

TLC - The Treatment and Learning Centers
The Katherine Thomas School
9975 Medical Center Drive, Rockville, MD 20850

KTS is an independent day school located in Rockville, Maryland. KTS provides an educational experience for children from preschool to grade 12 with language and learning disabilities, autism, intellectual disabilities, and/or other health impairments.

Health and Safety Plan- COVID-19

This document explains the guidelines and procedures that The Katherine Thomas School will follow to help prevent the spread of COVID-19 in our community and to help keep our KTS community as safe as possible.

These guidelines and procedures are based on guidance issued by the Maryland State Department of Education (MSDE), the Maryland Department of Health and the Centers for Disease Control and Prevention (CDC), industrial hygienist consultation and recommendations, and other pertinent resources for schools that are reopening during the recovery period from the COVID-19 public health emergency.

This document is subject to change according to emerging guidelines and additional recommendations. The Executive Director, Director of KTHS, Director of KTS and nursing staff will monitor all COVID-19 information including guidance from Maryland and Montgomery County health departments and the CDC. Any changes to the health plan will be communicated to the KTS community.

Goals for Education During COVID-19

1. Prioritizing the health and safety of the KTS community
2. Providing high quality instruction in virtual, blended and/or in-school settings
3. Providing all students with the same educational opportunities
4. Adapting and modifying the educational program in response to changing circumstances, requirements and guidelines
5. Communicating frequently and with transparency to the KTS community

KTS families will make the decision regarding in-school instruction for their student. KTS will develop a phased-in plan for virtual, blended and/or in-school educational settings. When in-school instruction is phased-in, families may choose this option or remain fully virtual. If

parents choose an in-school option, when available, they must follow all established health and safety guidelines. Keeping our KTS community healthy will be a collective effort. Families who participate in the in-school instruction must familiarize themselves with and adhere to the school's policies.

Infection Control

To prevent and minimize the spread of infections, everyone must:

- Wash their hands often with soap and water for at least 20 seconds especially after being in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes
- Throw used tissues in the trash.
- Minimize touching surfaces

Masks

Staff and students are required to wear masks all times. See MSDE General Guidance for Use of Cloth Face Coverings in School. See *Attachment A*.

How to Put on a Mask

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
- Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
- Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
- Follow the instructions below for the type of mask you are using.
- Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.
- Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
- Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
- Mold or pinch the stiff edge to the shape of your nose.
- If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
- Pull the bottom of the mask over your mouth and chin.

Removing Masks

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine (learn more about how to wash masks)
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Gloves and Safety

Handwashing is the best solution if you are in public spaces. However, for specific tasks, gloves can be a valued additional layer of protection. TLC will provide disposable gloves as appropriate to your job description.

How to Safely Remove Gloves

- Grasp the palm of one glove near your wrist. Carefully pull the glove off, turning it inside out.
- Hold the glove in the palm of the still-gloved hand.
- Pull the glove until it comes off inside out.
- Always wash your hands after removing gloves and before touching any objects or surfaces.

Shields and Safety

A face shield is a form of PPE that provides eye protection. In order to provide the wearer full protection from respiratory droplets, it must be used with a facemask. The use of face shields is not a substitute for facemask or cloth face coverings. While a face shield is primarily used for eye protection, it also provides protection to the face, mouth and nose. Face shields should be worn whenever social distancing of 6 feet is not possible (i.e. when taking a student's temperature), a student is coughing, or if the student has suspected or confirmed COVID-19 symptoms. The use of face shields is not a substitute for facemask or cloth face coverings.

How to clean the face shield

Dispose of face shield if torn or ripped. Only reusable face shields can be cleaned; always adhere to manufacturer's recommendation for cleaning.

While wearing gloves, carefully wipe the *inside*, followed by the *outside* of the face shield using a clean cloth saturated with neutral detergent solution or cleaner wipe.

1. Carefully wipe the *outside* of the face shield a wipe or clean cloth saturated with EPA-registered disinfectant solution.
2. Wipe the outside of the face shield with clean water or alcohol to remove residue.
3. Fully dry (air dry or use clean absorbent towels).
4. Remove gloves and perform hand hygiene.

Social Distancing

What is Social Distancing?

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.

To practice social or physical distancing, stay at least 6 feet from other people who are not from your household in both indoor and outdoor spaces.

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing masks, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

If you are sick with COVID-19, have symptoms consistent with COVID-19, or have been in close contact with someone who has COVID-19, it is important to stay home and away from other people until it is safe to be around others.

COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community. In addition to practicing everyday steps to prevent COVID-19,

keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread in communities.

