



APTS

Alternative Paths
Training School

Education • Consulting • Programs

REOPENING PLAN OF ACTION

March 18, 2022

ALTERNATIVE PATHS TRAINING SCHOOL

Alexandria

Manassas

Stafford

This document is intended to be utilized as an outline of the practices and procedures APTS has in place to support student's instructional and behavioral needs while adhering to the COVID-19 safety requirements. This document will remain fluid and dynamic to address and remain in compliance with regulations that are put in place by the federal, state, or local governments.

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Introduction

Alan El Tagi, CEO & Co-Founder



The mandated closure of Virginia school buildings on March 17, 2020 presented many new challenges for APTS families and staff. While navigating alternative avenues of instruction and support for our students, APTS has looked forward to the day when our school buildings could safely reopen. That day has arrived. APTS resumed in-person instruction on September 8, 2020.

I am excited to share with you APTS' 2020 School Reopening Plan of Action. Please be assured that our top priority will always be the health and safety of the families we serve and our staff. We recognize the importance of reopening our school to in-person learning safely. Our plan has been developed thoroughly based on guidance from the state and local level as well as input from our families and staff members. This information will provide you with clear guidance on how we will continue to open our doors safely and in accordance with CDC and VDH guidelines.

In these quickly evolving times, please understand that this plan is fluid. Changes are expected based on any updated federal, state, and local recommendations and feedback from our families, staff, and partners. We look forward to continuing to serve our students, families, and community.

Sincerely,



Alan El Tagi

At a Glance

Students and staff have returned to buildings with increased health and safety measures in place. APTS' leadership received input from local health departments, families, and other stakeholders to create a plan that prioritizes the health and safety of our students and staff. APTS is dedicated to providing high quality instruction and behavioral support regardless of the delivery model.

Schedule

APTS resumed full day in-person instruction from 8:10 am to 3:15 pm on February 1, 2021. APTS continues to provide a comprehensive virtual learning platform for times and situations when in-person learning is not an option (e.g., inclement weather, COVID-19 related closings/quarantines).

Sanitation, cleaning, and disinfection protocols

APTS follows the CDC (Centers for Disease Control and Prevention) guidelines for all cleaning and disinfection of schools. Teachers, staff, and contracted cleaning companies work together to ensure the building is thoroughly cleaned. If a positive COVID-19 case is found, APTS follows the guidance of the school nursing department and local health department to determine the areas of the school/building that require deep cleaning and determine if a school or office closure is needed to complete the cleaning.

Increased training for staff and students

All APTS staff members were provided with a comprehensive building orientation in the following areas: cleaning, PPE, social distancing, symptom recognition, health screening and more. This training was delivered virtually and in-person. Families and students also received important information throughout the reopening process via mail, email, the APTS website and social media.

Screening procedures

Parents, caregivers, or guardians are strongly encouraged to monitor their children for symptoms of infectious illness every day through home-based symptom screening. Students who are sick should stay home. Any students exhibiting a fever or other symptoms of COVID-19 while at school will be escorted to a quarantine room and parents/guardians will be notified to come pick up their child immediately. Staff are required to self-screen prior to coming to work and stay home if sick as well.

Face coverings

The CDC follows a [framework](#) for measuring COVID-19 in the community based on community transmission level. When at a low or medium transmission level the CDC no longer requires masking in schools.

Based on this revised guidance and all APTS campuses being in low to medium transmission level areas, effective Thursday, March 10, 2022, masks were made optional for all APTS employees and students. APTS may adjust these requirements should the community transmission level change. Staff and students are welcome to wear a mask at any time based on their own or parent/guardian preference.

Social distancing

Maintaining distance between individuals is one of the key strategies for reducing the risk of COVID-19 transmission. APTS staff and students are asked to maintain at least 3 to 6 feet of distance whenever possible. Environmental changes have been made, such as spacing desks and installing signage, to serve as a reminder that distance should be maintained.

APTS recognizes that social distancing may not always be possible to be maintained and has obtained a variance from the state of Virginia regarding the recommended social distancing measure as the population of students served by our program may require staff to be in closer proximity to provide necessary support.

APTS works to minimize movement of individuals within the school by: 1) limiting the interchange of students and staff between classrooms; 2) by having a designated staff complete lunch delivery; 3) by creating site-based procedures to direct foot traffic throughout the building; and 4) by ensuring that restrooms can be used with appropriate social distancing and cleaning protocols.

Education

Signs are posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs, such as by properly washing hands.

When appropriate, students are provided with social narratives, visuals, and routines. Staff assist students in practicing new skills and reinforce appropriate social distancing and hygiene practices, as needed.

Limited access to visitors

Visitors are only permitted into the building when school is in session with prior approval from a Campus Director. Visitors are required to be screened for symptoms and COVID-19 contact

upon entering the building. Meetings, tours, observations, etc. will occur virtually utilizing Google Suites when possible.

Continuing to improve and further develop virtual instruction program

As APTS continues to reopen its buildings, we remain committed to providing an increased, robust, and variable virtual experience for those times and situations when in-person learning is not an option (e.g., inclement weather, COVID-19 related closings/quarantines).

Schedule

Schedule and distance learning

APTS resumed full day in-person instruction from 8:10 am to 3:15 pm on February 1, 2021. APTS continues to provide a comprehensive virtual learning platform for times and situations when in-person learning is not an option (e.g., inclement weather, COVID-19 related closings/quarantines).

