

These guidelines have been established to ensure that all Social & Learning Institute employees, volunteers, and students follow safe social distancing and hygiene practices during the time of this pandemic. The primary goal of the steps outlined in this document is to hinder the potential spread of the virus in the program environment. Adherence to the protocol is mandatory and vital to the safe continuation of program services.

A. Guidance

The Social & Learning Institute takes the process of continuing to offer program services during this unprecedented event very seriously. In order to safely provide services, the Institute will follow the guidance of health and governing agencies at both the federal and state levels. Decisions will be made and procedures updated as needed based upon recommendations and information that comes directly from the Indiana State Department of Health (ISDH) and the Centers for Disease Control and Prevention (CDC).

B. Precautions for People at Higher Risk for Severe Illness

It is recommended that students and staff in any of the following high risk groups carefully consider return to or continuation of participation in program services based on individual circumstance:

60+ years of age	Compromised immunity	Moderate to severe asthma
Chronic kidney disease	Diabetes	Serious heart conditions
Chronic lung disease	Liver Disease	Severe obesity

C. Program Schedule

To allow for proper implementation of established protocols that staff and students are required to follow, students have been divided in groups to attend on an alternate schedule September 2020-March 2021.

1. Group A: Mondays & Wednesdays
2. Group B: Tuesdays & Thursdays

D. Operating Protocols

1. **Cleaning.** A thorough cleaning and sanitizing of the building is completed at the conclusion of each program day. Specific areas of concentration will include the entrances, classroom, main hall, kitchen, restrooms, and office.
2. **Supplies.** Supplies are available throughout the building as applicable. These are to include facial tissue, 70% or higher alcohol-based hand sanitizer, disinfecting wipes or spray bottles of disinfectant and paper towels, antibacterial soap, face masks, and gloves. Gloves, tissue, hand sanitizer, and face masks are available at each entrance at all times.

3. **Training.** Staff have been trained on proper use of PPE, infection control, and how COVID-19 is transmitted. Training included instruction on what to do if there is suspected exposure to COVID-19 and the steps to be taken if a staff member or student is diagnosed with the virus.
4. **Additional Plans.** More specific plans related to the safe delivery of services will be developed by staff as necessary.

E. General Rules

1. **Stay home when you are sick!**
2. **Symptoms.** Students and staff will have their temperature taken upon arrival every day as well as each time they leave the property and return the same day. Anyone with a temperature over 100.4°F will be isolated and sent home as soon as possible. Additionally, anyone displaying multiple symptoms will be isolated and sent home as soon as possible. Symptoms include: fever, shortness of breath, continuous cough, loss of smell &/or taste, headache, sore throat, muscle/body aches, vomiting, and diarrhea.
3. **Education.** Students will be routinely trained on proper hand washing, infection control and Institute procedures on preventing the spread of COVID-19.
4. **PPE.** Staff and approved volunteers, outside program facilitators and visitors are required to wear a mask at all times. Gloves should be used when providing any type of personal care. Students that can safely wear a mask are also expected to do so.
5. **Social distancing.** Everyone will continue to observe safe social distancing practices. The recommended safe distance is a minimum of 6 feet. Groups will be limited in size, and as much as possible everyone is encouraged to stay in their designated areas.
6. **Hygiene.** Everyone will practice safe hygiene in order to prevent the spread of germs. Handwashing should happen frequently for at least 20 seconds with soap and water. Sneezes and coughs should go into a facial tissue or sleeve. All tissues and paper towels should be disposed of immediately after use in a lined trash can. Use of hand sanitizer is required when soap and water are not available. Everyone will avoid touching their face and sharing items such as utensils and drinks with others. Use of the drinking fountain will be prohibited.
7. **Lunch.** Students may bring items that require microwave heating. This process will be completed by staff.
8. **Replenishing supplies.** Staff will be responsible for restocking cleaning supplies and PPE on a daily basis.
9. **Cleaning surfaces.** Each hour, a break will be taken to wipe down frequently touched surfaces. These include things such as chairs, desks, phones, countertops, tables, computers/equipment, switches, handles, and doorknobs. Restroom surfaces will be sanitized following each use. Fitness equipment will be sanitized following each use. Staff and students will also disinfect tables and chairs daily following lunch.
10. **Deep cleaning.** Staff will conduct a deep cleaning of each area when participants are not present. A professional service will provide a comprehensive cleaning and disinfection each month.
11. **Ventilation.** As weather permits, doors and windows will be opened to provide additional ventilation.

12. **Reminders.** Signs are to be posted throughout the building to remind everyone of proper hygiene as well as what symptoms to watch out for.
13. **Visitors.** Only staff and will be permitted past the entrance (after having their temperature taken). All deliveries must be left at the front reception area. Visitors must remain in reception area. This includes family members, caregivers, case managers, behaviorists, etc. Restrictions on visitors will be strictly upheld.
14. **Meetings.** Since visitors are restricted, all meetings must be held via electronic means and/or telephone.
15. **Positive diagnosis.** If a positive diagnosis occurs for a student or caregiver, the Executive Director will determine if the Institute needs to be closed. A member(s) of the Board of Directors Executive Team will assist the Executive Director to initiate contact tracing and notify all persons that may be effected.
16. **Development.** The Social & Learning Institute will stay up to date with development in the community and respond accordingly.

F. Response Plan

In order to address various situations that may develop during this time, the following guidelines have been established as the response that The Social & Learning Institute will take in an effort to minimize exposure.

