



2021

Pandemic Response Action Plan

At ACCEL, our priority is to keep people and their families at our facilities safe and healthy, especially during a pandemic.

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Pandemic Response

Action Plan

INTRODUCTION

At ACCEL, our priority is to keep employees, members, clients, students, and their families healthy, especially during a pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of those we serve. This “Pandemic Response Action Plan” details how we plan to remain open and reopen amid a closure, as needed. This plan outlines detailed protocols and includes recommendations that have been pulled from the Arizona Department of Health Services (DHS), Centers for Disease Control and Prevention (CDC), and Occupational Safety and Health Administration (OSHA) guidance. The plan highlights the responsibilities of administrators and employees, and the necessary steps taken to address pandemics to keep all personnel and other ACCEL-related persons safe to every extent possible.

While ACCEL implements protocols to ensure the safety of everyone, it is up to all of us to effectively execute these protocols daily. ACCEL will continue to communicate our pandemic response plans and will continue to implement workplace protocols that aim to protect people’s safety and establish a level of comfort for everyone at ACCEL facilities.

We understand that every person’s situation is different and encourage those with specific risks or concerns to reach out to their manager, the nursing office, or HR (hr@accel.org) to discuss alternate arrangements, should they be necessary.



TIMELINE

Due to the evolving nature of any pandemic, creating an exact timeline for resuming “normal” operations is not always feasible. ACCEL will continue to monitor applicable state and local guidance and determine any additional steps that may be warranted when our ACCEL facilities are open.

At this time, we have created this action plan for guiding ACCEL staff, students, and essential visitors while at ACCEL facilities. To remain consistent with federal guidance, our approach at all facilities and campuses will mirror, to the best of our ability, the guidelines, and guidance put forth by local, state, and federal health officials.

FACILITY USE

As the pandemic ebbs and flows, ACCEL will reasonably and responsibly adjust the pandemic response action plans as needed for each of our facilities. We acknowledge that pandemics evolve and that additional protocols and action may be needed or implemented as we progress down ACCEL’s pandemic response journey. We will communicate those implementations and changes whenever necessary and appropriate.

SCHOOL OPERATIONS

During a pandemic and as soon as safety permits, we look forward to resuming as close to normal as possible in our on-campus, in-person school operations while incorporating additional steps in our daily routine to protect the health and safety of our students and staff.

During a pandemic, a detailed pandemic response plan specific to our school campuses in Arizona can be found in the appendix of this document. (Pandemic response plans for our international program, adult services, and BISTÅ programs are also available.)

ORIENTATION

Most of our yearly orientation and training will be done remotely during a pandemic, even for employees who are physically on campus or at their offices. In-person training will be in smaller groups where physical distancing can be practiced.

The following protocols may be put in place to promote physical distancing efforts for orientation and beyond:

- **Workstation modifications**— As feasible, workstations are modified to create physical distancing between employees and students.
- **Less in-person meetings**— Whenever possible, virtual meetings are used.
- **Avoid gatherings**— Gatherings of employees at ACCEL are avoided.

In addition to the protocols mentioned above, ACCEL will implement additional guidance designed to promote workplace safety. (See appendix for more in-depth information.)

For more specific information on our Pandemic Response Action Plan specifically for our school campuses, please see the appendix.

CONSIDERATIONS

It is important to note that these protocols and circumstances are subject to change based on state and local guidance and the pandemic itself. In addition, if cases of a pandemic spike in our state or our local area, we will follow state and local guidance whether to remain open or to close some or all ACCEL facilities.

Please reach out to a supervisor, Human Resources (HR@accel.org), or your student's principal to discuss your personal situation if you have any questions or concerns regarding continuing at or returning to ACCEL facilities.

WORKPLACE PROTOCOLS TO FOLLOW DURING A PANDEMIC

ACCEL has implemented various workplace protocols designed to preserve the health and safety of everyone as they continue at or return to ACCEL facilities. This section further explains these protocols.

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>

Screening, Exposure, and Confirmed Illness Protocols

*****If you have symptoms warranting a test, or you have been potentially exposed and are awaiting test results, please refrain from coming to work and contact HR immediately. *****

Keeping people safe is our priority. To accomplish this task, we have created various procedures for restricting visitors, screening those who enter ACCEL facilities, dealing with exposure to the virus, responding to a confirmed case, and reporting transparency. (See appendix for more in-depth information.)

Screening Protocols

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Employee screening will be implemented on a nondiscriminatory basis and all information gleaned will be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other pandemic symptoms will only be shared with members of the administration with a true need to know.

ACCEL employees will be asked to confirm the status of their health as part of working at ACCEL facilities. ACCEL will use a screening protocol for symptoms, such as temperature checks. Results will be tracked separately from any personnel records and will be kept confidential.

Upon arrival at any ACCEL facility, temperature checks will be conducted for anyone entering the building. If an individual has a body temperature higher than 100.4 degrees, they will be asked to go through a verification of temperature process where other reasons for an elevated temperature will be considered. If the raised

temperature is confirmed after a specified time, the employee, client, member, or student will be asked to return home until they are temperature free for 24 hours, without fever-reducing medication.

Virus Exposure and Confirmed Illness Protocol

Persons who test positive or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, the person should:

- Stay away from other people in their home as much as possible, staying in a separate room, and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they must be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding.
- Clean high touch surfaces multiple times a day.
- Continue monitoring their symptoms, calling a health care provider if their condition worsens.

For an up-to-date specific treatise on the current pandemic protocol, please see the Appendix.

Physical Distancing Protocol

During a pandemic, everyone should follow physical distancing best practices while at ACCEL's facilities, including but not limited to classrooms, cafeterias, common areas, playgrounds, conference rooms, and office spaces. Specifically, everyone is asked to:

- Stay 6 feet away from others while inside an ACCEL facility. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place such as wearing personal protective equipment (e.g., gloves, mask, etc.).
- Avoid physical contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Avoid gathering when entering and exiting the facility, using only designated entry and exit areas.
- Follow any posted signage regarding physical distancing practices.

- Disinfect their areas often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid using common areas.

ACCEL may modify guidelines as needed. Please monitor your email and adhere to any additional guidance as it is provided.