Students accessing virtual instruction follow a rigorous academic schedule. Hours of direct instruction include two 2-hour blocks per day, 9:00 am to 11:00 am and 1:00 pm to 3:00 pm. Asynchronous materials are provided to students remaining virtual via post or online and should consist of 2 to 3 hours of per day. All completed asynchronous materials are reviewed and graded by the student's classroom teacher. Additional information about the distance learning schedule can be found in the APTS COVID Response Learning Plan on the APTS website.

For those students accessing in-person instruction, the daily schedule begins at 8:10 am and end at 3:15 pm. The additional time that staff are onsite before and after the student school day, is utilized to ensure the safe transition of students during arrival and dismissal procedures, allow for thorough cleaning of classrooms and supplies and provide increased training opportunities for staff.

For transportation information, families should reach out to their child's county representative.

Safety First

Maintaining healthy operations

Steps are in place to protect all staff and children. Information regarding risk factors for severe COVID-19 outcomes can be found in Appendix A.

- Sick leave policies and practices are regularly reviewed and updated to address and include policies specific to COVID-19.
- Students who were attending class and who have either been exposed and are not fully vaccinated or who contract the virus will receive their educational services from home (virtual instruction) as they are physically able to, and until total recovery.
- Information on APTS staff leave practices and vaccine protocol can be found in Appendix I.

Continuity of services is maintained by having trained staff cross-trained to provide classroom support and step into new roles if need arises.

Practices for gatherings, field trips and volunteer restrictions adhere to all applicable phase guidelines and remain consistent with any Executive Order in place.

Classroom modifications and structure

The classroom and building environment are set up to encourage proper social distancing and hygiene practices. Classrooms are decluttered to allow for easy cleaning and desks are spaced 3 to 6 feet apart. The use of shared items is discouraged unless thorough cleaning can occur. Teachers maintain inventory of their materials and additional supplies are ordered to minimize shared items.

Signs are posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs, such as by properly washing hands. Additional hand sanitizing stations are available, and regular breaks are provided for handwashing/sanitizing. Staff assist students in learning hygiene procedures as needed and reinforce any health and hygiene promoting behaviors.

Site-based modifications such as posted signage have been established to encourage controlled movement and foot traffic throughout buildings. Walkie talkies are utilized to allow for quick communication without the need to travel throughout buildings.

Evaluation of building

APTS currently maintains a comprehensive preventative maintenance schedule. Prior to opening, facilities evaluated and completed preventative maintenance on all systems including HVAC, plumbing, and lighting. Air filters were replaced at this time and are serviced frequently. Water systems and features have been checked at each campus to ensure proper operation. Water bottle fill stations remain open; however, water fountains have been disabled or otherwise secured to prevent use.

Initial cleaning

APTS has completed the process of organizing, decluttering, cleaning, and disinfecting the classrooms. This includes removing porous materials that cannot be easily disinfected. All cleaning has been completed using CDC and/or EPA approved disinfecting agents for COVID-19.

High touch areas:

- have been identified and explained to staff to ensure awareness.
- high tech touch areas (phones, copiers, light switches, etc.) have contact film placed over them to allow for easy and safe cleaning.

Sourcing of cleaning supplies

APTS has been able to source approved disinfectants through a local supplier and has made arrangements to switch to another CDC and/or EPA approved disinfectant if the supply chain is interrupted. Each campus has enough disinfectant for 1 month, with resupplies scheduled to arrive regularly.

APTS has sourced sprayers to simplify the disinfection process.

Cleaning responsibility

To ensure appropriate staffing, APTS implements an “all hands” approach where each staff member has a shared responsibility to maintain their zone or area while also cleaning after themselves. A facilities staff member is assigned for each building to assist with cleaning.

APTS staff members received additional training on how to appropriately clean following the CDC guidelines.

APTS contracts with an outside vendor for building cleaning after school hours.

If a positive COVID-19 case is discovered, APTS follows the guidance of the school nursing department and local health department to determine the areas of the school/building that may

require deep cleaning and determine if a school or office closure is required to complete the cleaning.

Zone cleaning protocol

APTS has set up a zone cleaning approach where each classroom, office, hallway, and lobby acts as their own zone.

Staff assigned to a zone completes the appropriate level of cleaning required on a regular schedule.

The APTS facilities team is responsible for cleaning the hallways, hallway restrooms, and PRN cleaning. Please see Appendix B for details on cleaning levels.

Staff, family, and student preparation

Staff were provided with a comprehensive building reopening orientation. Topics covered included proactive health strategies, cleaning protocols, responding to confirmed/suspected cases of COVID-19, behavioral supports for returning students, and supporting the social/emotional needs of students and yourself. Families and students also received important information throughout the reopening process including information on hand hygiene and respiratory etiquette, use of cloth face coverings, staying home when sick, and encouraging physical distancing.

Staff and students receive ongoing training and information on proactive health strategies and cleaning protocols, mental health, as well as training to address any novel situations as they arise.

Informational guides and checklists are posted throughout the school building, sent to staff and student families, and made available on APTS website and social media platform(s).

A full training and information list is provided in Appendix C.

Health and Wellness

Entering APTS buildings

Visitors:

APTS has placed signage at all entrances requiring visitors to call front offices. Visitors are not permitted into the building when school is in session unless they have prior approval from a Campus Director. Visitors are required to be screened for COVID-19 symptoms and any COVID-19 contact. Meetings, tours, observations, etc. occur virtually utilizing Google Suites when possible.

