NASHOBA LEARNING GROUP, INC.
ON-SITE, REMOTE, AND HYBRID SERVICE MODELS
TO MITIGATE COVID-19 INFECTION
2020/2021 School Year
School Program Plan

(as of August 12, 2020)
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Objective: Nashoba Learning Group, Inc. (NLG) serves individuals with autism and related disorders with a mission to enable them to function with the greatest possible productivity and independence in the community, home and workplace throughout their lives. Many in NLG’s student and adult member population are immunocompromised and/or lack the ability to accurately identify the onset of symptomatic indicators resulting from an illness, leaving them more susceptible to communicable diseases. The Coronavirus referred to as COVID-19 is a highly contagious respiratory virus that has spread globally and has been characterized as a pandemic by the Center for Disease Control and Prevention (CDC) and the World Health Organization (WHO). Until such time as a vaccine to cure the virus and/or medication for symptom reduction and relief has been found, COVID-19 will continue to pose a significant risk to the health and wellbeing of NLG’s students, adult members, and staff. This increased risk to health and safety has impacted, and will continue to impact, the way in which NLG operates in the implementation of its mission. The purpose of this Plan is to document the impact of the COVID-19 pandemic on NLG’s operations in order to mitigate the spread of infection and NLG’s response to an infection if/when it occurs.

What We Know About COVID-19

Definition: In 2019, a new coronavirus was identified as the cause of a disease outbreak that originated in China. This new coronavirus, known as COVID-19, has spread globally and is a highly contagious respiratory virus. In March of 2020 the WHO declared COVID-19 a pandemic. You can find a COVID-19 fact sheet by clicking on the following link: https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf

Spread and severity: The virus spreads mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Spread is also believed to be possible before people show symptoms or through asymptomatic carriers (those who never show symptoms or feel ill).

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

The virus that causes COVID-19 is considered highly contagious in that it that it has been spreading easily and sustainably in the community (“community spread”).
**Symptoms:** The virus has a broad range of symptoms that may show up between 2 and 14 days after exposure. These symptoms can range from mild to severe and a person with COVID-19 may show a few or many of the symptoms listed below:

- Fever (usually a temperature of 100.0 F or above), felt feverish, and/or had chills
- Cough
- Sore throat
- Shortness of breath and/or difficulty breathing
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)
- Fatigue
- Muscle or body aches
- Headache
- New loss of smell and/or taste
- Any other signs of illness

The fact that this virus can be asymptomatic, mild or severe in individuals, or cause so few or so many symptoms, and is highly contagious makes this a formidable challenge.

**Protecting Yourself and Others from COVID-19:** As there is currently no vaccine to protect against COVID-19, the best way to protect yourself is to avoid exposure to the virus. Closing businesses and schools and sheltering at home was an extreme way for people to avoid exposure to the virus in an effort to decrease the community spread rate. However, as vaccines take some time to develop and test, this is not feasible in the long term for society and the economy. Therefore, there are numerous recommendations made by the CDC to help protect us from contracting the virus. These do not provide certainty that you will not contract the virus, as we said above, it is formidable, but, these steps will help mitigate the spread of the virus. You will see as you read further into this plan that NLG is implementing procedures that address all of these recommendations by the CDC.

- **“Wash your hands often with soap and water”**: this must be done for at least 20 seconds each time you wash your hands.
- **“Use an alcohol-based hand sanitizer”**: when soap and water are not readily available. The hand sanitizer must contain at least 60% alcohol.
- **“Clean and disinfect frequently touched surfaces”**
- **“Practice social distancing”**: when you need to go into the community, shopping or to visit others, always maintain at least 6 feet of distance between yourself and others.
- **“Wear a cloth or other protective mask when in public settings”**: make sure that it covers your nose and your mouth.
- **“Stay home if you are sick”**: if you feel unwell and certainly if you experience any symptoms described above, be sure to stay home. Do not mask symptoms with medications.
- **“Call your doctor if your symptoms persist”**: at a minimum you would need to self-isolate for 14 days however, your doctor may recommend you get tested for the virus which could decrease your period of isolation.
- **“Seek medical help immediately if you begin to experience severe symptoms”**: such as high fever, extreme difficulty breathing, bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusions or inability to rouse, and/or new seizures or seizures that will not stop, to name a few.
Plan Purpose & Objectives