Health and Safety Protocols

The success of this plan relies on how well we all follow physical distancing and health and safety protocols. As such, the following protocols are implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a supervisor or HR.

General Health and Hygiene

Practicing good hygiene is essential to prevent the spread of viruses. Do your part by practicing good hygiene at work and home:

- Regularly wash your hands for at least 20 seconds throughout the day with water and soap, specifically before and after eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.

To help people remain healthy, ACCEL has hand sanitizer and disinfectants available throughout the facilities. It is suggested that people wash their hands more frequently than normal. Additionally, we have instructed staff to disinfect key areas such as faucets and door handles regularly throughout the day.

Also, essential visitors are required to wear face coverings when in ACCEL facilities. While employees will be provided a limited number of face coverings and face shields (as needed), ACCEL recommends employees bring their face coverings following CDC guidelines. Please ensure facemasks are appropriate for a professional work environment and the population served (e.g., no scary faces, cartoon faces, etc.). As local and state governmental guidance changes, ACCEL will communicate specific ACCEL protocol changes with employees, members, clients, and students.

Finally, people who are feeling sick are asked to stay home from ACCEL facilities. Employees who have symptoms of acute respiratory illness should immediately seek medical attention and follow the guidance of a health care provider. Employees with symptoms will work with HR for their specific situation. Please see the Appendices for more information.

Cleaning and Disinfecting Protocol

We all must do our part to help keep the facilities as clean as possible by cleaning and disinfecting work areas and surfaces we commonly use. Everyone should also avoid using the work areas, tools, and equipment of others. Additionally, whenever a common piece of equipment (e.g., printer) is used, it should be wiped down before and following use. Everyone should wash their hands with water and soap for at least 20 seconds after cleaning or sanitizing a surface.

ACCEL building maintenance personnel will facilitate the cleaning of common areas and other frequently touched surfaces throughout the day.

Office Procedures

In addition to the guidelines outlined above, ACCEL has implemented the following workplace procedures to be followed until physical distancing guidelines are lifted:

- **Deliveries**— ACCEL will set up contactless drop zones for all deliveries, including mail and packages. Assigned personnel will process mail and packages utilizing gloves.
- **Visitors**— During the pandemic, all nonessential visitors are prohibited, and any outside meetings should be conducted virtually. For business-critical visits, ACCEL will take steps to safeguard employees and essential visitors by:
 - Checking every visitor for temperature and visual symptoms,
 - Requiring visitors to go directly to the meeting area without unnecessarily interacting with others, and
 - Requiring visitors to practice physical distancing, use PPE, and practice good hygiene while on-site.

ACCEL may add to this list of workplace procedures, as necessary. Please monitor ACCEL communications to ensure you are up to date on all health and safety communications.

CONCLUSION

ACCEL thanks you for your continued diligence as we plan to combat the spread of the virus and strive to keep our employees, students, members, and clients safe during difficult times. Pandemics create uncertain times and result in workplace changes. As communicated throughout this “Pandemic Response Action Plan,” we are prioritizing the health of our employees, students, clients, and members every step of the way as we continue our needed services.

We will execute our plan cautiously, following applicable state and local guidance as much as possible. We also understand that everyone’s needs and situations will be different. Please discuss any concerns you have as it relates to personal health or situation with a supervisor, HR, or principal.

Finally, we ask that you are patient and understanding as situations may require plans to change. Everyone will be given as much notice as possible in the event of an unforeseen change to this plan.

Employees should direct questions regarding the content of this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect us from the spread of the disease, it is important to always follow CDC guidance.

APPENDIX A: SCHOOL OPERATIONS

Student Arrival and Departure

Buses:

- We will follow the same process for bus arrival times as last year.
- Upon student arrival:
 - Students will have their temperature taken and will be observed.
 - Students with temperatures above 100.4 degrees will be excused from school for the day.
 - If a student's bus, parent, or guardian has left, the student will be isolated, parents/guardians will be called by ACCEL staff, and parents/guardians will be required to immediately pick up the student from school.
 - Taking a student's diagnosis into consideration, a student with the following symptoms will be excused from school for the day and an investigation into the student's circumstances will be undertaken: Fever, cough, shortness of breath/trouble breathing, sore throat, headache, runny nose, nausea/vomiting, diarrhea.
 - Staff will be required to wear face masks.
- Students will sanitize their hands before entering the building.
- Each classroom's staff will collect their students upon arrival and escort them to their classroom.
- Students will be encouraged to wear face masks.
- Sanitizer is available throughout all campuses.

Parent Drop Off/Pick Up

- A drive through approach for drop off and pick up will be used.
Drop Off
- Parents or caregivers will not be allowed to enter our facilities.
- Vehicles will enter from one direction of our campus and exit another.
- Vehicles will display student name cards on the vehicle's dashboard.
- Students will be greeted by a staff member who will take their temperature in the vehicle.
- Staff from students' classrooms will be notified of their students' arrivals and will receive the students and escort them to class.
Pick up
- During pick up, vehicles will enter and exit in the same fashion as drop off.
- Vehicles will display student name cards on the vehicle's dashboard.
- Staff will notify classrooms when a student's vehicle has arrived.
- Students will be escorted outside to their vehicle by a staff member.

Classroom

- Teachers will review Safety protocols with students each morning.
- Each desk/workstation will be assigned to a specific student.
- To avoid consistent face-to-face contact, student desks will face the same direction.
- Ensuring physical distancing, students will be separated 6 feet apart
- Students will not share supplies.
- Rotations and common area protocols will be instituted for specific activities to ensure cleanliness and safety.
- Face masks will be required by staff.
- Students will be encouraged to wear face masks.
- Students and/or staff will disinfect personal areas following the established cleaning schedule, including areas for arrival, lunch, restrooms, and dismissal.
- Students and staff will disinfect high touch areas, personal areas, and personal items at the end of each school day.
- The janitorial crew will complete deep clean nightly.
- Lunches will be prepared by lunch staff and delivered to classrooms.
- Students will eat at designated personal desks or areas within the classroom.
- ACCEL will continue to have a cleaning crew provide sanitation support five days a week.
- Cleaning protocols practiced in the house are supported by all staff using cleaning supplies that meet the standards of the CDC (e.g., door handles, knobs, water dispensers, restroom facilities, Tables/chairs, computer and all components/iPads, communication devices, toys, tasks, etc.)
- Cleaning kits will be available for everyone's use:
 - Multiple spray bottles
 - Soap and water (safe for student use)
 - Turbo One Step
 - All-purpose cleaner
 - Disinfectant
 - A mix of bleach water for cleaning toys and tasking materials at days end
 - Disinfecting Wipes (for use during rotations, learning centers, and for bodily fluids clean up)