Social Distancing Guidelines at KTS

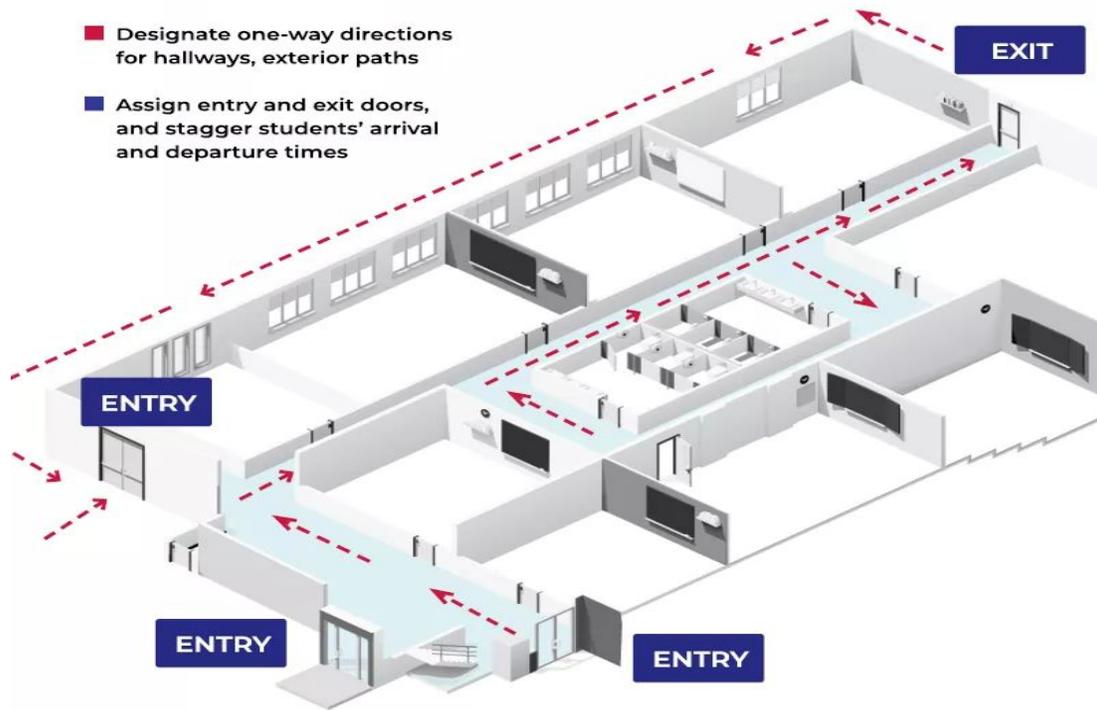
KTS is implementing these social distancing guidelines effective immediately in an effort to minimize the spread of COVID-19 at school:

Staff are advised to:

- Maintain a distance of at least 6 feet from others at all times while in the school building.
 - Avoid meeting people face-to-face. Staff are encouraged to use the telephone, online conferencing, e-mail or instant messaging to communicate as much as possible, even when participants are in the same building.
 - If a face-to-face meeting is unavoidable, the meeting time should be for a minimum period of time, in a large meeting room and participants should sit at least 6 feet from each other.
- Staff and students are required to wear masks at all times.
 - Staff will wear surgical masks when in close proximity to others in the classroom
 - Multi-layer cloth masks are required for students at all times
 - KTS staff will help students in developmentally appropriate ways for those who have difficulty wearing masks. If a student is unable to wear a mask due to their disability or a health related issue, staff members must wear a shield.
 - Staff can leave their masks off if in their offices alone but must store them according to guidelines.
 - **Face coverings not permitted** include bandanas, gaiters, masks with vents or exhalation valves, Halloween-type masks, ski masks, any item obstructing the vision of the person wearing it, or any posing a health and safety risk to the greater school community.
 - At this time, individuals choosing to use a clear face shield will also wear a fabric face covering/mask underneath or a surgical mask if in close proximity to others. This may change as CDC guidance evolves on this specific topic.
 - Staff and students should exercise caution when removing the covering, always store it in a clean paper container out of reach of other students, and wash hands or use hand sanitizer immediately after removing it.
 - The benefit of such a face covering is to limit the spread of secretions. If students play with their or others' face coverings or if they are not removed and stored safely, their use should be discontinued.
 - If a student removes staff's PPE (mask, shield), they will not be able to participate in in-school learning experiences.
- Staff are not permitted to bring anyone into the building.
- Avoid person-to-person contact such as shaking hands. Exercise touchless greeting.

- Avoid nonessential in-person meetings, gatherings, workshops and training sessions.
 - Do not congregate at the front desk, in copier rooms or other common areas; limit movement throughout the building.
 - Eat at your desk or away from others. Bring your lunch or purchase take-out meals. If you order food delivery, you must pick up food outside the front door and follow all entry procedures when coming back inside the building. Kitchen and vending machines will be closed off. Microwaves and refrigerators will not be available.
 - One person at the copiers at a time. Follow cleaning protocols after use.
 - One person in common restrooms at a time. Follow cleaning protocols after use. Some restrooms will be closed off.
-
- Environmental supports will be visible throughout the school; these will include directional arrows in the hallway, designated entrances and exits, and signage to reinforce adherence.
 - While in a blended model, students will have staggered drop off and pickup times.
 - Lockers will not be available. Students will carry their materials with them throughout the day.
 - Students cannot share materials, such as pencils/pens and textbooks.
 - Teachers will bring teaching materials to classrooms since all materials will be packed up and stored.

Minimizing Congestion



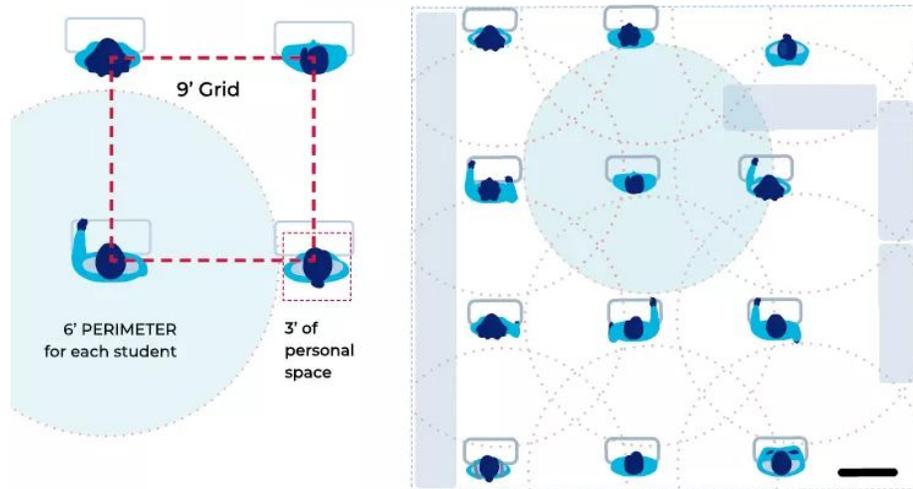
SOURCE: National Council on School Facilities and Cooperative Strategies
Image: iStock/Getty