Purpose: This plan has been developed to address the specific health and safety needs of NLG’s staff, students, and adult members as well as effective continuation of NLG’s operations during the COVID-19 pandemic. This plan is a follow up to the plan distributed in early July 2020 that was specific to the on-site and remote programming offered by NLG during the summer months of the 2020/2021 school year from July 14th, 2020 through September 4th, 2020. This plan provides three (3) models for how NLG will provide services to its’ students in various public health and safety scenarios from September 8th, 2020 throughout the remainder of the 2020/2021 school year that might require NLG’s programs to provide services exclusively remotely, exclusively on-site, or 50% remotely and 50% on-site (hybrid). It is assumed that any or all of these models may be utilized during the remainder of the 2020/2021 School year as a result of the COVID-19 pandemic.

Objectives: This plan combines what we have learned regarding how to most effectively provide our students and adult members with remote instruction, with what we know about the virus, to implement what is necessary to operate safely while on-site. The models developed and described on the following pages have been developed with input and feedback provided by staff in various positions across the organization and parent/guardian and school district feedback obtained throughout this crisis. The guiding principles of this plan are as follows:

- The health, safety and well-being of NLG’s community inclusive of staff, students, adult members, families, and external constituents, are paramount and inform every aspect of these plans;
- We have/are all experiencing various challenges throughout this crisis and our students and adult members benefit most when we all work together with patience, respect and understanding in managing those challenges;
- Utilize what we have learned since mid-March to develop models that can meet the unique needs of NLG’s students and adult members and continue to make improvements based on ongoing learnings and changing conditions;
- The structure of each plan must be flexible enough to accommodate the individualized needs of those served by NLG while also providing the fluidity needed to quickly and easily transition from one model to another with very short notice;

We will be providing each family with an updated Assumption of Risk form to review and sign indicating their understanding of the contagious nature of COVID-19, the risks inherent in sending their child to a school, and the possibility that the program model may change with little or no notice, should public health data or NLG specific data warrant it.
Adapting NLG’s Facilities to Minimize Transmission

NLG has implemented a number of changes to its facilities and on-site processes to maximize staff and student/adult member safety while on-site.

**Facility Pods:** NLG’s physical spaces have undergone a number of changes since we shut down the facilities in mid-March 2020 and remote programming began. To decrease the number of individuals each person can come into contact with and minimize the possible transmission and spread of the virus, each NLG facility has been arranged into pods; 10 Oak Park into 4 School Program pods and 170 Lexington Road into 2 School Program pods on the 1st floor and 2 Adult Program pods on the 2nd floor. Staff and students in each pod remain within their pod while in the building. Each pod occupies approximately ¼ of each building and includes all of the classrooms, restroom facilities, staff, equipment and other resources needed to administer the programming and behavior plans for the students within that pod. Due to the requirement that all staff/student pairings must operate within a space that has a radius of 6 feet of available space all around them to maintain the minimum social distance, we needed to utilize other spaces within each pod as classrooms.

In order to accomplish this, a number of rooms that were for use by visitors, for meetings, or for group activities needed to be repurposed to be used as additional classrooms and the furniture from those rooms has been put into offsite storage. All group activity tables/group play areas within a classroom have also been removed from the facility and placed into storage for the time being. Any classroom not previously fitted with a wall dispenser for hand sanitizer now has one. Holders have been affixed to the walls immediately outside of each classroom to hold a container of disinfecting wipes and non-latex gloves. Additional disposable face masks are being kept in the First Aid supply basket within each classroom.

At this time, there are no longer any common area rooms for access by everyone in the facility. Treadmills have been placed in areas within each pod to allow for students to exercise one at a time with the requirement that the equipment be wiped down in between uses.

**Daily Staff and Student/Member Screenings and Reminders:** Parents/Guardians, Residences and Staff will be asked to sign a COVID-19 Precautions document stating their understanding of and commitment to adhering to the health and safety requirements mandated by NLG while on-site and by the state of MA when outside of NLG. (see COVID-19 Precautions for Families and Providers Form attached)

In addition to the COVID-19 Precautions document, the following screening procedures are required each day.