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- Hand washing schedules will be required upon arrival to any facility, after bathroom use, before and after any food-related process, after outdoor activities, and after rotations/learning centers.
- Hand sanitizer will be available throughout all facilities.
- Communal drinking fountains will be closed. We will continue to have water dispensers readily available for all facilities.
- As many doors will be kept open, as feasible, throughout our facilities during the day. This practice is to help with air circulation throughout our buildings.

Outdoor Learning

- Modified Outdoor learning schedules permit a maximum of two classrooms to participate on the playground at one time. Social distancing will be observed.
- As necessary, movement and sensory breaks will be completed in classrooms.

Hallways

- Time in hallways will be limited to essential activities.
- Students will not use drinking fountains. Drinking fountains will be taped off. Students will bring labeled reusable water bottles. Staff will be responsible for filling up water bottles for students.

Restrooms

- Staff will supervise students in the restroom areas.
- Handwashing for 20 seconds will be strongly encouraged.
- Restrooms will be disinfected several times per day.

Staff

- Staff will be trained in pandemic symptoms and safety protocols.
- Upon entering the facilities, staff will undergo a temperature and visual symptom check.
- Staff with a temperature of above 100.4 degrees will be sent home.
- If any symptoms are caused by allergies, medical documentation of allergies will be required from a licensed doctor.

- Staff will always wear masks while on campus. While working directly with students, staff may additionally wear face shields and masks simultaneously, if desired. Only in an aquatic environment will an employee be able to forgo wearing a mask if the addition of a face shield is worn.
- Gloves will be used when employees are cleaning, toileting, and assisting students/clients/members while eating. Gloves should be used for such purposes and immediately discarded as to not spread any germs or disease.
- Staff will not congregate in groups larger than recommended by the CDC.
- Multi-campus travel should be limited and should be minimal (one campus per day), unless granted approval.
- Please see the “COVID-19 Exposure and Confirmed Illness Protocol” section for more information.

Parents

- While the ACCEL staff will do its best to implement the appropriate safety precautions, parents must know that there is no guarantee that a student will not be exposed or become sick. By sending their child to school, parents are assuming that risk.
- Students will be encouraged, and staff will help, students wear masks, however, parents must know that ACCEL cannot guarantee their child will wear a mask for all or part of a day. Students attending satellite campuses must additionally adhere to any regulations set by the governing body of that facility.
- Parents will not enter the campus. If necessary, to contact someone in the school, the parent must call the receptionist to plan arrangements.
- All meetings, as much as possible, will be held via video conferencing. Strict physical distancing will be observed if a meeting must be in person.

Physical Interventions

- As always, only the least intrusive intervention will be used to help students curtail their physical aggression or self-injurious behavior. Trained ACCEL staff members will work with students with a behavioral intervention; physical distancing will not be maintained.
- Staff will wear masks during physical interventions.
- No face masks may cover a student’s face during a physical intervention.
- Equipment will be thoroughly disinfected.

COVID-19 Exposure and Confirmed Illness Protocol

Watch for symptoms:

- People with COVID-19 have had a wide array of symptoms reported, ranging from mild symptoms to severe illness.
- Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Fever (+100.4) or chills
 - Shortness of breath
 - Cough
 - Diarrhea
 - Difficulty breathing
 - Sore throat
 - Nausea or vomiting
 - Fatigue
 - Congestion or runny nose
 - Headache
 - New loss of taste or smell
 - Muscle or body aches

**If you have symptoms warranting a test, or you have been potentially exposed and are awaiting test results, please refrain from coming to work and contact HR immediately. **

What you need to know:

According to the CDC, anyone can have mild to severe symptoms. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Individuals with underlying medical conditions may contact HR (HR@accel.org) for support.

What to do if you experience symptoms of illness:

To prevent the spread of illness, it is critical that staff immediately report to Human Resources any symptoms and/or possible exposure to the COVID-19, as soon as possible (and no later than 24 hours). Human Resources can be reached by email 7 days a week at HR@accel.org. Staff members should continue to report their absences daily on the Attendance line, as well as contacting Human Resources. If symptoms of illness occur while working onsite at an ACCEL facility, staff should notify their supervisor and report to Nursing. Staff members should use proper PPE and social distance guidelines

on their way to Nursing and as they leave campus. The CDC has recommended the following guidance in these situations (July 2020):

Stay home except to get medical care:

- Most people with COVID-19 have mild illness and can recover at home without medical care.
- Do not leave your home, except to get medical care. Do not accept visitors.
- Avoid public transportation, ridesharing, taxis, or close interactions with others.
- Take care of yourself. Get rest and stay hydrated.

Separate yourself from other people:

- Avoid visitors at home and notify household members of your symptoms and/or possible exposure.
- As much as possible, stay in a specific room and away from other people and pets in your home.
- Clean high touch surfaces daily. If possible, you should use a separate bathroom.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding.
- If you need to be around other people or animals in your home, wear a cloth face covering.

Monitor your symptoms:

- Follow care instructions from your healthcare provider and local health department.
- Be sure to seek medical care immediately if you have trouble breathing, or have any other emergency warning signs, or if you believe you are experiencing an emergency
- Continue to stay in communication with Human Resources regarding your status (HR@accel.org)

What if I am symptomatic and I think (or know) I had COVID-19

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately. According to the CDC recommendations, symptomatic individuals can be with others after they meet the following three criteria:

- At least 10 days since symptoms first appeared.

- At least 24 hours with no fever without the use of fever-reducing medication.
- Symptoms improved.

What if I test positive for COVID-19 but had no symptoms?