Classroom Guidelines

- Large Spaces (Gym, Library, etc.): until further notice, these spaces are off-limits for student activities.
- Classroom Setup
- Only essential furniture (i.e. desks and chairs) will remain in classrooms.
- A minimum of six feet is present between desks.
- Traffic flow in classrooms will only go one-way, using stickers or tape as reminders.
- Class sizes are limited to a maximum of 10 students and staff in one room at a time. Not all classrooms will be open.
- Students who use desks will be sitting at individual desks and all desks, including the teacher's desk will be facing one direction.
- In milder climates, classes can take place outdoors if planned accordingly.
- All specials/elective classes will be virtual with the exception of physical education. When possible, physical education classes will be held outside while maintaining appropriate distance between students. Classes should use visual cues (e.g., use chalk to indicate where a student should stand) to maintain six feet of distance. If outdoor physical education cannot take place, the class will be adjusted to be online. Activities in which voices are projected, such as choir or theater, present greater risk of spread of respiratory droplets even with physical distance of 6 feet. Such activities will be virtual.

- Student Materials: ensure that all students come to class with their supplies to minimize sharing of high touch materials (e.g., avoid sharing electronic devices, toys, fidgets, books, learning aids; assign each student their own art supplies or equipment).
- All desks and chairs must be wiped down with disinfectant wipes between classes and at the end of the day.

Arranging Instructional Spaces



Playground Use

Students will use playground equipment if social distancing can be maintained. After use of the playgroup structure, equipment must be cleaned according to the CDC guidelines. Any outside toys (e.g., bicycles, sand toys) must be cleaned and sanitized between use.

Building Entry

The Katherine Thomas School building will be open for its normal hours of operation, 7:30am-5:30pm. A receptionist will be available between the hours of 7:30am and 5:30pm, Monday through Friday. A nurse or certified medication technician will be available onsite when students are present.

Entry to the building is granted by the school leadership team according to the building occupancy plan.

Students, educators or other school personnel should not enter the building if they have symptoms of COVID-19 (even if not tested or confirmed) or have been in contact with someone with COVID-19 like illness in the last 14 days.

If a family/household member must travel, plans must be communicated to the school. Travel by student, faculty/staff and or families to areas with high COVID-19 infection rates will require a two week quarantine period or a negative COVID-19 test before returning to school.

Staff must follow Maryland Department of Health Out of State Travel Guidelines found here:

<https://phpa.health.maryland.gov/Documents/07.29.2020%20-%20MDH%20Notice%20-%20Out%20of%20State%20Travel%20Advisory.pdf>

Individual state COVID-19 positivity rates can be found using the COVID-19 Data Tracker

<https://covid.cdc.gov/covid-data-tracker/#testing>

- No visitors (non-KTS or TLC staff or students) will be permitted in the building.
- All deliveries and pick-ups must be contactless.
- Plexiglass barriers will serve as additional shields at the front desk and other appropriate areas
- Building occupancy will be limited with prior approval for entry requirements
- Waiting areas will have limited furniture that can be wiped down with disinfectant

Staff may enter the building under the following conditions:

- Staff may only enter the building when they are healthy and free of COVID-19 symptoms.
- Staff will complete, sign and submit to their school director the TLC COVID-19 checklist accessible at covid19.ttlc.org and indicate that they do not have any of the indicated risk factors on each morning in which they are scheduled to be in the building. The COVID-19 Checklist will be reviewed by the department director and human resources director.
See Attachment B.
- If staff answers yes to any of the questions, they will not be allowed in the building.
- Staff will take their temperature before entering the building. Anyone with a temperature of 100.4 degrees or greater will not be permitted to enter the building and should contact their health care provider.
- Upon entering the building, staff will use the touchless hand sanitizer at the front entrance or wash their hands in the bathroom. Staff will cover all surfaces of their hands and rub them together until they feel dry.
- Staff will only be allowed in the building during their working hours on the days in which they are scheduled to work with students in-person unless approved by their supervisor.
- Staff will immediately be sent home if they exhibit signs of illness.

Students may enter the building under the following conditions:

- Students may only enter the building when they are healthy and free of COVID-10 symptoms.
- Students' families must complete the COVID-19 checklist accessible at covid19.kts-ttlc.org and indicate that they do not have any of the indicated risk factors each morning they are scheduled to be in the building. *See Attachment C.*
- If families answer yes to any questions on the COVID-19 checklist, their student(s) will not be allowed in the building.
- Temperature checks will be conducted on students with a non-contact thermometer prior to entering the building. Anyone with a temperature of 100.4 degrees or greater will not be permitted to enter the building and should contact their health care provider.
- Upon entering the building, students will use the touchless hand sanitizer at the front entrance or wash their hands in the bathroom. They will cover all surfaces of their hands and rub them together until they feel dry.
- Students will only be in the building during their class hours on the days in which they are scheduled to participate in in-person instruction.
- Students will be dropped off and picked up from the carpool line. No parents or other caretakers will be allowed in the building.
- Students will immediately be sent home if they exhibit signs of illness.
- All required health forms must be submitted and approved by the school nurse prior to students entering the building.

