

Appendix F: Personal Protective Equipment (PPE) Protocol

Staff:

- Direct-care staff must wear face-coverings throughout the day, unless they are working alone in the classroom or private office, or when eating in a designated area.
- Staff who chose to wear their own face coverings must wear a covering that is at least 2 fabric layers thick and must wash the face covering at home each time it is used.
- Disposable face masks will be provided for staff who need them.
- Staff will be given the opportunity to go to a specified location (e.g. outside, private area) at specified intervals to take “mask breaks”.
- Speech language pathologists will be provided with clear masks to use during therapy sessions, if they chose to do so.
- Behavior support staff, and Tier 3 classroom staff will be provided with Scrubs to wear each day. Staff are responsible to wash their Scrubs at home before wearing them again.
- Staff must wear additional PPE (which will be provided to them) during the following activities:
 - Gloves must be worn when taking student temperatures, when handling food, when handling student items brought from home, when toileting, and at other times when there may be contact with bodily fluids.
 - Face shields must be worn over a face mask when toileting, when boarding a school bus to assist a student, when working with a student who spits, drools excessively, or frequently attempts to touch staff members faces, and during certain physical interventions.
 - Gowns, gloves, surgical masks and face shields must be worn if supervising a student in the isolation area.

For more specific details staff can access the Agency Personal Protective Equipment Policy.

- All staff are advised to wear clothes each day that can be easily laundered and are encouraged to wash their clothes as soon as they return home at the end of the school day.

Students:

- Summit will strongly encourage all students to wear facemasks throughout the school day, except when eating.
- Summit will provide opportunities for students to take “mask breaks” in their individual schedules throughout the day. The number and length of breaks will be based on individual student needs and tolerance of masks.

- Due to the nature of our students' disabilities, it is very likely that wearing a mask will cause emotional or behavior problems in many students. Face masks may also be physically dangerous to some students or in some situations. In these situations, face masks will not be worn.
- No student will be restricted from receiving in-person educational services due to the inability to wear a mask.
- No masks will be placed on anyone under the age of 2 or on anyone who would be unable to independently remove the mask

Actions Taken/Procedures:

- All staff will be provided with the necessary PPE to do their jobs.
- The Summit CEO and Facilities director will minimally maintain a 2 week supply of PPE in inventory and will work with multiple vendors to ensure required PPE is available at all times.
- Summit's Facilities Director will maintain all PPE in a secure location and will distribute in advance based on burn rate calculations, and will distribute immediately if needed.
- All PPE will be disposed of, or cleaned, as needed according to the PPE policy
- Families will be asked to send in a face covering with their child each day and must wash it each time it is used.
- Students who do not come to school with a face covering will be provided with a disposable one.
- Students who are unable to wear face coverings for physical reasons must have a note from their doctor indicating this.
- Students who are unable to wear face coverings for emotional/behavioral reasons will have an individualized plan added to their curriculum to teach them to tolerate face coverings.
- All students will be instructed on the appropriate way to use and dispose of PPE through lesson plans, posted signs, and task analyses.
- All staff will be required to remove PPE from a student in situations where the PPE presents a danger to the student (e.g., student is putting mask in mouth, is attempting to wrap mask around neck, student is in a restrictive physical intervention)
- Summit will make the recommended level of PPE available to staff and students. Any staff or student who seeks a higher level of PPE protection will be allowed to bring in and wear their own PPE.