



Safety Procedures & Policies

The Shafer Center is committed to providing a safe educational environment for our students. Due to the COVID-19 pandemic, we have had to make changes to our procedures and policies in order to serve our students.

The Shafer Center must comply with all state and federal regulations, which include CDC recommendations and The Maryland Department of Health. Below you will find specific procedures that will be followed for our students and our staff. No matter the precautions we take, we cannot guarantee that your child will not contract COVID-19.

It is our intention to re-open in a thoughtful and intentional process. We ask all of our families to be patient and flexible and understand that we are doing everything we can during this time to deliver services in a safe manner. We also ask parents to recognize that the way in which we think of going to school has changed, hopefully temporarily, and in order to keep your child safe you will need to think about whether your child should come to our building for services. This means that the decision to go to school may change from day to day.

If you decide that, despite these precautions, you do not feel comfortable having your child return to the building, all remote learning services and the Continuity of Learning Plan will continue until this crisis is over.

We are navigating through uncharted territory and ask that you partner with us to maintain the health and safety of our Shafer Center community.

Health Policies

1. If a student is experiencing any symptom(s) that could be related to the COVID-19 illness as listed on the CDC website <https://www.cdc.gov/coronavirus/2019-ncov>, they will be required to stay home.
 - a. During this time, special doctor's notes that indicate why, for example, a student might run a higher temperature or have a runny nose will not apply. We cannot determine what the illness is and will not allow any student into the building who is experiencing any symptoms.
2. If a student has had a known exposure, then the parent or guardian will need to contact Helen Shafer (helen.shafer@shafercenter.com) or Christine Accardo (Christine.accardo@shafercenter.com). The student may need to quarantine for 14 days, and the Continuity of Learning Plan will continue. The Shafer Center will contact the school's Consulting Nurse and the Baltimore County Health Department. The Shafer Center will inform our community if anything would need to be done due to an exposure.
3. If a student has a temperature of 100 degrees or higher, they will need to be picked up as soon as possible but not longer than 30-40 minutes from the time we speak with the parent or guardian. If we cannot reach a parent/guardian, then we will call the emergency contacts we have on file. **If a parent or emergency contact cannot meet that standard for pick-up time in case of illness then the student cannot attend any in-building programming.**
4. If a student is sick with any of the COVID-19 symptoms listed by the CDC, then the parent/guardian will be required to consult the student's physician who can determine a course of action which may include getting tested for COVID-19. If a student has multiple symptoms as listed by the CDC then, in addition to consulting their physician, we will require that student to be tested for COVID-19.

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- a. If the test is positive, then they cannot return until they have a doctor's note explaining that the student is not putting others at risk for the COVID-19 virus. Then the President, Director of Clinical Programs, and or designated staff will contact the Health Department and our Consulting Nurse to receive instructions for the rest of our community and we will communicate that to our families.
- b. If they test negative, then we will need the test results from the physician with a note explaining that it is safe to allow the student into the building.
5. If a student becomes ill at The Shafer Center, they will be quarantined in the Assessment Room until a parent/guardian or emergency contact can pick them up. The staff member that will be with the student in the room will be wearing the following: a mask, face shield, full body coveralls with hood and gloves.
6. We recommend that each family discuss with their child's primary care physician whether or not their child should attend in-building programming at this time. We cannot reduce to zero the risk of contracting COVID-19, and your health care provider who understands the overall health of your child, including underlying conditions, would provide the best advice to your family.
7. All health forms must be up to date, including immunizations in order for your child to participate in in-building programming.

Prevention Policies

1. The Shafer Center will perform a screening and temperature check each day your child will be in building.
 - a. The screening will occur during drop-off while the parent/guardian and child are still inside their vehicle.
 - i. If your child has a temperature of 100.0 degrees or higher, they will not be allowed to enter the building.
 - ii. If your answers to the screening questions indicate that your child might be ill or have had an exposure then they will not be allowed in the building.
 - iii. If your child's temperature is under 100.0 degrees and all your answers to the screening questions indicate no exposure or illness but your child is demonstrating symptoms of illness then your child will not be allowed in the building.
 - iv. If we cannot get a temperature reading, than your child will not be allowed to enter the building.
 - b. A second temperature check will be administered in the middle of the day. If a child has a fever of 100.0 or higher then we will follow the policy outlined in the Health Policies of this document.
2. It will be recommended that each student wear a mask. If appropriate, The Shafer Center staff will assist the students in wearing masks. We understand that for some of our students this will not be possible.
3. The Shafer Center will be requiring increased handwashing for all our students. Students will wash hands:
 - a. Coming into the building
 - b. Before and after eating
 - c. Before and after using the playground
 - d. After toileting
 - e. Upon contact with any bodily fluids