Depending on your healthcare provider's advice and availability of testing, your medical professional may request you take a test to see if you still have COVID-19.

- When an employee, client, member, or student tests positive for COVID-19, deep-cleaning procedures are triggered.
- According to the CDC recommendations, individuals without symptoms can be with others after a minimum of 10 days since the date of your positive test.
- If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID-19."

What if I have had contact with someone who tested positive for COVID-19?

- It is important for staff members to use good judgment to limit their exposure to illness. Employees are encouraged to stay home as much as possible and to exercise caution when visiting public places or interacting with others outside their household. Washing your hands regularly, wearing PPE, and adhering to social distancing guidelines are important ways to keep yourself, your family, and those we serve, safe.
- If you have had **close and sustained contact** with someone who has tested positive for COVID-19, you should immediately notify Human Resources (HR@accel.org) and your supervisor.
- "Close and sustained contact" is defined as living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15+ minutes, or has been in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic. Close and sustained contact which occurred before the development of symptoms is not considered to be an exposure.
- Employees in this situation should partner with HR and plan to stay home for a minimum of 7 days after exposure, based on the time it takes to develop the illness. Staff members with this concern should contact Human Resources (HR@accel.org).

Reporting Transparency Protocol:

- Any person who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR (HR@accel.org) immediately. This information will be tracked separately from personnel records, and names will only be released on a need-to-know basis, following HIPPPA guidance. not be released.
- Depending on the circumstances, ACCEL may notify employees, who qualify as having had an “exposure” following CDC guidelines, if there is a confirmed case of COVID-19 in the workplace. ACCEL may elect to close the office/campus/classroom for a period following a confirmed case to allow for natural deactivation of the virus and so cleaning protocols can be exercised. Staff members in this situation should discuss their situation with Human Resources (HR@accel.org).

APPENDIX B: ACCEL ADULT SERVICES (AAS)

Guidance on Preparing the Workplace for a Pandemic Standard Operating Procedure (SOP):

The best strategy to reduce the risk of becoming infected with a contagion during a pandemic is to avoid crowded settings and other situations that increase the risk of being infected. AAS will follow the guidelines from the Center for Disease Control (CDC), Dept of Health Services, or the Division of Developmental Disabilities (DDD) whenever possible. There may be times when Personal Protective Equipment (PPE) is not readily available or not available in ample supply. Alternatives will be explored when possible. AAS may have to conserve some of its supply of PPE for cases where staff or a member is displaying active symptoms of a contagion.

Some basic hygiene (see www.cdc.gov/flu/protect/stopgerms.htm) and social distancing precautions can be implemented in every workplace, including the following:

1. **Encourage**, and at times, require, sick employees to stay at home; Please call in the night before if you are not feeling well. This decision to encourage or require is situational.
2. **Require** employees and members to stay home where it appears, they may be contagious (i.e., flu-like symptoms). Send them home if they arrive with an elevated temperature, coughing, sneezing, complaining of chills, or display other flu symptoms.
3. **Encourage** or require the employees to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available.
4. **AAS may restrict access** to one entry door to reduce spread.
5. **A daily log** may be kept of all those entering and exiting the program site.
6. **Encourage** or require the employees to cover their coughs and sneezes with a tissue, or to cough and sneeze into their upper sleeves or elbow, if tissues are not available.
7. **Employees** should avoid close contact with their coworkers and customers (maintain a separation of at least 6 feet). They should avoid shaking hands and always wash their hands after contact with others; no bumping of elbows as we sneeze and cough into our elbows frequently.
8. **Encourage** employees to wear a face mask when social distancing of 6 feet cannot or is not being maintained. Face masks should also be worn when non-authorized personnel enter the building. Employees must carry a face mask on their person the entire time of any pandemic. Management reserves the right to require masks inside the facility when needed.
9. **Provide** everyone with tissues and trash receptacles, and with a place to wash or disinfect their hands.
10. **Provide** separate trash bins for glove disposal and other PPE disposal separate from other trash receptacles.
11. **Keep** work surfaces, telephones, computer equipment, and other frequently touched surfaces and office equipment wiped down and clean 3x daily.

12. **Discourage** employees and members from using other's phones, desks, offices, games, pens, or other work tools/equipment; No sharing of food or drink is allowed.
13. **Members and/or staff** may be restricted from the common area kitchen for safety reasons.
14. **Common area drinking fountains** may be blocked from use to lower the spread. Members and staff will need to bring in their water container and use the RO water.
15. **Minimize** situations where groups of people are crowded together, such as during arrival and dispatching home, or in a meeting. No more than recommended number of people together. CDC, Arizona's DHS, or the Governor's Executive orders will dictate crowds.
16. **AAS** may hand out masks if they are available and ask for these to be worn at various times or until the pandemic crisis has passed. (please ask your supervisor). Members must wear a mask or face shield if they are suspected of having a contagious disease and be isolated until they depart the program building. Healthy members will be encouraged to wear a mask or face shield to stop the spread, however, they will not be forced to do so.
17. Use e-mail, phones, walkie talkies, zoom or GoToMeeting, and text messages to communicate with each other. When meetings are necessary, avoid close contact by keeping a **separation of at least 6 feet**, where possible, and assure that there is proper ventilation in the meeting room.
18. **Reducing** or eliminating unnecessary social interactions can be very effective in controlling the spread of infectious diseases; AAS may require staff and members to remain in their assigned area except for restroom and microwave use.
19. **If Behavior Intervention** is needed and hand on hand occurs, staff will be allowed to shower off in the changing rooms if they feel this is needed.
20. **Promote** healthy lifestyles, including good nutrition, exercise, and smoking cessation.
21. **Wipe down** surfaces first thing in the morning, before snack time, before lunch, and at the end of the day. This includes tables, chairs, doorknobs, door plates, faucets, toilet handles, restroom door plates, desks, keyboards, computer mouses, countertops, microwaves, and other surfaces.
22. **Outside Visitors** may be restricted from entering the program site. If they enter, they will be required to sign in, legibly, and may be asked to give contact information for future contact tracing purposes. Outside visitors may be banned for short periods as needed. Allowing visitors from outside the program will be at the discretion of the management of AAS.
23. **Vans** must be sanitized after every use. See the Transportation SOP Pandemic for further information.