**Daily Parent/Guardian or Residence Attestation:** Parents/Guardians or a residential staff designee are required to sign and submit an attestation daily confirming that they have screened the NLG student for specified symptoms and that the child has not been provided with any medication prior to arrival for the purpose of lowering a fever. This completed and signed attestation is required to be given to the student’s therapist upon arrival. If this completed form is not received, the parent/guardian will be called as the student will not be allowed to enter the facility.
Facility Front Door Signage: There is a sign posted on the front door of each NLG facility to inform staff or any other visitors (for example, emergency personnel, delivery personnel, etc.) conditions under which they are not to enter the facility. (see Entry Screening sign (starts with STOP) attached)

Temperature Checks: All staff and students are required to enter the building through the facilities front entrance. Entry into the building by any other door has been restricted (of course, exit from other doors is still active). This is because as each person walks through the front door his/her temperature will be taken by an infrared camera that has been installed at each facilities front entrance. Each person is also required to use the hand sanitizer provided at the front entrance upon entering. Should a staff or student/member set off the infrared camera alarm, his/her temperature will immediately be taken again with a manual thermometer to ensure it was not a false positive. If the temperature is normal or, at a minimum, below 100.0 F, the staff will return to work or, in the case of a student, will proceed with his/her staff to their classroom. If the temperature is 100.0 F or above, the staff or student will be taken by his/her direct staff to an isolation room near the front entrance of the facility to be more fully assessed by one of NLG’s nurses. (see Identifying and Handling a Symptomatic or Exposed Student or Staff section below)

Internal Communication Protocols:
Walkie Talkies: Every staff member in each facility is assigned their own walkie talkie. Each walkie talkie has been labeled with each staff member’s name and is kept either on charging stations in one of the classrooms they work in or on their desks if they have one.

Behavior Data Collection Tablets (BDCT): School Program daily staff:student scheduling, and any changes to that scheduling throughout each day, can now be seen through a feature on each student’s BDTC. This eliminates the need for staff in each neighborhood (now Pod) to congregate around the large computer monitors hung in each pod’s hallway. If a change is made to the schedule during the day, a notification icon appears on the tablet which informs the staff member they need to check the schedule to ensure any change that occurred does not impact them.

Signage in Classrooms and Hallways: Signage has been placed throughout each pod to remind staff and students about social distancing, PPE use, handwashing, hand sanitizing, and cleaning procedures. With the exception of restrooms, as use is based on need, schedules have been posted in any rooms used by students from multiple classrooms to ensure staff:student pairings are not crossing in the hallways and that specific time is allocated for required cleaning and disinfection of these items/areas between uses (such as treadmill use and the movement room).

Storage of Staff and Student items:
Cubbies and Plastic Storage totes: Each staff and student will have their own cubby to keep their belongings in within the pod where they are allocated. Staff members who have designated desks will keep their items secured in their desk area. Cubbies are first allocated to students and
for any staff who are not able to have their own cubby, a plastic storage tote is provided and kept in an area specified for each staff member on top of the cubbies.

**Staff Fanny packs:** NLG provides each staff member with a fanny pack to carry items they will/may need regularly throughout each day to avoid the need to retrieve and/or share certain items. Staff, but particularly direct staff, will keep their packs stored with at least the following items: a travel size hand sanitizer, 2 or more pairs of plastic gloves, 2 or more disposable surgical masks, 2 or more lens wipes, preferred writing implement(s), building key fob, mints, and, if needed goggles. Finally, the staff member’s walkie talkie if it fits. If it does not it can be hung from the person’s waist.

**Personal Protective Equipment (PPE) and Cleaning/Disinfecting Supplies:** Below you will find a list of the materials NLG has on hand for these purposes. With the exception of scrubs (explained below), it is NLG’s intent to keep an inventory level of 3 months of these supplies on hand at all times. Nursing has made estimates of what these levels will need to be but we will not have a clear understanding of what our burn rate will be until we have operated with all students on-site for a period of time.