Screenings:

All staff and students (or their families) are asked to report if they have COVID-19 symptoms or if they have been exposed to COVID-19 prior to entering any APTS building. The CDC does not currently recommend schools conduct symptom screening for all students in grades K-12 on a routine (e.g., daily) basis. In accordance with these guidelines, parents, caregivers, or guardians are strongly encouraged to monitor their children for symptoms of infectious illness every day through home-based symptom screening. Students who are sick should stay home. Any students exhibiting a fever or other symptoms of COVID-19 while at school will be escorted to the quarantine room; parents/guardians are notified to come pick up their child immediately. Staff are required to self-screen prior to coming to work.

Students and staff are asked to sanitize or wash their hands prior to or upon entering the building.

Students and staff are required to stay home and notify the campus immediately if:

- They are displaying symptoms of COVID-19 or a fever
- They have had close contact with a confirmed positive case of COVID-19 and are not fully vaccinated
- They have had frequent close contact (e.g., living in the same home) with an individual that is displaying COVID-19 symptoms and/or is awaiting COVID-19 testing due to symptoms

Practices inside APTS buildings:

Face Coverings:

The CDC follows a framework for measuring COVID-19 in the community based on community transmission level. When at a low or medium transmission level the CDC no longer requires masking in schools.

Based on this revised guidance and all APTS campuses being in low to medium transmission level areas, effective Thursday, March 10, 2022, masks were made optional for all APTS employees and students. APTS may adjust these requirements should the community transmission level change. Staff and students are welcome to wear a mask at any time based on their own or parent/guardian preference.

It should be noted, food services staff and any students assisting with food services responsibilities are required to wear a face covering during all food preparation and delivery.

Additionally, if a student displays COVID-19 symptoms they will be asked to wear a surgical mask and move to the designated quarantine room until a parent/guardian arrives to pick the student up. Individuals that develop mild COVID-19 like symptoms and have tested negative may also be asked to wear a mask while in the building until their symptoms resolve.

Social Distancing:

Upon transitioning into the building, students and staff are asked to maintain appropriate social distancing whenever possible. Classrooms are also organized to maintain at least 3 to 6 feet of space between each student's desk. Signage is installed to serve as a reminder that a social distance should be maintained.

Students and staff are discouraged from bringing outside items into the building. If students or staff bring personal items into the building, then they are provided with a bin in which to maintain their personal belongings throughout the day.

The movement of students and staff between classrooms is limited. Site-based procedures have been created to establish entrance and exit routes and direct foot traffic throughout the building. Site-based procedures have also been created to ensure restrooms can be used with appropriate social distancing and cleaning protocols to minimize cross contamination. Students eat in their classroom while appropriately distanced from other students.

We recognize that social distancing may not always be able to be maintained. APTS requested a variance from the state of Virginia regarding the recommended social distancing measure as the population of students served by our program may require staff to be in close proximity to provide necessary support. Please see Appendix G for detailed information.

Revised Guidelines and Procedures for Student Health Services:

All classroom staff have been trained to administer first-aid to staff and students. School nurses may be called into classrooms on an as-needed basis.

School nurses exclusively deliver medications to students. If a school nurse is not available, a single back-up staff that is trained in medication administration is identified to deliver medications for that day.

Medical grade PPE is worn by nurses if:

- A student has COVID-19 symptoms and the nurse is needed to provide services to them and/or to wait with them until a parent arrives.
- A nurse is helping a student with using an inhaler or performing any other assistance creating a risk of airborne particulates.

Nurses request all students with prescribed nebulizer treatments bring their prescribed rescue inhaler to school. Nebulizer treatments are only to be delivered if the rescue inhaler does not work and the student's oxygen level is dropping.

Practices for Behavioral Emergencies:

Staff receive proactive and reactive strategy training while working with students in a least to most restrictive presentation. Physical proximity as well as physical interventions is utilized only when immediate health or safety is compromised.

Once health and safety within the environment is restored, staff members can access identified cleaning locations to clean themselves and ensure disinfection occurs.

Related Services

Services that require transitional staff (Occupational Therapy, Speech Therapy) to present instruction to students may occur virtually or in-person. When a related service provider works directly with a student, they are responsible for ensuring they have properly washed and sanitized prior to entering the classroom.

Food preparation:

Students and staff are encouraged to use cold packs to keep their lunches cold enough to be kept in the classroom or office. If a lunch requires additional refrigeration, a designated food service staff places it in a separate plastic bag, label it and put it in the school refrigerator. Staff preparing food are trained through ServSafe to ensure safety while preparing and distributing food.

Staff preparing food wear masks, gloves, and hair covering while preparing or handling food.

Cleaning schedules and procedures are posted and reviewed. Please see Appendix D.

Mental health services and monitoring

School counselors provide mental health training and resources to staff, students, and their families.

Mental health resources are made available to staff, students, and their families on a regular basis.

School counselors meet student counselling needs in-person and virtually. School counselors also provide evidence-based resources and lessons for teachers to utilize to support the social and emotional needs of all students at APTS.

Transportation:

Community-Based Instruction (CBI) Trips:

Community-Based Instruction (CBI) Trips may occur with prior approval from a Campus Director. All locations are thoroughly evaluated for CDC compliance, appropriateness, and availability. Additionally, parental consent must be obtained prior to the trip.