Staff Shortages

How a Severe Pandemic Could Affect Workplaces

- **Absenteeism** - A pandemic could affect as many as 40 percent of the workforce during periods of peak illness.

- **Change in patterns of commerce** - During a pandemic, public demand for items related to infection control is likely to increase dramatically from health care access to toilet paper in stores. Plan accordingly.

If an outbreak occurs, AAS will institute the following: Personal Protective Equipment (PPE) will be worn by front line staff checking the health of all AAS members, staff, visitors, drivers, etc.

1. Staff members will be positioned by the front door to check members and employees in and assess their level of health before them entering the program. This will be done as discreetly and privately, as possible, respecting all. Staff will wear proper PPE if available.
2. Staff and members entering the program will have their temperature taken, if appropriate, and if at or above 100.4 degrees when taken twice 15 minutes apart, the individual will be sent home. This will be done as discreetly and privately, as possible, respecting all.
3. All staff may be asked a series of questions on where they have been since at work last. Honesty is required on these questions so assignments can be made safely. This aids in contact tracing.
4. Tours for potential new members may be held virtually through Zoom, GoToMeeting, or facetime on a cell phone.
5. Member groups will be enlarged or decreased per staff numbers due to absences of staff and members, and when needed or warranted for safety purposes.
6. Groups of members may be put together in larger numbers in one or two classrooms for safety purposes.
7. For some pandemics, groups may be decreased in size to prevent the spread of germs. When distance cannot be maintained between people, staff will wear full PPE, such as a mask, face shield, gown, eye protection as appropriate, to protect themselves and others.
8. Interactives table games and activities will not be allowed due to multiple members and employees all touching the same pieces.
9. Weather permitting, we will use the outdoors such as parks when safety is not compromised due to a higher supervision level. Parks allow people to be farther apart from each other giving more space between members while providing fresh air and exercise.
10. If a member arrives with symptoms, please catch the driver before they leave the premises when possible and have them take the member back home. If the driver has already left our site, put on PPE yourself first, including gloves, gowns, goggles, and a face shield or face mask to protect yourself and the member, then, isolate the member in the conference room and provide them with a mask until their ride home can be secured. Stay with them the entire time while they wait for their ride home. Do not let others who are not ill into the immediate area. Please no supervisors or other direct care staff should be let in.
11. Wipe down the table and chair the member was on and anything the member may have touched after they leave our site. Notify the Director and/or Manager immediately.

12. If an employee arrives with symptoms, they will be sent home immediately. Notify your supervisor if you notice a co-worker not feeling well. Notify the Director or Manager immediately if this occurs.
13. Do not allow employees and members to borrow each other's phones, handheld devices, or other property.
14. Discourage hugging, handshaking, slapping high fives, no elbow bumps.
15. If behavior intervention is required, staff and members will be offered the opportunity to shower in the changing rooms, if available.
16. Staff will be contacted by Human Resources to discuss potential exposures.
17. Surfaces will be wiped down and disinfected 4 times a day, (before snack time, before lunchtime, after lunchtime, and at the end of the day). More often if it is suspected to be needed.
18. One to one member may be asked to stay home due to a shortage of staff coverage.
19. Maintenance staff may be called in to check airflow in the buildings to keep adequate air circulating.
20. Those sick at home or sent home sick will need to return to work or the program with a doctor's note stating they are free from any contagion. Some may be asked to bring in two negative test results more than 24 hours apart or remain home until they have gone 72 hours without any symptoms and medication, and have gone longer than 10 days since they first had symptoms.
21. Staff will have to use their paid time off to be paid during their absence unless an executive order or State or Federal mandate states otherwise. Once exhausted of paid time off, staff must bring in a note from a medical provider stating they have been under a doctor's care for contagion or caring for an immediate family member who has been diagnosed. Symptom-free for 72 hours and 10 days since the first symptom appeared will be required to pass to return, with documentation when possible.
22. Members who have been sent home sick with flu-like symptoms or who have called in sick for 3 or more days will be required to bring in a doctor's note stating they are free from any infection to return to the program. A negative covid19 test can be substituted for a doctor's note stating the person is free of contagion. Some contagions may require 2 negative test results more than 24 hours apart before the member may return to the program site. Other contagions may require someone to go 72 hours without any symptoms or medications to reduce symptoms and stay home for at least 10 days before being allowed back at the program. Each case is reviewed individually.
23. If the staff shortage exceeds the number of staff AAS has, the school staff will be trained to substitute at all AAS sites when needed.
24. AAS staff will conduct contact tracing when there is a possible exposure of staff or member. Those who had DDD's definition of "close contact" will be sent to the doctor to get an all-clear or for a covid19 test. If the test result is negative the member may return to the program site.

ACCEL Pandemic Response Action Plan

These are all precautions meant to protect everyone. Please always adhere to these guidelines and notify the supervisor if you have questions. AAS will stay up to date and provide continued guidance as guidance becomes available from the CDC, Federal Government, President of the United States, Surgeon General, or a State Government official.

Many pandemics are fluid situations. ACCEL Adult Services (AAS) will update the SOP as more information becomes available from the Center for Disease Control (CDC) or from a Government official who issues guidelines or executive order. Information will be shared with the staff and members via text, Zoom, email, and posters on the bulletin boards.

For transportation procedures during a pandemic, if necessary, please see specific SOP's on transportation.

APPENDIX C: BISTÅ

Phase One

- Mandated shelter in place
- Virtual Social Groups
- Home ABA Sessions
- Virtual ABA Sessions
- All meetings hosted virtually

Phase Two

- Virtual, hybrid, and small group Social Group options
- Staggered return to clinic ABA sessions
- Lobby closed
- Washing hands upon arrival and departure for clients and staff
- Pick up & drop off transfers occur outside
- No outside visitors unless providing a medical service
- Temperature checks before entering the building for client and staff
- Ongoing cleaning and sanitizing of spaces and materials
- Adults wear facemasks
- Additional PPE provided as needed
- Hybrid team training
- Meetings hosted virtually

Phase Three

- Full return to clinic ABA services
- Virtual, hybrid, and small group Social Group options
- Lobby open to 2 adults at a time
- Temperature checks before entering the building for client and staff
- Washing hands upon arrival and departure for clients and staff
- Pick up & drop off transfers may occur in the lobby or outside
- Evaluate outside visitors
- Evaluate facemask & PPE procedures for adults
- In-person team training
- Evaluate meetings returning to in person

Phase Four

- All ABA services return to any environment based on client need
- No daily temperature checks
- PPE not required
- Tours & outside visitors permitted

We will be informed by CDC, federal, state, and local guidelines when moving from one phase to another.