Isolation, Exclusion, Quarantine, Contact Tracing, and Return to School

If a student or school staff member develops symptoms of COVID-19 during the school day, the school will:

- Safely isolate the student in a designated isolation area, place a surgical mask on the person and immediately call the family to pick the student up. Families must come to pick up their child immediately upon receiving the call, or within one hour of the call.
- Sick students will be isolated in a health room until they are picked up.
- Staff will be sent home immediately if they develop symptoms of COVID-19 during the school day.

Anyone who has had close contact with someone with COVID-19 or COVID-19- like symptoms while at school will be contacted. Close contact includes the following:

- Within 6 feet of someone who has COVID-19 or symptoms for at least 15 minutes
- Direct physical contact with someone (touched)

If a student or faculty/staff member has COVID-19-like symptoms and was present in the school within two days of becoming symptomatic or while symptomatic, the school will follow the same procedures as for a laboratory confirmed case of COVID-19 as per CDC guidelines.

Any reported cases of COVID-19 or symptoms will be communicated to the Montgomery County Health Department (240-777-1755) who will lead the process of contact tracing. School will also report any confirmed COVID-19 cases to MSDE.

The school will provide written notification to all identified contacts. The notification will include:

- When to seek medical care
- How to monitor for symptoms
- Who to contact and how to contact them if they develop symptoms of COVID-19 under quarantine
- The projected length of quarantine if they remain asymptomatic
- Plan for maintaining remote learning for those who remain well enough to engage in learning under quarantine
- Information about local testing sites

The school will maintain confidentiality during the contact tracing process in accordance with the U.S. Department of Education guidance regarding the Family Educational Rights and Privacy Act (FERPA)

The “Decision Aid: Exclusion and Return Laboratory Confirmed COVID-19 Cases and Persons with COVID-19 like illness in Schools, Child Care Programs, and Youth Camps” attached will be used for guidance on length of exclusion and return criteria.

[See Attachment D.](#)

Arrival and Dismissal Procedures

General Student Arrival and Dismissal Procedures

- Parents of all students coming into the KTS building will complete the Student COVID-19 checklist accessible at covid19.kts-ttlc.org prior to leaving home on any day they are scheduled to be in the building for in-person learning and/or clinical services.

- Students arriving by carpool will enter through the carpool line and complete the building entry procedures after their COVID-19 form has been verified and students' temperatures have been checked by a nurse or designee.
- Students' drivers should not leave until the COVID-19 checklist has been verified, temperatures have been checked, and students have been directed into the building.
- Staff will walk pre-school and lower school students to their classroom using the outside entrance at the far side of the building. Staff will only hold students' hands if they determine it is necessary for safety. Middle school students will enter through the front door and proceed directly to their classrooms. High school students will enter through the high school entrance and proceed directly to their classrooms.
- Staff and students will wear face coverings during arrival, dismissal and all other times during the school day.
- Parents or other non-KTS staff may not walk students past the gate at the far side of the building or enter the building.
- If a student is sent home early, staff will walk the student to their parent/guardian/emergency contact using the dismissal procedure stated above.

Lower and Middle School

Staggered Arrival

- Preschool students will arrive between 9:15 am and 9:30 am on the days they are scheduled to come into the building will complete the COVID-19 arrival procedures and enter through the outer classroom doors.
 - K-2 STRIDE students will arrive between 8:45 am and 9 am on the days they are scheduled to come into the building will complete the COVID-19 arrival procedures and enter through the outer classroom doors.
 - Elementary and middle school students (grades 2-8) are currently not scheduled to be in the building for in-person learning prior to November 4th. Arrival procedures will be updated when students are scheduled to be in the building.
 - When it is determined that students in 2nd-8th grade may return in-person school, they will arrive between 8:45 and 9 am on the days they are scheduled to come into the building, will complete the COVID-19 arrival procedures and enter through the outer classroom doors for the elementary schoolers and through the main entrance for middle schoolers.
- ***Students arriving by carpool***
 - Students arriving by carpool will be dropped off at the "kiss and ride" area near the large playground.

- They will enter through the carpool line and complete the building entry procedures after their COVID-19 form has been verified and students' temperatures have been checked by a nurse or designee.
 - Students' drivers should not leave until the COVID-19 checklist has been verified, temperatures have been checked and students have been directed into the building.
 - Staff will direct, or if necessary, walk students into the building via the crosswalk, through the outer gate and to their classroom outer door or through the main entrance depending on their grade level.
- ***Students arriving by LEA or KTS school bus or van***
 - Students will disembark one at a time when their name is called while following social distancing guidelines.
 - Students arriving by bus or van will be dropped off under the porte-cochère. For lower school students, they will be directed to the gate leading to outer classroom doors, walk along the outside of the building and enter through their classroom outer door after their temperature has been checked by a nurse or nurse designee. For middle school students, they will be directed to the main entrance door after their temperature has been checked by a nurse or nurse designee.
 - Any student who is determined to have COVID-19 symptoms will immediately be escorted to the "sick room" and their parents or emergency contact will be called for pick-up within one hour.
 - Students and staff will wear face coverings and be directed to maintain 6 feet of distance between each other during arrival and dismissal.

