

Education and Training

It is essential that staff training be provided before in-person instruction to students with disabilities can be conducted. In addition, it is equally important to educate and train students on health and safety considerations, as well as newly adopted routines and protocols.

Training Plan

- *School* will identify staff who will need to be trained and what that training should address.
- *School* will determine who will provide the training and what materials will need to be procured for the training. *School* will ensure trainers are qualified to conduct associated trainings and utilize resources from accredited organizations when possible.
- *School* will develop a timeline for training needs including what trainings need to be conducted prior to the start of in-person instruction and what trainings need to be provided as ongoing support.
- *School* will develop a system for monitoring staff completion of required trainings and identify staff responsible for ensuring all staff have met the training requirements prior to beginning in-person work.
- *School* will consult current vendors and/or affiliated health and safety organizations to determine what resources are readily available. Consult with other approved special education schools to share resources related to training.
- *School* Staff will be encouraged to communicate additional training needs.
- *School* will determine what training, if any, may be needed for families of students.

Staff Training

- Training must be provided by qualified professionals.
- Training must include all staff who have contact with students, including but not limited to educators, support and related services staff, administrators, clerical staff, custodial staff, and food service providers.

- Training for staff must include the following but should not be limited to:
 - Safe and effective use of protective equipment (putting on and taking off protective equipment and disposing and/or washing protective equipment)
 - General information related to COVID-19 from the CDC
 - How COVID-19 is spread
 - How to prevent the spread of COVID-19
 - Symptoms of COVID-19
 - When to seek medical assistance for students or staff who exhibit symptoms or become sick
 - Proper cleaning and disinfecting techniques
 - Restraint/behavior intervention with COVID-19
 - Communicating with parents during this time
 - All New policies/procedures/protocols
 - Communication and assisting children during this time
 - All new policies/procedures/protocols
 - Social distancing
 - Where possible there must be a 6-foot distance between all students and staff
 - Where a 6-foot distance is not possible, staff and students must wear masks, staff should make best efforts to reduce amount of time within close proximity to student
 - Where it is not possible for students to wear masks, staff must wear a mask and other PPE as needed, staff should make best efforts to reduce amount of time within close proximity to student
 - Identify situations where distance is attainable
 - Identify situations where distance is not attainable
 - In these situations, identify what PPE is required
 - Infection control
 - Classroom activities
 - Classroom/building design/layout
 - Barriers
 - Spacing
 - Taping

- Visual guides/signage
- Use of hallways
- Use of bathrooms
- Staggered time outside of classroom
- Meals/snacks
 - Cleaning and disinfecting before and after eating
 - No sharing between students
 - Considerations for students who need to be fed or need assistance while eating
 - Keep students in their same classroom instead of moving to cafeteria/other location for eating
- Cleaning and disinfection
 - High touch areas
 - Frequency
 - Step by step method
 - Create signage with specifics with easy to follow instructions
- Utilization of PPE
 - Proper techniques for putting on and taking off
 - Proper disposal techniques
 - Guidance about what PPE is necessary at what times and in what situations
 - System for tracking how much PPE is used, practicality of use, challenges or need for different PPE
- Toileting
 - Create specific PPE requirements as well as cleaning and disinfecting procedures
 - Toileting and diapering areas must be cleaned and disinfected after each use
 - Clean- physically removing dirt, debris, sticky film by washing, wiping and rinsing
 - Disinfect- kill nearly all germs on hard, non-porous surface with recommended chemical to remove bacteria
 - Disinfecting must be done when students are not in the area