Transportation

Alternative Paths operates both cars and vans at each location to transport students for CBI trips and for students who have engaged in behavioral episodes and are not safe to transport on county vehicles. If a student is not safe to board their afternoon transportation, Alternative Paths may attempt to stabilize the student's behavioral episode and contact the parent/guardian to arrange pick up. If the parent/guardian is not able to provide transportation due to lack of operational vehicle, an APTS car, van, or bus may be utilized if APTS administration determines that the conditions of the circumstance, including the student's behavior, are safe to allow transportation.

The student will be encouraged to maintain safety through proactive behavioral measures. Staff will attempt to maintain distance; dependent upon the type of vehicle used to transport. When available, APTS will attempt to utilize the larger vehicle to maximize social distancing.

If recommended by the nursing department, staff will wear a mask during transportation and the student will be encouraged to wear face coverings. After any use of APTS vehicles, the vehicle will be thoroughly disinfected. All seats and surfaces will be wiped down with a disinfectant. A cleaning checklist will be maintained to ensure all areas have been cleansed.

Bus Transportation:

Alternative Paths does not currently provide bus transportation on a regular basis to students. Buses may be used in emergency situations/situations with prior approval from a Campus Director if it is required.

Social distancing will be in effect with assigned seating for staff and students. Staff will utilize proactive behavioral strategies to encourage safe and cooperative behaviors. If recommended

by the nursing department, staff on transportation will wear masks and students will be encouraged to wear face coverings. If students are engaging in maladaptive behaviors on the buses, additional supports including staff presence and physical interventions may be utilized to maintain health and safety.

In bus emergencies, when health and safety is at risk, staff may be required to be in close proximity. Staff will utilize appropriate strategies to de-escalate the behavioral episode including verbal prompting, verbal redirection, and physical presence.

By-My-Side strategies including possible physical restraint may have to be implemented to maintain health and safety. Staff will attempt to move back to the recommended social distancing when the behavioral episode has de-escalated.

Alternative Paths will document behavioral episodes and review behavioral episodes with both operations and the behavior department to ensure best behavioral and safety practices are followed.

After any use of APTS vehicles, the vehicle will be thoroughly disinfected. All seats and surfaces will be wiped down with a disinfectant. A cleaning checklist will be maintained to ensure all areas have been cleansed.

On-call and in-home behavior support:

Alternative Paths is committed to continuing to provide support to our students in the home setting when appropriate. In order to minimize risk, Alternative Paths is changing our current practices to allow for screening and to encourage safety.

Upon receiving a request for behavioral assistance in the home setting, the call-taker will first determine if this call is suited for APTS or if emergency services should be contacted. If the call-taker believes APTS can assist, then they will attempt to provide advice to the family or deescalate the behavioral episode verbally over the phone.

If deescalating the behavior by telephone is not possible, then the call-taker will again evaluate if emergency services should be contacted. If it is concluded that an APTS staff member can assist in the home, the call-taker will ask the family if anyone in the home has been exposed to COVID-19 or has had any symptoms of COVID-19.

If the parent confirms no COVID-19 exposures, positive tests, or symptoms, then the staff member may provide in-home support. If upon arrival the staff member feels that safety is at risk, the APTS staff member shall exercise the right to discontinue support and request that the family contact emergency services.

At the conclusion of the behavioral services, the staff member will complete a Serious Incident Report and debrief with their POD Manager, Behavior Specialist, and Regional Program Director. These departments will evaluate if the family can benefit from additional support or training.

Use of building for afterschool activities and public use

APTS does not have after school, extracurricular activities, or student drivers. The school building is not open to the public or rented for any use. We continue to monitor access to the building during non-school hours. Approval from an administrator is required for any individual to be onsite when school is not in session. Any staff arriving on campus must maintain social distancing when possible and disinfect any high touch areas with which they may have come into contact.

Participation in community response efforts

Practices for gatherings, field trips and volunteer restrictions remain consistent with all federal, state, and local guidelines. Additionally, further restrictions may be implemented based on APTS' internal evaluation of the ability to maintain a safe, healthy environment during outings, parent/guardian approval, and county representative and community input.

COVID-19 Response

COVID-19 Response Team members

APTS has created a COVID-19 Action Team consisting of employees from the nursing department, central office administration, regional campus administration and Executive Level Directors. Please see the complete list in Appendix H.

The Action Team meets weekly to develop, review, and revise the following practices and procedures.

Contact information for local health departments

APTS adheres to or exceeds all Centers for Disease Control (CDC), Virginia Department of Health (VDH), state, and local guidelines for contacting and reporting all suspected or confirmed COVID-19 cases to the local health departments. APTS submit reports to the proper health department based on the residence of the student or staff. The phone numbers for the local health departments can be found in Appendix E.

Staff and student health and absentee monitoring

Staff and students or their parents/guardians are required to sign a disclosure form indicating that they shall promptly notify the school nurse if they have a positive COVID-19 test, if anyone living at their residence is diagnosed with COVID-19, or if they have a known exposure to COVID-19. Additionally, all staff and student families shall notify the campus as soon as possible if the staff or student are absent for any reason.