Staggered Dismissal

- Preschool students will be dismissed from their classroom using the outer doors at 11:30 am on the days they are scheduled to be in the building. Staff will walk students out of the building and through the gate near the parking lot to their cars at the "kiss and ride" line.
- K-2 STRIDE students will be dismissed from their classroom using the outer doors at 12:05 pm on the days they are scheduled to be in the building. Staff will walk students out of the building and through the gate near the parking lot to their cars at the "kiss and ride" line.
- When lower school students in grades 2-5 return to in-person instruction and clinical services, they will exit the building through the outer classroom doors at 12:05 pm. Staff will walk students out of the building and through the gate near the parking lot to their cars at the "kiss and ride" line.

- When middle school students in grades 6-8 return to in-person instruction and clinical services, they will exit the building through the main doors at 1:40 pm.
- For all: students will maintain 6 feet of distance between each other during this time, and students and staff will wear face coverings during dismissal.

High School

- ***Staggered Arrival***

- High school students (9-12th grade) are currently not scheduled to be in the building for in-person learning prior to November 4th.
- When it is determined that high school students may return in-person to school, they will arrive between 7:40am and 8:00am (morning shift) or 11:55 and 12:15 pm (afternoon shift) on the days they are scheduled to come into the building, will complete the COVID-19 arrival procedures, and enter through the high school entrance.
- Students and staff will maintain 6 feet of distance between each other during this time.
- Students and staff will wear face coverings at all times.

- ***Students Arriving by Carpool***

- Students arriving by carpool will be dropped off at the Kiss-N-Ride carpool location and complete the building entry procedures;
- After their COVID-19 form has been verified and students' temperatures have been checked by a nurse or designee.
- Students' drivers should not leave until the COVID-19 checklist has been verified, temperatures have been checked, and students have been directed into the building.
- Students who have an elevated temperature and/or display COVID-19 symptoms will be escorted back to their driver by a staff member.

- ***Students arriving by LEA or KTS school bus or van***

- Students arriving by KTS van or LEA school bus or van will be dropped off at the high school entrance.
- Students will disembark one at a time when their name is called.
- After completing the COVID-19 entry procedures, have their temperature checked by a nurse or nurse designee, students may then enter through the high school entrance, and proceed up the designated stairway to their classroom.

- Any student who is determined to have COVID-19 symptoms will immediately be escorted to the “sick room”, (room 10) and their parents or emergency contact will be called for pick-up within one hour.
- Students and staff will wear face coverings and be directed to maintain 6 feet of distance between each other during arrival.
- ***Staggered Dismissal***
 - High school students (9-12th grades) will be dismissed from their afternoon homerooms when called between 11:25am and 11:55 am (morning shift) or 3:10pm-3:30pm (afternoon shift).
 - Students and staff will wear face coverings and be directed to maintain 6 feet of distance between each other during dismissal.

Cleaning Schedule

Overview

During this current pandemic, we have focused our cleaning methodology on following the protocols and standards mandated by the CDC and Montgomery County, an industrial hygienist, and other resources to combat the COVID-19 virus. These measures include:

- Requiring the use of proper PPE
- Use of EPA registered quaternary disinfectants
- Following the guidance of updated cleaning and disinfecting standards

While operating in the blended model, routine cleaning will be performed on rooms and offices that are in use throughout the day, while specialized cleanings will target high-risk areas that require frequent cleanings. Any room or office not in service will be placed on a modified cleaning schedule and be cleaned once a week.

Faculty and Staff Responsibilities:

- All surfaces touched by individuals must be thoroughly disinfected. Staff will use EPA approved cleaning/disinfecting products supplied by TLC; these may be in the form of sprays that need to sit for a certain amount of time and then wiped, sprayed and left to air dry, or disinfecting wipes. Staff must read and follow instructions on cleaners. Time will be allocated for cleaning when there is any change of staff or students in a classroom or office.
- Surfaces that teachers and staff will need to be addressed are as follows:

- Chairs
- Toys
- Game pieces
- Sensory motor equipment
- Doorknobs
- The handles of drawers and cabinets
- Bookshelves
- Shared cubbies
- Light switches
- Art supplies
- Keyboards, tablet screens, and other technology
- Faucet handles (if the room has a sink)
- Any other hands-on learning materials

Routine Cleaning by Facilities Personnel:

Frequently touched surfaces can be reservoirs for pathogens, resulting in a continued transmission to people. Therefore, for pathogenic microorganisms that can transmit disease through indirect contact (transmission through contaminated surfaces), extra attention must be paid to surfaces that are touched most often, commonly referred to as HTAs (High Touch Areas). As part of the school's plan to contain the spread of COVID-19, a standard cleaning schedule will be followed by TLC's custodial team, addressing the noted areas:

- Cleaning high contact surfaces, such as light switches, handrails, and door knobs/handles.
- Dust- and wet-mopping floors.
- Vacuuming of entryways and high traffic areas.
- Removing trash.
- Wiping HVAC vents and units.
- Spot cleaning walls.
- Spot cleaning carpets.
- Dusting horizontal surfaces and light fixtures.
- Cleaning spills.