Frequently Asked Questions

What is The BISTÅ Center's approach to cleaning and sanitizing?

Every evening sanitizing products are used on all surfaces that a child or staff member comes into contact with. Surface cleaning of materials such as toys, books, or most touched areas will happen throughout the day. All stuffed animals and pillows are removed from daily use.

How and where will temperatures be taken?

Temperatures will be taken before any individual enters the building or passes through the lobby. Thermometers will be sanitized between arrival waves.

In what phase does temperature taking stop?

The BISTÅ Center will implement appropriate policies following federal, state, local, and CDC regulations and guidance. We anticipate temperature checks will halt in Phase Four.

How often will children be washing hands?

Children and adults will be required to wash or sanitize hands before entering the classroom. Children and adults will wash meals before and after eating, after toileting, and after messy activities.

Can I walk my child into the building for arrival and departure?

We request that parents do not enter the building currently unless they have a scheduled appointment. If you are concerned that we are unaware that you have arrived, please call our scheduling line at (602) 291-9375.

Will children be required to wear masks?

We do not require children to wear masks. If you would like your child to wear a mask, we can help encourage this behavior by working with your child and family one on one.

What if I am not comfortable sending my child to the clinic?

We stand by our original recommendation of how many hours of ABA your child should receive despite the pandemic. However, if you are not comfortable, we will work with you to move services in-home or virtual based and increase parent support on our recommendations and staff availability. It is important to us to keep your family safe and healthy.

What if I am not comfortable with having BISTÅ staff in my home?

We stand by our original recommendation of how many hours of ABA your child should receive despite the pandemic. However, if you are not comfortable, we will work with you to determine if virtual services are appropriate and increase parent support. It is important to us to keep your family safe and healthy.

What happens if there is a pandemic resurgence?

If there is a resurgence of the virus, we will make decisions based on the health and safety of our clients, your family, and our staff, following the CDC, federal, state, and local guidelines. If we need to return to a previous phase for the health and safety of all involved, we will.

What is the protocol for a teacher or child who has tested positive for COVID-19?

Please contact a BISTÅ representative immediately. Once the BISTÅ Center is notified of a confirmed or potential exposure, the human resources team is notified begins an investigation to:

- Identify individuals at risk who need to be notified
- Identify individuals needing to be quarantined
- Decide if local health officials need to be informed
- Defer to local health officials to determine a course of actions and potential closure of our clinic or pause of individual ABA services

You may be contacted by a BISTÅ HR representative to help track who you contacted and determine specific actions required for the safety of all those involved. As always, privacy and confidentiality are of the utmost importance and will be respected during the investigative process.

What is the protocol for a teacher or child who has a family member that resides with them who tested positive for COVID-19?

Please refer to the above question. It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 10 days after exposure based on the time it takes to develop the illness. If this occurs, please contact a BISTÅ representative immediately.

Page Break

Resources

Centers for Disease Control

American Academy of Pediatrics

The State of Arizona

Arizona Department of Health Services

Maricopa County of Health Services

APPENDIX D: AJYAL CENTER



Return to Facilities

Action Plan

INTRODUCTION

At ACCEL International, it is our priority to keep our students, employees, and their families healthy, especially during the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of our business. This Return to Facilities Action Plan details how we plan to reopen our facilities and keep all our students and employees safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of administrators and employees and outlines the steps ACCEL International is taking to address COVID-19.

While we will implement protocols to ensure your safety, it is up to you and your co-workers to execute these protocols daily. By releasing this return to facilities action plan, ACCEL International hopes to communicate our plans moving forward, highlight workplace protocols in place to protect your safety, and establish a level of comfort for all our employees as we ask you to return to the workplace.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternate arrangements, should they be necessary.

ACCEL International is committed to welcoming students back for the Fall semester. Considering the current unprecedented conditions, on-line or distance learning may be required in the future by the Ministry of Education. In the event students are not allowed to attend school on campus, ACCEL International will still offer in-person therapeutic, vocational, and assessment services utilizing safety protocols on campus. The administration is currently working to finalize plans to offer individual or small group speech, occupational, physical, and ABA therapies. Additionally, social groups and vocational work may continue to be delivered during the school day. Therapy, behavior, and comprehensive assessments may be conducted as well as 1:1 work with students. Teachers will be available to support therapeutic goals, assessment coordination, and group activities. ACCEL International will release plans, as necessary, as new information becomes available.



Return to Facilities

ACCEL International will continue to monitor applicable governmental and local guidance to further determine any additional steps beyond this plan. We plan to have employees and students return to campus in October.

At this time, we have created a carefully planned approach for guiding our employees to return to work facilities. As we have not received specific guidance regarding a return to campus, we have used guidance from Arizona and the federal government guidelines from the United States of America in creating this plan. To remain consistent with that guidance, our approach to reopening our office mirrors the guidelines included in [the AZ Road Map for reopening schools](#).

School Campus Opening

School services have remained essential and have been provided by our team via distance learning. At this time, our campuses and offices have remained closed to employees, vendors, and visitors. Employees have continued their work remotely. Employees who need to visit facilities to pick up materials should contact their Supervisor to schedule an appointment.

Considerations

It is important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. In addition, if cases of COVID-19 spike in our state or our local area, we will follow state and local guidance whether to remain open or to close some or all ACCEL International facilities.

Please reach out to your supervisor or HR to discuss your personal situation if you have any questions or concerns regarding continuing at or returning to ACCEL International facilities.