If a staff member has an unplanned absence and does not notify his/her direct supervisor, then campus staff will call the individual and ask specific screening questions developed by the nursing department to ascertain if the staff member is exhibiting symptoms of COVID-19. If the staff member is unable to be reached, then APTS will contact the individuals listed as the staff member's emergency contact.

If a student has an unplanned absence, the student's parent/guardian will be contacted immediately to ascertain if the student's is exhibiting symptoms of COVID-19. If the student's family is unable to be reached, the student's county representative will be contacted. The student's county representative will be updated on any COVID-19 related health concerns.

Communication strategies

Staff are trained on the updated practices and procedures within their campuses.

All COVID-19 practices and procedures are made available by e-mail to APTS families and are located on the APTS website.

APTS follows the direction of the local health department in collaboration with the recommendations of the APTS nursing team to communicate suspected or confirmed cases of COVID-19 to families and staff while maintaining and adhering to HIPAA and FERPA regulations.

Procedures for those suspected of contracting COVID-19

APTS follows detailed procedures if an unvaccinated individual is suspected to have been exposed to COVID-19 or if a staff member or student is displaying symptoms of COVID-19 per the local area health department's recommendation and guidance from the APTS nursing team. COVID-19 Response Teams established at each campus/building assists with quick, efficient, and informed responding. These procedures include:

- Immediately removing student/staff or to the designated quarantine area, with staff support, as needed;
- Notifying the parent/guardian to pick up the child in the designated time frame;
- Reporting to the local health department and completing contact tracing;
- Notifying staff and families in accordance; and
- Providing guidance on criteria to return to school based on guidance from the APTS nursing team.

Comprehensive COVID-19 response procedures can be found in Appendix F.

Virtual Instruction

For those students accessing virtual instruction, the hours of direct instruction increased to 2 2-hour blocks per day, 9:00 am to 11:00 am and 1:00 pm to 3:00 pm starting January 4, 2021. Asynchronous materials are also provided to students remaining virtual via post or online delivery and consist of 2 to 3 hours per day. All completed asynchronous materials are reviewed and graded by the student's classroom teacher.

Our dedicated staff encourage students' critical and creative thinking while providing engaging and interactive activities that allow for review, practice, and continued learning of knowledge and skills through virtual learning sessions and assignments mailed/emailed to students' homes. In addition, lessons and activities address IEP goals, as appropriate to each student to meet their areas of academic needs.

Lessons may assist students in learning hygiene procedures as needed and reinforce health and hygiene promoting behaviors. Lessons may also work toward increasing task completion/attention to task in a virtual learning model.

Please refer to APTS distance learning plan for more detailed information.

Planning for the Future

APTS will follow the guidance of the local health departments as well as any directives from the Commonwealth of Virginia to determine which conditions will trigger a reduction in in-person classes as well as a complete school building closure.

Multiple options may be considered including but not limited to: Students attending in-person instruction for less time/days per week, reducing the number of students attending in-person instruction, and a return to complete virtual instruction until circumstances allow the physical buildings to reopen.

Appendix A: Risk Factors for Severe COVID-19 Outcomes

From: [CDC website](#)

“**Higher risk** for severe COVID-19 outcomes is defined as an underlying medical condition or risk factor that has a published meta-analysis or systematic review or complete the [CDC systematic review process](#). The meta-analysis or systematic review demonstrates good or strong evidence, (depending on the quality of the studies in the review or meta-analysis) for an increase in risk for at least one severe COVID-19 outcome.

- Cancer
- Cerebrovascular disease
- Chronic kidney disease*
- Chronic lung diseases limited to:
 - Interstitial lung disease
 - Pulmonary embolism
 - Pulmonary hypertension
 - Bronchiectasis
 - COPD (chronic obstructive pulmonary disease)
- Chronic liver diseases limited to:
 - Cirrhosis
 - Non-alcoholic fatty liver disease
 - Alcoholic liver disease
 - Autoimmune hepatitis
- Cystic fibrosis
- Diabetes mellitus, type 1 and type 2*
- Disabilities
 - Attention-Deficit/Hyperactivity Disorder (ADHD)
 - Cerebral Palsy
 - Congenital Malformations (Birth Defects)
 - Limitations with self-care or activities of daily living
 - Intellectual and Developmental Disabilities
 - Learning Disabilities
 - Spinal Cord Injuries
 - (For the list of all conditions that were part of the review, [see the module below](#))
- Heart conditions (such as heart failure, coronary artery disease, or cardiomyopathies)
- HIV (human immunodeficiency virus)
- Mental health disorders limited to:
 - Mood disorders, including depression
 - Schizophrenia spectrum disorders
- Neurologic conditions limited to dementia
- Obesity (BMI ≥ 30 kg/m²)*
- Primary Immunodeficiencies
- Pregnancy and recent pregnancy
- Physical inactivity

- Smoking, current and former
- Solid organ or hematopoietic cell transplantation
- Tuberculosis
- Use of corticosteroids or other immunosuppressive medications

Suggestive higher risk for severe COVID-19 outcomes is defined as an underlying medical condition or risk factor that neither has a published meta-analysis or systematic review nor completed the CDC systematic review process. The evidence is supported by mostly cohort, case-control, or cross-sectional studies. (Systematic reviews are available for some conditions for children with underlying conditions.)