Specialized Cleaning:

Specific high-risk locations warrant cleaning and disinfection multiple times throughout the day. Examples of these locations include:

- Health Office (performed by Nurse, designated and/or cleaning team)
 - Cot cleaned and disinfected
 - Countertop, sink, desk, computer, and phone cleaned and disinfected
 - Non-essential items removed
 - Floor swept and mopped

- Bathrooms
 - Toilets and urinals cleaned and disinfected
 - Countertop, sink, partitions, soap dispenser(s), and towel holder cleaned and disinfected
 - Paper supplies and soap restocked
 - Floor swept and wet mopped

- OT Gyms (Between uses - performed by staff)
 - Equipment and mats disinfected

Reactive Cleaning and Disinfecting:

Reactive cleaning and disinfection methods will be utilized if a person(s) with a confirmed case of COVID-19 or a person(s) with reasonably suspected contact with a confirmed case, has occupied the building. Cleaning and remediation will be conducted in accordance with recommendations from the Hillmann Consulting Report dated July 7, 2020 titled "COVID-19 Reoccupancy Exposure Control Program" as well as CDC recommendations.

Attachments

Attachment A: MSDE Guidance on the Use of Cloth Face Masks.....	18
Attachment B: KTS Staff COVID-19 Checklist	19
Attachment C: Student COVID-19 Checklist	21
Attachment D: Decision Aide for Persons Exhibiting COVID-19-Like Symptoms.....	22
Attachment E: Links to Training Videos	23
Attachment F: Community Agreement	

Attachment A: MSDE Guidance on the use of Cloth Face Masks



Guidance for Use of Cloth Face Coverings in Schools

Updated August 28, 2020

This guidance is being provided by the Maryland Department of Health (MDH) and Maryland State Department of Education (MSDE) to assist schools to develop and implement policy regarding the use of cloth face coverings in the school setting. The use of cloth face coverings is not a substitute for other SARS-CoV-2 mitigation strategies such as physical distancing, frequent hand washing, staying home when ill, and cleaning of frequently touched surfaces within the school setting.

Cloth face coverings protect others if the wearer is infected with SARS CoV-2, the virus that causes COVID-19, and is not aware. Cloth face coverings may offer some level of protection for the wearer. Evidence continues to mount on the importance of universal face coverings in interrupting the spread of SARS-CoV-2. To prevent the spread of the COVID-19 virus, the CDC recommends the use of cloth face coverings in schools when feasible.

Use of Cloth Face Coverings in Staff and Students

Use of cloth face coverings in school are required as below when not contraindicated due to a medical condition, disability, developmental immaturity, or other health or safety concerns as indicated by the CDC.

- All students age 5 years and above, school staff or other adults, and bus drivers must wear a cloth face covering while on a school bus or school-provided transport;
- School staff must wear cloth face coverings while in the school building and on school grounds;
- Other adults must wear cloth face coverings when they must enter the school building or school grounds;
- Students age 5 years and above must wear cloth face coverings in the school building and on school grounds;
- The use of cloth face coverings is most important at times when physical distancing measures cannot be effectively implemented, especially when indoors;
- Local education agencies should examine the structure and schedule of the education program to identify when physical distancing may be a challenge; and
- **Cloth face coverings should not be worn by children under the age of 2 years and anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.**

Attachment B: Staff COVID-19 Self Checklist

covid19.ttlc.org

Please complete this COVID-19 Daily Self Checklist each morning before reporting to work.

- **Date ***
- dd-MMM-yyyy
- **Name ***
- First & Last Name
- **Department ***
- -Select- Audiology Development/Marketing Finance/HR Front Desk/WP IT/ Facilities KTHS
KTS Leadership Team (Brigid) Leadership Team (Pat) OT Outcomes Speech Testing, Tutoring &
Counseling
- **Do you have a fever (temperature over 100.4 F) without having taken any fever reducing medications? ***
- Yes
- No
- **Are you experiencing symptoms of COVID-19, such as: cough, fever, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. ***
- Yes
- No
- **Are you experiencing other common symptoms of COVID-19, such as: gastrointestinal symptoms like nausea, vomiting, or diarrhea. ***
- Yes
- No
- **Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19? ***

- Yes
- No
- **Have you been asked to self-isolate or quarantine by a medical professional within the past 30 days? ***
 - Yes
 - No
- **Have you or anyone in your household traveled in the past 21 days to areas that are on the advisory list per State of Maryland Travel guidelines. ***
 - Yes
 - No
- **Signature ***
- [Clear](#)
By signing above, I certify the above information is true and correct to the best of my knowledge.

Attachment C: Student COVID19 Checklist
covid19.kts-ttlc.org

Please complete the following checklist prior to coming to school at The Katherine Thomas School each day that your child will be in school in-person before leaving home.