**PPE Materials:**

- **Face Masks:** All staff are required to wear a face mask. All students who are able to tolerate wearing a face mask will also be required to do so. Those who cannot will continue to work on mask toleration unless there is a medical reason why this is not appropriate.
  - **KN95 masks (reusable) - aka. Filtering Facepiece Respirators or FFR** – Staff working directly with students will be provided with these masks as the work they perform requires they be within 6 feet of the student they are working with. Unless there is another device provided by a staff member’s doctor that is a more appropriate option for them for medical reasons, this will be **mandatory** for any direct staff working with a student. FFR masks are provided to staff by the nursing staff.
  - **Masks with Face Shields (reusable)** – For use by staff who need to escort and/or physically restrain a student. These will also be available to staff who work directly with students as needed.
  - **Surgical masks (disposable)** – These will be available in bins within each classroom for immediate use by anyone who has their mask removed by a student or a mask they are wearing is somehow destroyed. These will also be available for any students who wear masks but forget to bring one to the school that day. NLG is stocking the standard size and children’s size.
  - **Cloth masks (reusable)** – NLG will not specifically keep cloth masks in inventory but will allow staff who are not working directly with students to bring in and wear their own cloth masks from home as long as they commit to regularly cleaning and disinfecting their masks and the mask does not have any offensive wording or visuals. Otherwise, non-direct staff will be provided with the disposable surgical masks.

- **Goggles (reusable):** to be used primarily by nurses for eye protection. May also be used by direct staff if desired or if assessed as a need by an NLG nurse.
- **Gloves (disposable):** to be used by staff involved in any kind of physical management, toileting and the performance of other ADLs. Gloves are available in receptacles outside of classrooms, in all bathrooms, and in kitchenettes. Gloves are also available in all nursing suites.
  - Nitrile Powder Free – sizes small, medium large and extra large
  - Non-Latex (Vinyl) – sizes small, medium, large and extra large
- **Surgical Gowns (disposable):** to be used by staff who are required to stay with students in isolation rooms. Also by nurses as required and available in all nursing suites.
- **Shoe Covers (disposable):** to be used by staff who are required to stay with students in isolation rooms. Also by nurses as required and available in all nursing suites.
- **Surgical Scrubs (reusable after laundering):** NLG staff have been offered the ability to order surgical scrubs bottoms and long sleeve tops. This will allow those who work very closely with students on things like toileting and other ADLs as well as those who work with students who require physical management to arrive at work in the morning in their personal clothes, change into the scrubs and at the end of the day change back into their personal clothes before leaving. Scrubs for that day are then put in laundry bags and laundered by a service. New sets of scrubs are provided by this service each week.

**Cleaning/Disinfecting Supplies:** All cleaning and disinfecting agents are approved by the Environmental Protection Agency (EPA).
- **Hand Sanitizer:**
  - **Travel Size** – all staff are provided with a travel size bottle when hired to keep with them at all times and refill as needed.
  - **8 oz. Bottles** – for desktops (not student desks) and common areas where there is not a wall hung Purell dispenser.
  - **Gallon Refill Bottles** – to refill travel size and 8 oz. bottles as needed. These are kept in the nursing suites.
  - **Purell bags** – for wall hung dispensers located in each classroom. These will be checked each day by the staff person who is assigned to complete the cleaning/disinfection schedule in that pod that day (see **Functions Allowed to Access Multiple Pods** below). These are also checked each night by the nighttime janitorial crew.
- **Lens Wipes:** For disinfecting copy machines, AAC devices, Behavior Management devices, and reinforcement devices.
- **Disinfecting Wipes:**
  - **Clorox and/or generic disinfecting wipes** – containers will be kept in receptacles on the wall outside of each classroom for quick access by staff.
  - **Bleach wipes (Sanicloth-Germicidal)** – to be kept in the nursing office and used when assessed by nursing that it is necessary such as to clean up after bodily fluids are spilled (vomiting or diarrhea as examples).
- **Disinfecting Spray:**
  - **EPA certified germicidal spray/disinfectant** - disinfectant dispersed via a spray bottle used on general surfaces, wait 10 minutes and the surface is disinfected. This can only be done when students (or staff not wearing appropriate PPE) are not present in the area where the spraying is taking place.
Electrostatic Sprayer (these sprayers – one for each NLG facility - are scheduled to arrive at the end of August 2020) - Clorox Total 360 system for use in disinfecting larger surfaces to disinfect against COVID-19. This can only be done when students and other staff are not present and requires full PPE coverage on the person who is utilizing the tool (mask, gloves, gown, booties).

Functions Allowed to Access Multiple Pods: There are 3 positions/classifications of staff who will be allowed to cross into multiple pods during program hours. These staff will be fully trained by nursing regarding the additional safety requirements necessary to do so. These are as follows:

**Nursing staff**: NLG has 5 nurses across both facilities and both programs. Nurses are well trained in the strict requirements of communicable disease prevention. It is necessary for NLG’s nurses to have the flexibility to enter into, and engage staff and students/members assigned to, multiple pods for the following purposes:

1. Ongoing staff and student/member training and prevention requirements;
2. Student/Member medication administration;
3. Response to staff and/or student/member emergencies;
4. Ability to cover work assignments in all NLG facilities and programs in cases of nurse absence and/or illness.