- Children with certain underlying conditions
- Overweight (BMI ≥ 25 kg/m², but < 30 kg/m²)
- Sickle cell disease
- Substance use disorders
- Thalassemia

Mixed evidence is defined as an underlying medical condition or risk factor that has a published meta-analysis or systematic review or completing the CDC systematic review process. The meta-analysis or systematic review is inconclusive, either because the aggregated data on the association between an underlying condition and severe COVID-19 outcomes are inconsistent in direction or there are insufficient data (or limited) on the association between an underlying conditions and severe COVID-19 outcomes.

- Alpha 1 antitrypsin deficiency
- Asthma
- Bronchopulmonary dysplasia
- Hepatitis B
- Hepatitis C
- Hypertension*

Footnote: * indicates underlying conditions for which there is evidence for pregnant and non-pregnant people”

Appendix B: Zone Cleaning Protocol

Level 1: Initial and 2 Hour Interval Cleanings

- High touch areas:
 - Door handles, light switches, tables/desks/counters
 - Restroom touch points
 - Sinks, handles

Level 2: Cleaning between sessions/groups of students and/or staff

- Thorough cleaning and disinfecting of
 - High touch areas
 - Restroom touch points
 - Student areas
 - Sweeping of floor
 - Computers, manipulatives, and other rotated objects
 - Keyboards, iPads, augmentative communication devices

Level 3: End of day cleaning

- Level 1 & Level 2 items
- Wet mopping of floor
- Disinfecting with sprayers

PRN Cleaning:

- Facilities will be available to clean of large spills on an as needed basis

Appendix C: Initial Reopening Training List

All staff completed/were given information on the following topics:

- Proactive health strategies including face coverings, handwashing, and social distancing
- Reactive health strategies including cleaning protocols for the buildings
- Procedures for suspected COVID-19 cases
- Visitor entry/screening procedures
- Supporting the social emotional needs of oneself: homeostasis after trauma, seeking professional help, resources for mental health support
- Technology cleaning and care
- APTS response procedures for reporting cases of COVID-19

Staff supporting students in the classroom or in administrative roles completed these additional trainings/receive information on the following topics:

- Food service procedures
- Revised procedures for school health staff: medication administration, responding to accidents, injuries, and signs of illness
- Supporting the social emotional needs of students: trauma-informed care
- Behavior basics and proactive procedures for student success

COVID-19 Response Team members completed this additional training:

- APTS response procedures and reporting cases of COVID-19

All students and their families were asked to complete the following trainings/receive information on the following topics:

- Proactive health strategies including mask wearing, handwashing, and social distancing
- APTS procedures for suspected COVID-19 cases
- APTS visitor entry/screening procedures

Following return to the school building (prior to students entering), staff received additional training and information on:

- By My Side physical deflection and redirection procedures
- Health and safety precautions during physical intervention procedures
- Student-specific information and updates
- Student arrival and dismissal procedures
- Additionally, staff completed a “dry run” of daily procedures prior to students returning to the school buildings

Appendix D: Food Preparation Cleaning Protocol

Pre-Cleaning:

- All High-Contact surfaces are disinfected prior to any food prep
- High-Contact surfaces include but are not limited to refrigerator handles, microwaves, sink and soap dispensers, food carts, drawer and cabinet handles, door handles, etc.

Prep Areas:

- All cutting boards and counter surfaces are cleaned and disinfected prior to usage
- Kitchen counters, floors, and sinks will remain clear of trash at all times

Post-Cleaning:

- All High-Contact surfaces are disinfected after food is distributed, including countertops, and cutting boards
- All food carts are wiped down and disinfected
- Bowls, plates, utensils, trays, and any other kitchen items used during food preparation and distribution are washed, dried, and returned

Hands are washed before, during, and after food prep and gloves will be properly worn and disposed of.

Face coverings are to be worn by food service staff and any students assisting with food services during food preparation and delivery.

Appendix E: Local Health Department Contact Numbers

Campus Health Department Contacts

**Alexandria Campus: Fairfax County Health Department
Savita Sood, 703-533-5797**

**Manassas Campus: Prince William County Health Department
Lynda Woods, 703-792-6320**

**Stafford Campus: Rappahanock Area Health Department
Madison Griemsman, 540-684-4732**

County Health Department Contacts

Health Department	Covid Phone Number	Main Phone Number
Alexandria City Health Department	703-746-4988	703-746-4996
Arlington Health Department	703-228-7999	703-228-7400
Colonial Beach Health Department (Westmoreland County)		804-493-1124
Culpeper Health Department	540-316-6302	540-829-7350
Fairfax Health Department	703-267-3511	703-246-2411
Fauquier Health Department	540-316-6302	540-347-6400
Fredericksburg City Health Department	540-899-4797	540-899-4142
King George Health Department	540-899-4797	540-775-3111
Loudoun County Health Department	703-737-8300	703-777-0234
Manassas City Health Department	703-872-7759	703-792-6300
Manassas Park Health Department	703-872-7759	703-792-6300
Orange Health Department	540-316-6302	540-672-1291
Prince William Health Department	703-872-7759	703-792-7300
Rappahannock Area Health Office	540-899-4797	540-675-3516
Spotsylvania Health Department	540-899-4797	540-507-7400
Stafford Health Department	540-899-4797	540-659-3101

Appendix F: APTS Response to a Suspected or Confirmed Case of COVID-19

The following protocol is based on input and guidance from the school nursing department and local area health departments. Many APTS campuses have rapid COVID-19 tests available on-site for use at the discretion of the school nursing staff to allow for faster and more accurate COVID-19 responding. Signed consent must be obtained prior to testing.