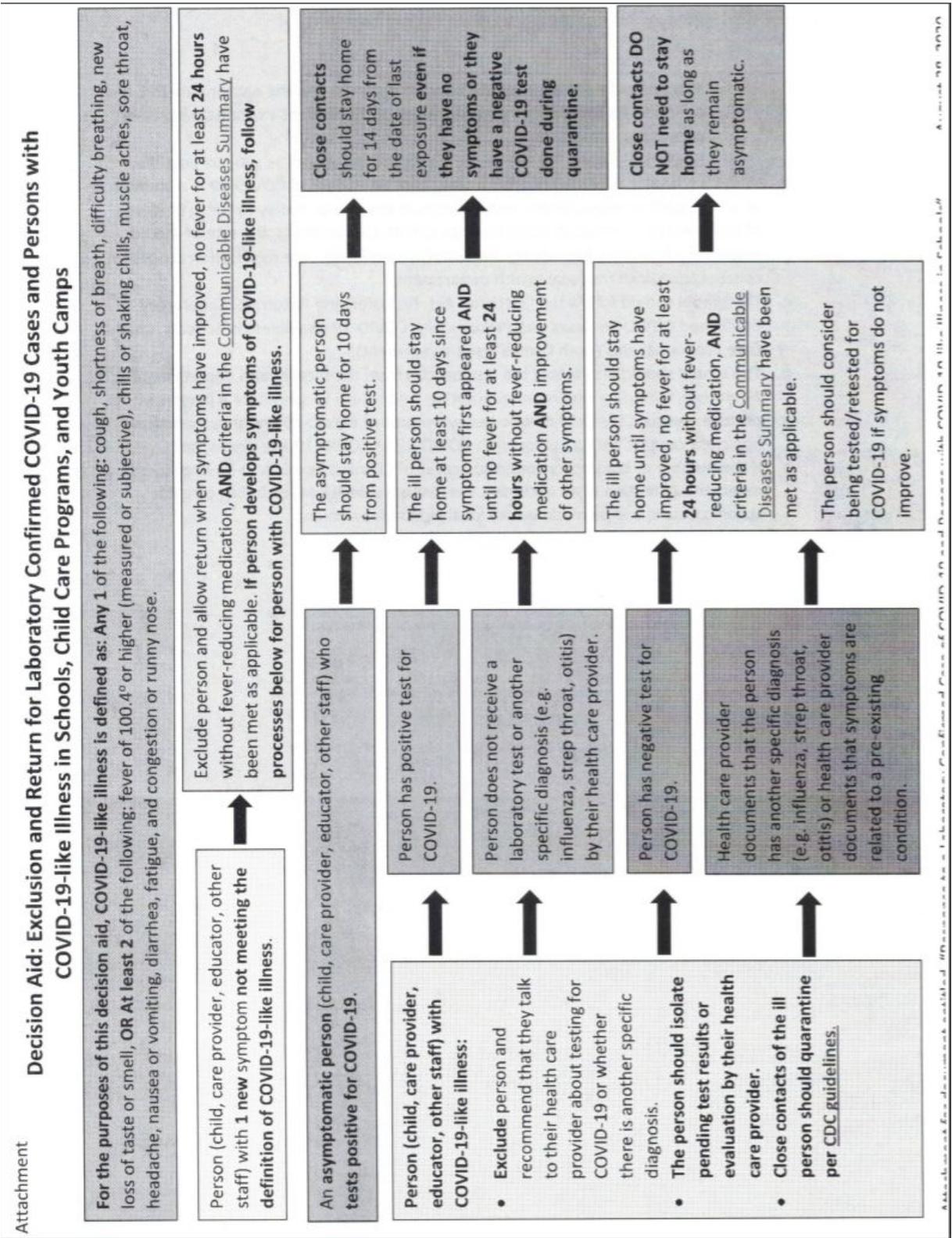
1. Do you have a temperature of 100.4 F or greater?
2. Are you experiencing chills/shaking chills?
3. Are you experiencing a sore throat, headache or body aches?
4. Do you have a new cough or shortness of breath?
5. Have you noticed recent difficulty with decreased smell or taste?
6. Do you have gastrointestinal symptoms of nausea, vomiting or diarrhea?
7. Have you been around anyone who has tested positive for COVID19?
8. Have you been around anyone who has been asked to quarantine or self-isolate within the past 30 days?

If you answer yes to any questions above or if your child develops symptoms of COVID19 they will not be permitted to enter the building. If you are diagnosed with COVID19 within 2 weeks of being in school, please notify the front office at 301-738-9691 x200.

** If yes is answered to any questions above, the message below should be displayed:

You indicated that your child has displayed symptoms that are in line with those of people with COVID-19. Do not bring your child into The Katherine Thomas School today. We recommend that you contact your child's healthcare provider right away. Someone from our school administrative team will contact you at your phone number on file.

Attachment D: Decision Tree



Attachment E: Links to Training Videos

1. For more information on the “Proper Use of Masks” please see the video below:

<https://vimeo.com/400645422/e84d9f897d>

2. For more information on “Proper Handwashing Procedures” please see the video below:

<https://www.youtube.com/watch?v=eZw4Ga3jg3E>

3. For more information on the “Proper Use of Gloves” please see the video below:

https://www.youtube.com/watch?v=4qQVv6L_wCY



Attachment F:

Community Agreement on the KTS Health and Safety Plan for COVID-19

I confirm that I have read, understand and agree to the above KTS Health and Safety Plan for COVID-19.

Printed Name of Parent/Guardian

Printed Name of KTS Student

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date



The Katherine
Thomas School
TLC
The Treatment and Learning Centers

9975 Medical Center Drive
Rockville, Maryland 20850
301.738.9691
Fax 240.328.6434
TTY 301.424.5203
www.ttlc.org

KTS Blended Learning Plan

The Katherine Thomas School will be using both hybrid and virtual models for at least the first quarter and will re-evaluate for any changes for the second quarter by the end of October 2020.

KTS has developed a gradual-release, blended learning plan for returning to in-person learning experiences for our students. The first day of school is September 2nd, and due to the COVID-19 pandemic, all KTS students will begin the year virtually using the Zoom for Education Platform. KTS plans to begin a phased-return to school, hybrid plan beginning with early childhood students on September 10, 2020. Please note that this plan may need to change based on the COVID-19 metrics and guidance from our various stakeholders.

All students have been offered access to free technology devices and internet connections to access virtual learning. This includes but is not limited to Chromebooks, iPads, hot spots, and communication boards as well as low-tech materials. All materials are available for pick-up at school or mailed to students' homes.