- Place signage in bathrooms or other changing area with easy to follow steps
- Students and staff clothing must be changed when soiled with secretions or bodily fluids
- Staff must be trained on proper removal of PPE and handwashing before donning and after removing PPE
- Staff should assemble all necessary supplies or they should be available in changing area/bathroom before bringing the student to be changed or use the bathroom
- Students hands must be washed after toileting/diaper change
- Staff must thoroughly wash their own hands after toileting/diaper change
- Physical intervention and restraint
 - Consider how to best protect all involved in a restraint and provide realistic guidance for safely doing so
 - Students will likely feel anxiety when approached by staff with PPE or seeing staff begin to put it on- use student-centered approach and offer reassurance
 - Limiting risk of infection prior to restraint
 - Ensure staff is wearing disposable gloves, disposable masks, face shields and long sleeves to maximum extent possible
 - Plastic protective gowns/disposable gowns are not advised
 - Only staff required in safely restraining a student should be involved
 - One additional staff should monitor and address PPE as needed (provide more, adjust, etc.)
 - Limiting risk of infection during restraint
 - Keep hands clear of eyes, mouth and nose of self and others involved

- First responders should be relieved ASAP if they are not wearing proper PPE
 - As always, but even more important with the risk of COVID-19, try as best possible to avoid long and extended restraints
 - Limiting risk of infection after a restraint
 - Remove/dispose of/clean protective equipment immediately in manner trained
 - As soon as is possible, wash hands.
 - Avoid touching face and limit contact with hard surfaces before washing hands
 - Clean and disinfect areas that may have been touched
 - Staff should have a change of clothes available if clothes become contaminated
 - Once all health/safety issues have been addressed, follow debriefing/reporting procedures for the restraint
- Transportation
 - Districts and schools should work with families to determine their ability to transport their child
 - If parents are unable, districts must coordinate and provide transportation. Communicate with parents around district coordination.
 - If parents are able, communicate with them new procedures for pick-up/drop-off
 - Procedures for when students arrive and enter school
 - Procedures for when students leave school
 - Staggered timing of drop off/pick up
 - Consider which students are receiving transportation services

- Consider which students have their parents transporting them
- Communication with parents and districts around COVID-19 and new practices
 - Provide clear and timely communication with all parties about COVID-19 new policies/procedures/protocols.
 - Ensure there are open lines of communication
 - Allow parents the opportunity to discuss safety concerns or questions they have
 - Provide information through several means of communication (call, email, mail, posting on website, posting on portals, etc.)
- Attendance for both students and staff
 - When to stay home
 - Symptoms to be aware of
 - Exposure at home/outside of school
 - Exposure at school
 - Testing positive
 - Returning after recovery
- Informed consent
- Liability waiver
- Plans for reassessing, monitoring effectiveness of all that has been implemented
 - Create team to meet frequently and discuss new policies/procedures/protocols
 - What is working
 - What is not working
 - What needs to be changed to address issues
 - How can changes be implemented
 - What materials are needed
 - Impact on all students
 - Impact on all staff

Education for Students on Safety Protocols

- Students should be provided with training through direct instruction and/or embedded content in lessons and activities, as developmentally appropriate.

- Training content must include general information related to COVID-19 from the CDC as well as content to ensure students are familiar with changes to their regular school practices, such as routines for entering and exiting the school, snacks/meals, assembling, passing in hallways, being transported via bus or van, and accessing the bathroom.
- Students must be explicitly trained on how to use protective equipment, as appropriate. Training should include how to put it on, take it off, dispose of it, and where it should be placed in instances where it needs to be cleaned by staff.
- Social stories, visual cues, and other appropriate developmental strategies should be used to reinforce these new concepts and protocols.
 - Trainings for Students must include:
 - General information about COVID-19
 - Information to ensure they and their families understand changes to regular school practices
 - Routines for entering/exiting school
 - Snacks/meals
 - Assembling
 - Passing in halls, walking through the building
 - Transportation
 - Staggered time moving through the building, transportation
 - Remaining in same space
 - Accessing bathrooms
 - Staff using PPE
 - Students using PPE
 - Cleaning/disinfecting
 - Processing all that is happening/changing
 - Students must be explicitly trained on how to use PPE, as appropriate.
 - How to put it on
 - How to take it off
 - How not to use it
 - How to dispose of it
 - Where it should be placed if it can be cleaned

- Social stories, visual cues and other appropriate developmental strategies should be used to reinforce