1. School nurse (back-up staff will be identified and trained as well):
 - a. Is notified and takes the lead on actions to be taken.
 - b. Asks student or staff person to wear a surgical mask (if applicable).
 - c. Escorts student or staff person immediately to the designated quarantine room established in each building. Staff may be asked to exit the building if possible.
 - d. For all children, a staff member may be identified to monitor the student. Staff will be wearing appropriate PPE and will do their best to remain 6 feet apart.
 - e. Notifies the parent/guardian and asks them to pick-up the child.
 - f. Informs school administration.
 - g. Upon arrival, nurse or designated staff escorts child to parent's car and gives instructions to parents regarding:
 - i. the need for PCR/diagnostic testing.
 - ii. available testing sites in the area, including no cost options.
 - iii. the requirements to returning to school.
 - h. Calls the local area health department of the individual's residence as soon as time allows.
 - i. Makes them aware of possible COVID-19 situations.
 - ii. Directs the process and notification to parents/guardians/staff.
 - iii. Conducts a transmission risk assessment. This may include assisting with identifying other students and/or staff who were in close contact* with the symptomatic individual.
 - i. Follow-up on test results:
 - i. For symptomatic student/staff:
 1. Parents/staff with symptoms should report test results to the school as soon as they are received and the nursing department will provide further guidance.
 - ii. For others in classroom:
 1. When a student/staff member becomes symptomatic, a risk assessment will be conducted to determine transmission risk to students and staff.
 2. Unvaccinated individuals meeting CDC criteria for "close contact*" will notified to stay home until test results are received for the symptomatic individual. Students or staff determined to be low risk may remain at school.

- a. If the student/staff's test results are negative or if they have a note from their physician, those at home may return to school the following day.
 - b. If the symptomatic student/staff's test results are positive, then those identified as having a risk of exposure may be directed to stay home for a specified amount of time past the last day of exposure**. During this time, parents, students and staff will be asked to self-monitor for symptoms of COVID-19.
 - i. If asymptomatic following the period of time they were directed to stay home, they may return to school.
 - ii. If the student or staff have symptoms consistent with COVID-19 then it may be recommended that they obtain a COVID-19 test at the provider of their choice and follow the nursing department's recommendations for staying home.
2. School administration:
- a. Based on the results of the transmission risk investigation, send a letter home with students/staff in the classroom regarding investigation and notification about possible quarantine.
 - b. Upon recommendation of the school nursing department, sends a letter to families of students regarding the incident, the risk to their child/staff and what the nursing department recommends they do.
 - c. For students outside the classroom of the suspect case, guidance will likely be that only those with a transmission risk exposure need to remain at home. School will not be closed, and students and staff should continue to monitor for symptoms. Anyone showing symptoms of COVID-19 should stay home.
 - d. APTS will maintain and adhere to all HIPAA and FERPA guidelines during these communications to maintain the individual's privacy rights.

In the case of a student displaying COVID-19 symptoms at school:

If APTS staff are unable to contact a guardian, staff will continue to support the student in the quarantine location and continue to attempt to contact the family. APTS staff will also notify the county representative that the student is displaying symptoms and staff are attempting to contact the family.

If a parent is unable to pick up their child, who is displaying potential COVID-19 symptoms, we will contact the county representative to determine appropriate transportation

options: if the student is able to utilize county transportation within isolation or if appropriate APTS transportation (buses or larger vans) is available to transport the student.

If the parent is unwilling to pick up their child, APTS will inform the county representative that the student is displaying COVID-19 symptoms, and that the guardian is not willing to support their child.

Based on the presence of symptoms being reported a student will be advised to obtain a COVID-19 test or self-quarantine. If the family is unwilling to access appropriate health services, APTS may need to suspend services until the family can provide a doctor's note or negative COVID-19 test.

As of October 21, 2020, the CDC updated the definition of close contact to the following: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).

**** 3/18/22 Update:** Based on guidance from the APTS school nursing team, the below procedures will be followed. These procedures will be reviewed and updated regularly based on COVID-19 metrics in the region and COVID-19 case data from the schools. APTS considers fully vaccinated to be 2 Pfizer/Moderna vaccines or 1 J&J vaccine.

For individuals positive for COVID-19:

- Individuals must isolate for 10 days since symptoms appeared/or positive test date and be fever free without fever reducing medication. (The CDC and VDH states time can be shortened if you are able to wear a well-fitting mask days 5-10. Since the majority of APTS students are unable to wear a mask, APTS will maintain a 10-day isolation period).

For fully vaccinated close contacts

- Asymptomatic individuals can remain at work/school. If the individual develops symptoms, they need to be cleared by the nursing department prior to entering the building. Nursing staff recommends testing on day 5 if supplies are available.

For close contacts that are not fully vaccinated:

- Individuals will remain out for 5 days, get tested on the 5th day and provide a negative result prior to return/entering the building.
 - Parents/guardians will make an appointment with the school nurse for drive-through testing. Due to supply issues, parents/guardians are asked to bring their own rapid COVID-19 test to the appointment for the school nurse to administer.

- If the individual is unable to be tested, they will remain out for 10 days.
- If the individual develops symptoms, they need to be cleared by the nursing department prior to entering the building.