Early Childhood Hybrid Schedule

School will begin virtually for students in pre-school and K-2 STRIDE. Students will begin the year from September 2nd – 9th with virtual instruction and clinical services using the Zoom for education platform.

Preschool students will begin the hybrid, 2-day in-person schedule on Thursday, September 10th and will continue with two days per week in person and 3 days per week virtual learning.

- Students will have virtual learning on Mondays, Wednesdays, and Fridays from 9:30-11:45.
- Students may participate in in-person learning experiences at KTS on Tuesdays and Thursdays from 9:30-11:30.
- In-person instruction is optional. Families will inform the school if they want to opt out of in-person instruction.

An Independent Day School for Students with Language and Learning Disabilities, Autism, Intellectual Disabilities, and/or Other Health Impairment

The Outcomes Service • The Family Hearing Center • The Katherine Thomas School
The Outpatient Services • The Testing and Tutoring Service • TLC's Summer Programs

Students in the *K-2 STRIDE* classroom will begin the hybrid, 1 day in-person schedule during the week of September 14th.

- Students will participate in virtual learning on Tuesdays-Fridays from 9:00am-3:00pm. This will include core subject area classes (reading, writing, English/language arts, social studies, science), specials (art, music, physical education, drama), and remedial skill builders.
- Teachers and clinicians will send links to their classes prior to the start of school.
- Students may participate in in-person learning experiences at KTS on Mondays from 9:00am-12:05pm.
- Asynchronous skill practice time blocks will also be included in students' weekly schedules.
- Families may choose to opt-out of in-person learning. KTS will provide alternate virtual learning experiences for students opting out of in-person instruction.

Virtual Schedule for Elementary and Middle School Students:

Elementary school students will remain on a fully virtual schedule through the end of the first marking period on November 3rd, 2020.

- Teachers and clinicians will send links to their classes prior to the start of school.
- Students will participate in virtual learning experiences and clinical services Monday-Friday from 9:00am- 3:00pm (elementary school) and 9:00am-2:50pm (middle school).
- Virtual learning experiences will include synchronous core subject area classes (reading, writing, English/language arts, social studies, science), specials (art, music, physical education, drama), and remedial skill builders or academic enrichment blocks.
- Asynchronous skill practice time blocks will also be included in students' weekly schedules.
- Students' schedules may include related services and/or additional intervention blocks after 1:40 pm, as arranged by clinicians and parents.

High School Program Virtual Schedule:

High school students will remain on a fully virtual schedule through the end of the first marking period on November 3rd, 2020.

Teachers and clinicians will send links to their classes prior to the start of school.

Classes will be held 5 days/week from 8 am - noon (a change from 4 days/week in the spring). Classes will be 50 minutes in length.

A days (morning scheduled classes) will be Monday and Thursday.

B days (classes that would have been in the afternoon in the physical building) will be Tuesday and Friday.

On Wednesdays, students will attend all their classes for a shorter class period (25 minutes).

For the last period on B days, students will engage in virtual clubs to facilitate social interactions and academic enrichment. Students will have an opportunity to choose the clubs they would like to join.

During the afternoons, until 2:45pm, students will be able to meet individually or in small groups with teaching staff for extra help and may be in individual or group related service sessions.

Return to In-Person Instruction

The return to in-person instruction will be phased in. The Katherine Thomas School staff will evaluate the ability to return additional students to and increase the time for students in the school building based on COVID-19 metrics and guidance issued by the Maryland State Department of Education (MSDE), the Maryland Department of Health and the Centers for Disease Control and Prevention (CDC), industrial hygienist consultation and recommendations, and other pertinent resources for schools that are reopening during the recovery period from the COVID-19 public health emergency.

Early Childhood Hybrid Schedule

Phase One:

Preschool students will begin their return to school two days per week, 9am-11:30 beginning September 10, 2020. They will participate in virtual learning experiences between 9am-11:45 during the other three days per week.

Early Childhood students (K-2 STRIDE) will begin their return to school one day per week on a shortened daily schedule of 9am-12:05pm on September 14th, 2020. Students will participate in all of their core subject area courses (reading, writing/ELA, math, social studies, science) and specials (art, music, physical education, drama). They will have in virtual learning experiences during the other four days each week from 9am-3:00pm. Classes after 12:05pm will focus on skill remediation.

Hybrid Schedule for Elementary and Middle School Students:

Phase One: Elementary and middle school students, by grade level, will begin their return to school one day per week on a shortened daily schedule of 9am-12:05pm (elementary school) and 9am-1:40pm (middle school) on a date to be determined (after November 3, 2020). Students will participate in all of their core subject area courses (reading, writing/ELA, math, social studies, science) and specials (art, music, physical education, drama). Students will also eat lunch at school during Phase One of the hybrid schedule.

High School Program Hybrid Schedule:

Phase One: The high school students, by grade level, will begin their return to school one day per week for either a morning session or an afternoon session for academic enrichment and a focus on transition. The classes are math, reading, writing, and employment/independent living skills.

Morning session students will attend class from 8:00 am – 11:00 am, rotating through 4 periods of 45 minutes each. The classes will be followed by a 25 minute lunch period and then students will start being dismissed at 11:25 am. Afternoon session students will attend the 4 classes from 12:00 pm until 3:00 pm.

On days when students are scheduled to be in the school building, they will complete individual work during the time period opposite their in-person instruction. Families may opt out of their student's physical return to school, and those students will be able to join the classes through a virtual platform.