WORKPLACE PROTOCOLS FOR EMPLOYEES

ACCEL International has implemented various workplace protocols designed to preserve the health and safety of our employees as they continue at or return to the facilities. This section further explains these protocols. For additional information, please reach out to your supervisor.

Employee Screening, Exposure, and Confirmed Illness Protocols

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees working at ACCEL International facilities, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19, and reporting transparency. *(See appendix for more information.)*

COVID-19 Screening Protocols

Upon arriving at the worksite, employees will measure their body temperatures before entering. Employee screening will be implemented on a nondiscriminatory basis, and all information received will be treated as confidential medical information — specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms will only be shared with members of the administration, as needed.

ACCEL International employees may be asked to confirm the status of their health as part of working in the office/campus. ACCEL International reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon the initial opening of the office/campus and as a response to a confirmed diagnosis.

COVID-19 Exposure and Confirmed Illness Protocol

Persons who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room, and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they must be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding.
- Clean high touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, persons who are symptomatic or who have tested positive for COVID-19 should not return to work until the conditions outlined in the table below are met. Human Resources must be consulted before the employee can resume work on site.

| Return to Facilities Considerations | |
|---|--|
| An employee was symptomatic but was not tested for COVID-19. | An employee was tested for COVID-19. |
| <p>The person may return to ACCEL International facilities if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time; and • Coughs and other symptoms have improved; and • Seven days have passed since they first experienced symptoms. • HR will review and schedule a Return-to-Work date. | <p>The person may return to ACCEL International facilities if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours (without the use of fever-reducing medication); and • Coughs and other symptoms have improved; and • They have received a negative COVID-19 test result • HR will review medical documentation and schedule a Return-to-Work date. |

If an employee or student tests positive for COVID-19, a deep-cleaning procedure will be triggered, and the positively tested person will not be allowed back at ACCEL International facilities until they have received a negative COVID-19 test. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine. *(See Appendix for more details.)*

Reporting Transparency Protocol

Any person who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR (hr@accel.sa) immediately. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, ACCEL International may notify impacted employees if there is a confirmed case of COVID-19 in the workplace. ACCEL International *may* elect to close the office/campus for a period following a confirmed case to allow for natural deactivation of the virus and so cleaning protocols can be exercised.

Physical Distancing Protocol

Everyone should follow physical distancing best practices while at ACCEL International’s facilities, including but not limited to classrooms, cafeterias, common areas, playgrounds, conference rooms, and office spaces. Specifically, employees are asked to:

- Stay 2 meters away from others while working inside an ACCEL facility. Where a minimum distance cannot be maintained, engineering or administrative controls

will be in place such as wearing personal protective equipment (e.g., gloves, mask, etc.).

- Avoid job tasks that require face-to-face work with others, if possible.
- Avoid physical contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others, if possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 physical distancing practices.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid using common areas.
- ACCEL International may modify guidelines during the various phases. Please monitor your email and adhere to any additional guidance as it is provided.

Employee Health and Safety Protocols

The success of this return to facilities action plan relies on how well we all follow physical distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and home:

- Regularly wash your hands for at least 20 seconds throughout the day with water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.

To help people remain healthy, ACCEL International has hand sanitizer and disinfecting wipes available throughout the facilities. It is suggested that people wash their hands more frequently than normal. Additionally, we have instructed the office/campus cleaning crews to disinfect key areas such as faucets and door handles daily.

Also, employees are required to wear face coverings when in ACCEL International facilities. While employees will be provided a limited number of face coverings and face shields (as needed), ACCEL International recommends employees bring their face coverings following CDC guidelines. ACCEL International will maintain a small inventory of disposable masks and gloves as a backup to employer-provided Personal Protective Equipment (PPE). ACCEL International will communicate any changes to this protocol with employees, students, and parents.

We ask that students and employees use their own set of supplies, and please, no sharing. This extends to common items such as pens, pencils, markers, linens, pillows, and any other common items that have been shared in the past. Individualized containers with supplies will be provided.

Finally, employees who are feeling sick are asked to stay home from the facilities. Employees who have symptoms of acute respiratory illness should immediately seek medical attention and follow the guidance of a health care provider. Employees with

symptoms will work with HR for their specific situation. Employees who have been diagnosed with or are aware they have been directly exposed to COVID-19 should notify HR. *(See Appendix for more details on the above topics.)*

Employee Mental Health Considerations

ACCEL International understands that the COVID-19 pandemic has increased the stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. Supervisors are aware of mental health considerations during this transition. Employees with concerns regarding their mental health should request additional resources from our school psychologist and/or Human Resources.

Cleaning and Disinfecting Protocol

Employees should do their part to help keep the facilities as clean as possible by cleaning and disinfecting their work areas and surfaces they commonly use. Employees should also avoid using others' work areas, tools, and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer), it should be wiped down before and following use. Employees should wash their hands with water and soap for at least 20 seconds after cleaning or sanitizing a surface.

ACCEL International has requested that building maintenance facilitates the cleaning of common areas and other frequently touched surfaces throughout the day. The frequency of this cleaning may change depending on the situation.

Office Procedures

In addition to the guidelines outlined above, ACCEL International has implemented the following workplace procedures to be followed until distancing guidelines are lifted:

- **Deliveries** — ACCEL International will set up contactless drop zones for all deliveries, including mail and packages. An assigned contact will process mail and packages utilizing gloves.
- **Visitors** — Until further notice, all nonessential visitors are prohibited, and any outside meetings may be conducted virtually. For critical visits (e.g., tours), ACCEL International will take steps to safeguard employees and visitors by:
 - Requiring visitors to go directly to the meeting area without unnecessarily interacting with others.
 - Requiring visitors to practice physical distancing, use PPE, and good hygiene while on-site.

ACCEL International may add to this list of workplace procedures as employees continue at or return to facilities. Employees should monitor workplace communications to ensure they are up to date on all health and safety communications.



SCHOOL PROCEDURES FOR STUDENTS

At Home – Recommendations

- Parents should check their child for any symptoms that would prevent them from attending/remaining at school.
- A parent will check that their child has at least one clean face covering and a filled water bottle with them.

