

Appendix D: Social Distancing Protocol

Staff:

- Non-direct care staff are required to maintain a 6-foot distance from each other at all times, unless the nature of the work prohibits this.
- Direct care staff are expected to maintain a 6-foot distance from each other unless a shorter distance is necessary to ensure student safety or learning.

Students:

- Staff will actively attempt to keep students from coming within 6 feet of each other, however, we know that this will not always be possible due to the nature of the students' disabilities.
- Because it is unlikely that social distancing between students will always be possible, Summit has taken the following additional measures:
 - Alternating in-person and virtual schedules will be implemented upon return in the fall to limit the number of students physically present in each classroom to 50% of capacity. Capacity will increase as students begin to follow social distancing protocols and tolerate wearing masks. Our goal is to return classes to 100% capacity as soon as feasible.
 - Students in each classroom will be considered a cohort and will remain in their class group throughout the entire day. Students will not rotate classrooms, spend time in large common areas (e.g., cafeteria) or be combined with other cohorts. This will limit the number of students who will come in contact with one another.

Actions Taken/Procedures:

- Summit will encourage all non-essential staff to work from home to limit the overall number of people in each building.
- Occupancy signs have been placed on the doors of each staff/student space to reduce the number of people allowed in the areas. Staff have been instructed to leave doors open when working in any of these areas, unless they are alone.
- Large congregate areas have either been closed or divided into smaller workspaces to allow for a minimum of 6 feet of social distancing.
- Visual aids have been placed along the hallways and in areas where waiting may need to occur, to delineate 6 feet of space.
- Plastic shields have been placed in areas when transactions between people will need to occur (e.g. reception, business office)
- Classrooms will be reorganized to separate and distance student work areas
- In classrooms with traditional desks, all desks will face all in same direction

- Staff assigned to a classroom will remain with that classroom cohort throughout the day.
- The number of people allowed in each classroom will minimally ensure that each person has at least 50 square feet of space available.
- All behavior support staff will be divided into groups to support specific areas of the building. These specific groups will respond as needed in a crisis situation, using only the minimum number of staff needed to maintain safety.
- Related services staff will attempt to provide sessions virtually, with a preference given to days when the students are not in the building. If in-building sessions occur, related service staff can virtually direct the classroom staff to perform therapy activities, or if necessary, classroom staff can walk the student to the cafeteria where related services staff will have socially-distanced work areas available.
- All APE classes will take place outdoors, weather permitting. If this is not possible, the gym may be used as long as cohorts remain at least 12 feet from each other.
- Identified classrooms will have scheduled time on the playground.
- Any adults not part of a classroom cohort must sign in when entering the classroom, with their name, position, time and reason for entering the room. Sign-in sheets will be placed on a clipboard and stored near the classroom door.
- Attempts will be made to limit sharing of student materials to the extent possible. Multiple sets of commonly used materials have been purchased so that students do not need to share. Each student will have individual storage areas for their own materials and supplies.
- Parents/guardians will be discouraged from sending any materials from home, except for student lunches. Student lunches must be sent in a disposable wrapping.
- Students will only be allowed to access their lockers in small groups to ensure social distancing.