For fully vaccinated individuals living with a COVID-19 positive individual (unable to fully separate):

- Individuals will remain out for 5 days. The nursing team recommends testing on day 5 and providing a negative result prior to return/entering the building.
- If the individual develops symptoms, they need to be cleared by the nursing department prior to entering the building.

For individuals that are not fully vaccinated and living with a COVID-19 positive individual (unable to fully separate):

- Individuals will remain out for 10 days. The nursing team recommends testing after day 10 and providing a negative result prior to return/entering the building. If unable to get testing, the individual should remain out an additional 5 days.
- If the individual develops symptoms, they need to be cleared by the nursing department prior to entering the building.

For individuals returning from international travel:

- Vaccinated individuals must test negative prior to building entry.
- Not fully vaccinated individuals must stay home and self-quarantine for a full 5 days after travel.

Note: If an individual has had COVID-19 in the last 90 days they will follow the procedures for fully vaccinated individuals. Additionally, they will **not** be required to quarantine if they are residing with COVID-19 positive individuals and unable to fully separate. Proof of positive or negative test results may be requested by APTS.

Students will access learning virtually during any quarantine period, as health allows.

Appendix G: Variance Request

Alternative Paths Training School (APTS) is a year-round special education day school offering a highly structured classroom setting for students with disabilities, including students with Autism and other Emotional, Learning, and Developmental Disabilities. APTS specializes in an intensive and highly individualized delivery of services to students who engage in self-injurious behavior (SIB) as well as physically aggressive behavior.

Alternative Paths Training School (APTS) hopes to transition its year-round schooling program from 100% virtual instruction to a combination of virtual and in-person instruction on September 8, 2020.

APTS is requesting a variance from the Commonwealth of Virginia regarding the recommended social distancing measure of 6 feet. While APTS will strive to maintain a 6-foot separation between individuals whenever possible, the population of students served by the program may require staff to be in close proximity to provide necessary support. Anticipated activities where social distancing of 6 feet may not be feasible include but are not limited to:

- Individual instruction where physical / close gestural prompting is needed to teach new skills;
- Physical redirection/deflection procedures to maintain student and staff safety as trained in our By My Side © Manual. Physical redirection/deflection represents a sequence of prescribed and confined therapeutic passive physical intervention movements in response to another's aggression toward others, self, or property;
- Assistance with daily living skills such as eating, toileting, and handwashing;
- Transitioning students with a history of elopement / sudden physical behavioral outbursts into and out of the building; and
- Assistance and application of approved devices including helmets, hand guards, and safety harnesses for bus transportation.

APTS has been working with the Rappahannock Area Health Department to determine the safest way to mitigate the potential spread of COVID-19 during situations of closer proximity. In accordance with federal, state, and local recommendations, APTS will operate on a modified student schedule utilizing a combination of in-person and virtual instruction to allow for fewer students in classrooms and increased distancing. APTS will also attempt to ensure that a 6-foot distance is maintained between student desks. Additionally, APTS will provide face coverings to be used during times that a 6-foot separation cannot be maintained. Additional PPE such as face shields, gloves, gowns, and surgical masks will be available to staff.* Rigorous cleaning procedures will also be maintained including a staff handwashing station at every campus.

While APTS seeks to provide in-person instruction for its students with disabilities, APTS also recognizes there are families who desire to have virtual instruction made available. APTS is committed to making available virtual instruction to those families during this time.

Students and families will be given the option to continue receiving 100% virtual instruction in keeping with their respective county's options. APTS expects that a student's return to in-person instruction will be an IEP team decision and will consider many factors including the student and family risk factors, presenting behaviors and family preference.

*3.10.2022 Update: Based upon updated guidance from the CDC and VDH, face-coverings are no longer required to be worn by staff except during food preparation and delivery. Staff and students that prefer to wear face-coverings may continue to do so.

Appendix H: COVID-19 Response Team Members

Alexandria Campus

**Assigned Contacts: Donielle Thorward, School Nurse
(703)7668708
dthorward@aptsprograms.org**

Kristie Adams, Regional Director of Behavioral Services
Stephanie Kennedy, Regional Education Director
Christopher Smith, Regional Program Director

Manassas Campus

**Assigned Contact: Jen Benzel, Nurse Manager
(703) 365-7494
jbenzel@aptsprograms.org**

Josh Browne, Regional Program Director
Tiffany Seal, Regional Education Director
Natasha Ojulu, Regional Behavior Director

Stafford Campus

**Assigned Contact: Sue Iseminger, School Nurse
(540) 479-1701
siseminger@aptsprograms.org**

James Merideth, Regional Behavior Director
Jesse Naccarato, Regional Program Director
Michael Williams, Regional Education Director

Central Office

**Assigned Contact: Jen Benzel, Nurse Manager
(703) 365-7494
jbenzel@aptsprograms.org**

Alan El Tagi, CEO & Co-Founder
Ellen Brosh, Director of Behavioral and Community Services
Wren Griffith, Director of Operations
Tim Bochat, Deputy Director of Operations
Tim Hall, Director of Special Services Administration

Appendix I: APTS COVID-19 Vaccine Protocol for Staff

New staff are required to be fully or at least partially vaccinated prior to their first day of training. Current staff were required to be fully vaccinated by October 29, 2021 (APTS considers fully vaccinated to be 2 Pfizer/Moderna vaccines or 1 J&J vaccine). Medical and religious exemptions are considered on a case-by-case basis.