Screenings for Students and Staff:

- We ask all parents to do a morning health check before school to include:
 - Visual check- ensure that your student does not exhibit signs or symptoms of COVID-19 (Cough, Shortness of breath or difficulty breathing, Fatigue, Congestion or runny nose, vomiting, Diarrhea) or any contagious illness.
 - Temperature check- if you suspect your child of having a fever, please take their temperature before leaving for school. Any child with a fever at or above 100.4 degrees will not be permitted in school until they have been fever-free for at least 24 hours without the use of fever-reducing medication. In STEPPS Academy may request a doctor's note before a student is readmitted to school.
- Parents will initial the In STEPPS Drop Off Screening, attesting to the above visual check and temperature guideline, as well as confirming that they have not knowingly been in contact with an individual diagnosed with COVID-19.
- All students will be picked up and dropped off outside of the school at their parent's cars to limit individuals in the school.
- Temperature checks will be conducted before the transfer of care from parents to school staff. If a student's temperature is at or above 100.4 degrees, the student will not be permitted in school until they have been fever-free for at least 24 hours without the use of fever-reducing medication. In STEPPS Academy may request a doctor's note.
- In STEPPS Academy staff will follow similar procedures, initialing an attestation form, health screening, and temperature checks.

Healthy Hygiene Practices:

- All staff members must wash their hands or use hand sanitizer when they leave and enter a new classroom.
- Staff will regularly review social stories regarding healthy hygiene with students.
- In STEPPS Academy will not provide meals or snacks to students.
- All students will eat their snacks and lunches at their desks.
- Students will wash hands when they enter school, before and after snack and lunchtime, and after outside playtime.
- Hand sanitizing stations will be placed around the classrooms and facilities.



- When safe and appropriate, doors will remain open to reduce contact with door handles and allow for additional ventilation.
- Items that are difficult to be thoroughly cleaned/disinfected (ex: plush toys, pillows, felt boards, games with small pieces, etc.) will be temporarily removed from the classrooms and therapy areas.

Response to contact:

- If a student or staff member comes in contact with an individual showing a symptom of or diagnosed with COVID-19, we ask that they notify In STEPPS Academy immediately and practice self-isolation for two weeks following the point of contact. During these two weeks, students will be provided with live-stream access to their classroom and check-ins with their In STEPPS Academy teacher.

Identification and Tracing of Contacts:

- The In STEPPS Academy Director will follow the CDC recommended [contact tracing procedure](#) and follow guidance from local public health officials.

Physical Distancing:

- Staff members will create at least 6 feet of space between students/provider dyads with visual markers (i.e., taped off area, environmental arrangement, etc.) or by using separate rooms or therapy/learning areas.
- All therapeutic/academic supplies and materials used during the school day will be thoroughly cleaned and disinfected after each use by the staff member who used them or oversaw the use of them with help from the student whenever appropriate
- Whenever possible, students will have individualized and labeled bags or bins with their supplies to be used during their school day.
- In STEPPS Academy will facilitate outside play to assist students with maintaining social distancing and temporarily limit and monitor the use of schoolwide play equipment.

Testing of Students and Staff:

- In STEPPS Academy staff will be tested immediately after a confirmed case of COVID-19 is reported. All families will be encouraged to do the same. Any individual who has tested positive must follow doctor recommendations and have a doctor's note clearing them to return to the Academy. The In STEPPS Academy Director will schedule periodic COVID-19 testing, throughout the year, for all staff to identify any cases of asymptomatic infections.

Triggers for Switching to Distance Learning:

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- Due to the small size of In STEPPS Academy, if a single teacher or student becomes diagnosed with COVID-19, In STEPPS Academy will close its doors for at least two weeks to ensure the safety of all. During this time, In STEPPS Academy will revert to its all-day live-stream distance learning model, and all classrooms and facilities will be thoroughly cleaned. School closure will be determined based on public health guidance and in coordination with local public health officials.

Communication Plans:

- If In STEPPS Academy receives notice of a confirmed case of COVID-19, a general school closure notice will be sent to all staff and families by the In STEPPS Academy Direct and In STEPPS Academy Human Resource Department. The notice will include directions to revert distance learning and reopen plans based on the guidance given by local public health officials. As described in our In STEPPS Academy registration packets, In STEPPS Academy follows strict HIPAA guidelines and will ensure the privacy and protection of all our staff and students if sensitive information must be shared.

Parent and Staff Education:

- In STEPPS Academy staff and families will be kept apprised of updates from trusted and valid resources such as the Centers for Disease Control and Prevention and California Department of Public Health
- All information used to guide In STEPPS Academy policies and procedures will be available to staff and families via our Resource page on the In STEPPS Academy website.

Your signature indicates that you have read and agree to In STEPPS Academy Reopen Plan:

Parent Name (print) Signature Date

Child's Name (print)

IN STEPPS Witness Signature Date