Definitions

Direct Exposure - Defined as any individual within 6 feet of an infected person for at least a total of 15 minutes over a 24-hour period.

Close Contact - Being closer than 6 feet for a period of at least 15 minutes.

Indirect Exposure - Contact that does not qualify as 'close' contact.

Figure 1.1 Guidelines for Students of The Social & Learning Institute

	Initial Action	Conditions to Attend	Additional Action to Take
Indirect Exposure in the past 14 days	Monitor for symptoms.	Continue to attend.	Report any presenting symptoms to program staff immediately.
Direct Exposure (regardless of symptoms)	Go home, get tested. It recommended to wait a minimum of 48 hours post exposure to be tested.	Negative test result.	Monitor for symptoms and report changes to program staff immediately.
Positive Diagnosis	Isolate for 14 days.	Negative test result at the end of the 14 day isolation. Must provide documentation.	Monitor for symptoms and report changes to program staff immediately.
Temperature above 100.4° F	Go home.	Return the next day if high temperature subsides without medication.	Monitor for symptoms and report changes to program staff immediately.
Multiple Symptoms and/or Continuous Temperature above 100.4° F	Go home.	If symptoms persist longer than 3 days or worsen, a physician's note will be required.	Monitor for symptoms and report changes to program staff immediately.

Figure 1.2 Guidelines for Staff of The Social & Learning Institute

	Initial Action	Conditions to Work	Additional Action to Take
Indirect Exposure in the past 14 days	Self-monitor for symptoms.	Continue to work.	Report any presenting symptoms to Executive Director immediately.
Direct Exposure	Get tested. It recommended to wait a minimum of 48 hours post exposure to be tested.	Negative test result.	Please contact Executive Director immediately to discuss your possible exposure.
Positive Diagnosis	Isolate for 14 days.	Negative test result at the end of the 14 day isolation. Must provide documentation.	Monitor for symptoms and report changes to Executive Director immediately.
Temperature above 100.4° F	Go home.	Return the next day if high temperature subsides without medication.	Monitor for symptoms and report changes to Executive Director immediately.
Multiple Symptoms and/or Continuous Temperature above 100.4° F	Go home.	If symptoms persist longer than 3 days or worsen, a physician's note will be required.	Monitor for symptoms and report changes to Executive Director immediately.

If The Social & Learning Institute program environment becomes exposed, meaning a student or staff that has been in attendance within the past 14 days tested positive, The Social & Learning Institute will:

- a. Immediately notify guardians, caregivers and providers informing them of the situation.
- b. Send notification home with students.
- c. Contact the local health department.
- d. Open outside doors and windows to increase air circulation within the area, weather permitting.
- e. Continue to clean and sanitize all areas of the building.
- f. Maintain communication with the affected and exposed person(s).

The decision to close and/or reopen a facility will be made by the Executive Director. All factors concerning safety and well-being will be considered for The Social & Learning Institute staff and students.

NOTE: In all circumstances, The Social & Learning Institute encourages everyone to consult with a physician for any medical needs. Additionally, the Institute recommends contacting the local health department with any information related to exposure.

SPECIFIC PLANS

Effective November 30, 2020

Student Drop-off - Student temperatures will be taken upon drop-off each day. We ask that caregivers/transportation providers form a single line (no more than two vehicles) at the York Street door with all other vehicles waiting in the alley for both daily arrival and departure. We cannot form a line of vehicles along York Street. Students should exit vehicle one at a time for temperature to be taken outside the building. If weather requires, temperature will be taken inside the first set of entry doors. Drivers are asked stay in place until indication has been given that temperature is less 100.4°F. If temperature is above 100.4°F, the student will be immediately sent back to vehicle. Following temperature being taken, each student will be assisted with placing cloth mask before entering building (if a mask is not already in place). Students will be required to properly apply hand sanitizer before continuing into the building.

Designated Personal Space - Upon entering building, students will be directed to their designated personal space. Each student will have their own desk/chair separated at a minimum of 6 feet. All personal belongings (coat/backpack/lunch box, etc.) will be kept at this location throughout the day. Individual supply boxes will also be kept on each desk and supplies will not be shared. Students will not be allowed to leave their designated personal space without a mask and will be monitored for proper social distancing (restroom use, etc.).

Masks – We will have a supply of cloth masks available for all students and staff. For those students that do not arrive with a mask already in place, one will be provided. Multiple masks will be available for each person each day. When a mask is removed it will be placed in a closed container and prepared for daily laundry process. Students wearing/supplying their own masks should have two sealed plastic bags each day marked “clean” and “used” for masks to be accessible throughout the day and returned home daily.

- Masks are required for all staff and students AT ALL TIMES with the exception of socially distanced food and beverage consumption until further notice.

Social Distancing - Markings will be placed on the floor throughout the building to assist with proper social distancing. Markings will be placed for lining up to wash hands, use hand sanitizer dispensers, preparing for physical activities and end-of-day departure.

Lunch – Students should bring everything needed for lunchtime in their own bag/box. This includes cutlery and napkins. Student will not be allowed to store lunch bags/boxes in the refrigerator. If an item requires microwave heating, this will be completed by a staff member.

Physical Fitness Activity – Weekly yoga and aerobic fitness activities will continue as part of the Health & Wellness Program. As student group size has been restricted size (no more than 14

students), space is available for all to remain separated at a minimum of 6 feet while participating in these activities.

Off-Site Activities – No off-site activities requiring the use of transportation will be permitted until further notice. Following social distancing guidelines, staff and students may venture out on walks when weather permits.