Arriving at School

Parent Drop-off & Pick-up

Drop-off

- Parents or caregivers will not be allowed to enter our facilities. *(See Appendix for more details.)*
- Vehicles will have mirror hangers with student names.
- Students will stay in the car until employees pick them up to avoid a congregation of multiple students in one place.
- Students will be greeted by an employee, from his or her room, who will take their temperature in the vehicle, if possible.

Pick-up

- Vehicles will have mirror hangers with student names.
- Staff will notify classrooms when students' vehicles have arrived.
- Students will be escorted outside to their vehicle by an employee.

Buses

- Bus drivers and monitors will be required to wear a face covering.
- Students will sit in assigned seats, with spaces between each other.
- Bus arrival times will be staggered in cooperation with other buses to ensure our students can arrive in a coordinated and safe manner.

Temperature Check and Visual Symptoms Check

- Staff will perform a student visual symptom check and temperature check with an infrared thermometer immediately when each student arrives on campus, if not already done so (i.e., in their vehicle).
 - Students with temperatures 38 degrees, or higher, will be excused from school for the day.
- Students will be isolated (with a classroom staff or nurse), parents/guardians will be called by an ACCEL International employee and parents/guardians will be required to immediately pick up the student from school.
 - Students with the following symptoms will be excused from school for the day: Fever, cough, shortness of breath/trouble breathing, sore throat, headache, runny nose, nausea/vomiting, diarrhea.
 - Staff will be required to wear gloves and face masks at each station.
- Students will be received by their classroom staff, daily.
- Markers will be displayed on the ground for easy navigation as we will be observing physical distancing for the arrival and departure from buses.

On-Campus

- Upon arrival, students will pass by a sanitation station before entering the building.
- Hand sanitizer stations are placed in every hallway and front office.
- Physical distancing (2 meters) will be expected.
- Face coverings will be required for all employees.
- Students will proceed directly to their classroom; common and recreational areas will be closed.
- Student transitions will be minimized; teachers will transition rooms when needed.
- At elementary recess, classrooms will stay together, and equipment will be sanitized between uses.
- The special education team will meet with families to address concerns of students with unique health considerations.
- The entire school will be sanitized every evening, including door handles, light switches, floors, desks, tables, etc.
- The amount of time in hallways will be limited to arrival, bathroom breaks, and dismissal.



- While walking in the hallway, student and employees' traffic will flow on the right side of the hallway.
- Outside of classroom doors, walls will be marked every 2 meters to provide students a visual cue of social distancing.
- The playground will remain open. Only one class will be allowed to use the equipment at a time. Playground equipment will be cleaned and sanitized between use. Sensory and movement breaks will be encouraged to take place in the classrooms.

In the Classroom

- Teachers will review COVID-19 safety and protocols with students each morning.
- Classrooms will be sectioned off (e.g., taping 2X2m squares, standing on X's taped to the ground, sitting inside hula-hoops, etc.).
- Desks will be distanced and facing forward.
- Desks will not be shared between students.
- All tables and desks will be cleaned and disinfected between use.
- Materials will not be shared. Parents will provide personal supplies for students to have their pencils, crayons, markers, notebooks, water bottles, paintbrushes, scissors
- Hand washing procedures will be required upon arrival to any facility, before and after any food handling, after bathroom use, outdoor activities, and learning centers.
- Art, library, and physical education will also observe distancing and safety protocols. Specials will be broken up for half a class at a time to allow for more distancing.
- If needed, ACCEL International will create more physical distancing by reducing the number of students in the classroom by using neighboring classrooms or another room within the facility (e.g., group rooms, observation rooms, therapy rooms, etc.).
- Communal drinking fountains will be closed.
- ACCEL International will keep as many doors open, as feasible, throughout our facilities during the day. This practice is to help with air circulation throughout our buildings.
- All classroom staff will wear a face mask and/or face shield.
- All students will be encouraged to wear a face mask or face shield.
- See "Hourly Cleaning Protocol" in the appendix.

Therapy & Vocational Learning

- Therapy activities will be in small, spread-out groups. The facility contains many useful rooms for small group work. Therapeutic activities will encompass in-class activities as well as smaller group activities within the facility's small group rooms.
- Shared items such as standers, gait trainers, and trikes will be cleaned before and after each student's use. These items will continue to be shared, as they are limited.
- Money transactions will be minimized.
- Students will wear gloves, masks, aprons that are washed daily.

Breakfast, Lunch, & Snack

- Elementary students will eat in the cafeteria and spread out with physical distancing.
- Tables will be cleaned and disinfected between uses.
- Additional lunch periods will be added to allow for physical distancing.
- Disposable utensils will be used or personal feeding equipment

CONCLUSION

ACCEL International looks forward to the future of all of us being back at ACCEL International facilities. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this “Return to Facilities Action Plan,” we are prioritizing the health of our employees, students, clients, and members every step of the way as we



continue our needed services. We will execute our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee’s and family’s needs or situations will be different.

Finally, we ask that employees and families are patient and understanding of the fact that the COVID-19 pandemic may require plans to change. ACCEL International will give as much notice as possible in the event of an unforeseen change to this plan. Employees should direct questions regarding the content of this action plan to their supervisor. Student’s families should direct questions to their student’s program manager. While the strategies highlighted in this document can protect from COVID-19, it is important to always follow CDC guidance.

ACCEL International would prefer to have all our students return to campus at the beginning of the new school year; however, it is necessary to consider alternatives considering the COVID-19 pandemic and the safety of all students and staff members. Currently, ACCEL International is considering a modified schedule that may result in a delay in the start of classroom-based educational services. If necessary, at the beginning of the school year, the Ajyal Center would be used for small group or 1:1 therapeutic services or ABA supports. The Center will also be utilized for 1:1 comprehensive psycho-educational assessments. If government regulations and guidance suggest, ACCEL International may also decide to decrease the number of students on campus by scheduling half of the students to attend two days per week and the other half to attend the other two days (e.g., Group A on Sunday & Tuesday, Group B on Monday & Wednesday). Additional supports would be offered on a 1:1 basis on Thursdays. Distance learning and on-line supports would be used in conjunction with the on-campus supports provided to students. ACCEL International is committed to frequent and consistent communication with families. We will provide further information related to back-to-center planning when further information becomes available.