**IT & Facilities staff**: NLG’s IT & Facilities staff consists of 3 individuals who work across both sites and programs. It is necessary for these staff to have the flexibility to enter into, and engage staff and students/members assigned to, multiple pods for the following purposes:

1. They require access to all building management systems and functions to address equipment, electrical, or other life safety systems outages, service needs, and/or breakage;
2. They require the ability to retrieve or, if possible, fix in place, reinforcement or operations equipment (tablets, computers, copy machines, telecom, etc.);
3. They require the ability to address building repair issues that may be a health and/or safety hazard.

**Staff Assigned Ongoing Cleaning/Disinfection responsibilities at each facility**: NLG will have a total of 4 staff members, 2 at each building, assigned to a schedule throughout each day who will be responsible for disinfecting general areas that are frequently accessed/touched by staff and students/members such as door handles, kitchenettes, bathrooms, as examples. Nursing has created a schedule of the times throughout each day that each of these locations is to be cleaned and disinfected. Each of these staff members will be assigned to one floor of each facility requiring them to cross over 2 pods in each location.

**Cleaning and Disinfecting**: The CDC provides guidelines for the cleaning and disinfecting of schools, daycare settings, businesses and other settings available to the general public. Cleaning and disinfecting are defined as follows:

**Cleaning**: refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore risk of spreading infection.
Disinfecting: works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

NLG has implemented enhanced cleaning and disinfecting procedures throughout each day and after hours. NLG has hired new staff and repurposed existing staff to carry out specific cleaning and disinfection protocols throughout each day in each of its’ facilities. Additionally, NLG has contracted the cleaning service it uses for overnight cleaning to provide enhanced services in addition to the routine cleaning services already provided. Areas of enhanced cleaning throughout each day and overnight include cleaning door handles/push bars, shared counters/tables, and other shared surfaces in the following areas.

- Reception
- Kitchenettes
- Restrooms
- Entrances/Stairwells/vestibules

Additionally, the enhanced cleaning throughout the day includes additional cleaning and disinfecting of phones, treadmills, and safe rooms.

Deep Cleaning: A deep cleaning of an NLG facility or pod within a facility (if the only area of exposure) will be required if a staff, student or member tests positive for COVID-19 and was present at an NLG facility while symptomatic. The procedure for a deep cleaning is as follows:

- **Wait 24 hours:** from the last time the COVID-19 positive case was in the building before completing the deep cleaning. During this time the area requiring deep cleaning (facility or pod within the facility) is to remain unpopulated. If during the program week, the students/members in that facility or pod within the facility will revert to remote learning for 2 to 3 days.

- **Janitorial Contractor completes Deep Cleaning:** After the 24 hours is up, the deep cleaning is completed at a time when no one else is in the facility (even if only doing a pod). Staff, students and members should be able to return to the facility or pod the following program day.
Three (3) Program Models

As you will see in the information below, the structure of each learning model’s schedule and curriculum will ease transition to each of the other learning models as needed. Each model allows for the facilitation of individual student IEP goals and objectives, although it is possible that some of those goals and objectives may require revision or reprioritization resulting from the impact of COVID-19 (such as employment, community outings and/or some ADLs). Programming and, where and when required, parent/caregiver instruction are provided by highly trained teaching staff utilizing the scientifically validated principles of Applied Behavior Analysis (ABA) under the direction of skilled and credentialed Clinical and Special Education staff.

NLG groups its learning programs under the following categories:

- Language and communication;
- Appropriate behavior;
- Social skills;
- Pre-academic skills;
- Motor, leisure and play skills;
- Community* Daily living skills;
- Vocational and Employment* skills

*Community and Employment programming is usually provided in the community. However, during the COVID-19 health crisis alternative programming is being provided within the school’s environment and/or remotely to address skills in these categories. The determination as to when to reintroduce this programming back to the community and at job sites will be made based on local health and safety data available and the student’s ability to independently maintain health and safety requirements within these environments – such as consistently wearing a mask.