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- f. Every 45-60 minutes if those activities have not occurred
4. Because social distancing may not be possible for our students, we will limit the number of students and staff in each room and students will stay in the room in which they are assigned. When and where social distancing is possible we will do it. Staff will attempt to keep students working in the same room at safe distance, per CDC guidelines, but this cannot be guaranteed.
5. Only one student will be allowed in the bathroom at a time in order to properly social distance
6. Students will bring a change of clothes in a plastic bag, and this change of clothes will remain in the building until used.
7. No backpacks or toys from home will be permitted.
8. No chewies will be permitted.
9. Lunches will be brought in from home and must be in disposable bags. All lunch contents will be discarded after lunch. No thermoses or water bottles will be allowed. The Shafer Center will provide disposable eating utensils and napkins.
10. Students will be able to access the playground one at a time. Students will wash their hands before going outside and then once outside they will use hand sanitizer, and again as necessary. Once their playground time is completed they will use hand sanitizer before entering the building, and once in the building they will wash their hands.
11. Traffic in hallways will be one direction to aid in social distancing practices.
12. Rooms will have occupancy limits in order to assist with social distancing practices.
13. Water fountains will not be used at this time.
14. Staff Policies:
 - a. The Shafer Center will administer a screening and temperature check for every staff member when they first enter the building. If a staff member has a fever of 100.0 degrees or high, then they will not be allowed to stay in the building.
 - b. Staff will be required to wear mask and face shields while working with any student.
 - c. Staff will wear gloves when handling food for the student, during bathroom routines, or if they will have contact with any bodily fluids.
 - d. Staff will be required to wear masks at all times when they are in the building.
 - e. Staff will be required to wash their hands throughout the day to prevent the spread of germs.
15. Cleaning Practices:
 - a. The Shafer Center uses a cleaning service who will use products that meet CDC guidelines for cleaning and sanitizing. The building will be cleaned every evening.
 - b. Staff will clean student materials throughout the day and after the student has left for the day.

Drop-Off & Pick-Up Procedures

1. Drop-Off
 - a. Parents must remain in their vehicles.
 - b. A TSC staff member will come and administer the screening and temperature check while the student is in the car. If the student is clear to enter the building, then the staff member will help the child out of the car, and the student will use hand sanitizer before entering the building.
 - c. Once that student is in their designated space then the next child will be able to enter the building.

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2. Pick-Up
 - a. Parents must remain in their vehicles
 - b. A staff member will escort their child to their car
 - c. Only one student will be able to be in the hallway at a time.
3. General
 - a. If a parent is late for either drop-off or pick-up, they must call the front desk when they arrive, and then a staff member will either come to get their child or bring their child to them.
 - b. Procedures for items 1 and 2 above will still apply.
4. Buses/Transportation
 - a. All bus companies and cab companies providing transportation based on an IEP are required to follow state, county and CDC guidelines for health and safety. Bus companies and cab companies will have to provide their cleaning/sanitation protocols to The Shafer Center before we will approve children to be transported to our building.

Building Access Policies

1. During this time there will not be building access to anyone other than students, staff, and vendors for emergency services or material deliveries.
2. Observations will be suspended at this time.
3. IEP Meetings will continue to occur on time but will be scheduled through Zoom.
4. Consultation will continue to occur but will be scheduled through Zoom.

Service Delivery Procedures

1. The Shafer Center will provide a combination program of remote learning and in-building activities.
2. Students will be assigned to a specific room in which they will stay for the time they are in the building, although, students will have an opportunity to go to the playground and will be allowed to leave their rooms to use a bathroom.
3. In the assigned room, students will have a designated area where all their materials will be stored. Lockers will not be used at this time. Students will have their specific materials, and toys and those will be kept separated from other students' materials. All items will be cleaned thoroughly at the end of the day.
4. If a student engages in any behaviors in which safety precautions cannot be reasonably maintained, an IEP will be held to discuss moving the student to a remote learning platform only.



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By signing the Safety Procedures & Policies document, I acknowledge that The Shafer Center is taking all reasonable safety measure in mitigating the risk of my child being exposed to or contracting the COVID-19 virus while in the facility. I further acknowledge that, if I am not comfortable with these safety measures, then I am able to keep my child at home and my child's Continuity of Learning Plan will continue. By sending my child to The Shafer Center for in-person services, I acknowledge that there is a risk of my child being exposed to or contracting the COVID-19 virus and I accept that risk. By sending my child to The Shafer Center for in-person services, I acknowledge the policy and understand the risks.

Student Name	
Parent/Guardian Name	
Parent/Guardian Signature	
Date	