With what we have learned since mid-March 2020, NLG is able to provide appropriate programming to address skills within the above categories in each of the 3 Learning Models described below. The specifics noted in each learning model below focus on the schedules and structure of each Learning Model. All other Health and Safety Requirements and Infection Control issues are addressed elsewhere in other sections within this manual.

See the attached NLG Resource list for additional online curriculum and programming resources currently being utilized for student programming whether the programming is being received on-site, remotely or both. Some of these are resources NLG has been using since before the pandemic but there have also been a number of new resources developed during (such as various OT, PT and vocational videos), and/or identified since remote programming had started in mid-March.
**On-Site Learning Model:** This model assumes most, if not all students, will be receiving in-person instruction at one of NLG’s facilities in Bedford or Billerica. Those students whose parents/guardians have elected to keep them home for health and safety or other reasons will utilize the program provided in the Remote Learning Model described below.

The On-Site Learning Model would consist of 6 hours of on-site services each day customized to each student’s individual needs. All instruction is delivered via teaching programs developed utilizing the principles of ABA, during which data are collected, summarized and analyzed to assess and measure progress toward the student’s IEP goals and objectives. While the allocations of time and specific teaching methods utilized for each category are dependent on the individual student’s needs, the range of activities could include:

- Individualized 1:1 instruction at the student’s desk or in other designated areas (such as at the treadmill or in a restroom for ADLs);
- Small Group instruction while supported by the student’s 1:1 ABA Therapist. Small groups may include social groups, cooking lessons (for food prep and also addresses science, vocational, math, vocabulary), nature groups (science, math, vocabulary), movement groups (stretching and strengthening, sports groups, yoga), and language groups (vocabulary, AAC, calendar). Students 14 years and older may also take part in vocational training and career exploration groups. Depending on where other students attending these groups are within NLG’s facilities, these groups could be conducted in person or remotely within each student’s classroom (via zoom);
- Specialist consultation and training (if applicable) supported by the student’s 1:1 Lead ABA Therapist and/or Clinical staff. For students who require OT, PT, and/or Speech/AAC.

With NLG’s facilities being carved into smaller pods to minimize transmission of infection, there are far fewer classrooms and programming spaces for students to access. Students have still been provided with the materials and equipment required to access their programming, but may require that programming be done within their classroom rather than in another part of the building, or the new space located within their pod for that programming may be much smaller, further limiting the number of students who can access those spaces at any given time and requiring more precise scheduling across students within the pod. Additionally, as noted above, until such time as the local health and safety data and individual student behavior/tolerance warrant it, student programming in the community and at employment sites has been put on hold. This also limits the environments students have available to use for reinforcement and generalization of skills in external environments. This can be challenging for many of those served by NLG as they require frequent breaks and movement to assist with self-regulation.

It is currently NLG’s plan to utilize the Hybrid Learning Model (see next page) in September and continue to develop on premises alternatives for some of the health, safety and motivational challenges we have identified for keeping students on-site for longer periods of time. We believe this will allow us to more successfully increase the time students are on-site to the point where we are able to provide 6 hours of on-site programming.
Hybrid Learning Model: This is the model NLG’s School Program will begin with on Tuesday, September 8th, 2020, immediately following the Labor Day Holiday. Throughout July and August of 2020, NLG has been successfully utilizing a combination of on-site and remote teaching and we have learned a great deal in the process. As a result of those learnings, we have decided to begin operations with the Hybrid Model this fall. Those students whose parents/guardians have elected to keep them home for health and safety or other reasons will utilize the program provided in the Remote Learning Model described below.

The Hybrid Learning Model consists of 3 hours of on-site and 3 hours of remote services each day, customized to each student’s individual needs as well as the required and available supports in the home/residential environment. All instruction is delivered via teaching programs developed utilizing the principles of ABA, during which data are collected, summarized and analyzed to assess and measure progress toward the student’s IEP goals and objectives. While the allocations of time and specific teaching methods utilized for each category are dependent on the individual student’s needs, the range of activities could include the following:

- **On-Site:** 3 hours of individualized programming delivered 1:1 by an ABA Therapist on-site at NLG’s facility. Instruction may be provided at the student’s desk or in other designated areas (such as at the treadmill or in the restroom for ADLs).
- **Remote:** 3 hours of remote programming consisting of some combination of the following:
  - 1-2 hours of individualized remote sessions to include; work on individual goals and objectives as outlined in each student’s IEP, including activities of daily living with parent/caregiver support, such as; face washing, tooth brushing, laundry, cleaning, chores, and/or vocational tasks, etc;
  - 1-2 hours of remote sessions may also include guidance and consultation to parents/guardians (topics as above in addition to Behavior Management as necessary);
  - Small Group offerings to address student specific IEP goals and objectives. Small Group offerings will include social groups, cooking lessons (food prep, science, vocational, math, vocabulary), nature (science, math, vocabulary), movement (stretching, strengthening, sports groups, Yoga-PT), language groups (vocabulary, AAC, calendar), vocational training and career exploration.
- Specialist consultation and training as applicable for those students who require OT, PT, and Speech/AAC can take place on-site or remotely as appropriate for the consultation required.

On the following 2 pages you will find visual representations of the Hybrid Learning Model for each NLG facility.
<table>
<thead>
<tr>
<th>Time</th>
<th>1st Floor Pods</th>
<th>2nd Floor Pods</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am</td>
<td></td>
<td>Staff arrive at school and prep for students</td>
</tr>
<tr>
<td>8:30am</td>
<td></td>
<td>Staff arrive at school and prep for students</td>
</tr>
<tr>
<td>9:00am</td>
<td></td>
<td>In – school services</td>
</tr>
<tr>
<td>9:30am</td>
<td>8:30am – 9:25am</td>
<td>2 shorter sessions/groups 9:35am – 10am</td>
</tr>
<tr>
<td>9:35am</td>
<td>One longer Zoom</td>
<td>2 shorter sessions/groups 9:35am – 10am</td>
</tr>
<tr>
<td>10:00am</td>
<td>session/group</td>
<td>10:05am – 10:30am</td>
</tr>
<tr>
<td>10:30am</td>
<td>9:35am – 10:30</td>
<td>2 shorter sessions/groups 9:35am – 10am</td>
</tr>
<tr>
<td>10:05am</td>
<td>(depending on</td>
<td>10:05am – 10:30am</td>
</tr>
<tr>
<td>11:00am</td>
<td>student)</td>
<td>10:05am – 10:30am</td>
</tr>
<tr>
<td>11:30am</td>
<td>Staff and students lunch and transition to program</td>
<td></td>
</tr>
<tr>
<td>12:00pm</td>
<td>Staff arrive at school and prep for students</td>
<td>Staff complete cleaning and disinfecting and staff/students transitioning home and lunch</td>
</tr>
<tr>
<td>12:30pm</td>
<td></td>
<td>1:30pm-2:25pm Zoom Session – Live Instruction</td>
</tr>
<tr>
<td>1:00pm</td>
<td></td>
<td>1:30pm-2:25pm Zoom Session – Live Instruction</td>
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<tr>
<td>1:30pm</td>
<td></td>
<td>1:30pm-2:25pm Zoom Session – Live Instruction</td>
</tr>
<tr>
<td>2:00pm</td>
<td></td>
<td>One longer Zoom session/group 2:35pm – 3:30 (depending on student)</td>
</tr>
<tr>
<td>2:30pm</td>
<td></td>
<td>1:30pm-2:25pm Zoom Session – Live Instruction</td>
</tr>
<tr>
<td>3:00pm</td>
<td>One longer Zoom</td>
<td>2 shorter sessions/groups 2:35pm – 3pm</td>
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<td>3:05pm</td>
<td>session/group</td>
<td>3:05pm – 3:30pm</td>
</tr>
<tr>
<td>3:30pm</td>
<td>2:35pm – 3:30pm</td>
<td>3:05pm – 3:30pm</td>
</tr>
<tr>
<td>Anytime</td>
<td>Clinical/SPED staff put together 1 hour of student/family directed learning during the day which could occur at any time. The schedules could include iXL, Boom cards, Pre-recorded PT or OT exercises, Individualized power points, Epic Reading, Brain Pop, Recorded Voc instruction, ADLs for daily living skills/chores</td>
<td></td>
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</table>
# NLG Hybrid Learning Model Schedule for 170 Lexington Road, Billerica, MA facility

<table>
<thead>
<tr>
<th>Time</th>
<th>Left Side Pod</th>
<th>Right Side Pod</th>
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</thead>
<tbody>
<tr>
<td>7:45am</td>
<td>Staff arrive at school and prep for students</td>
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</tr>
<tr>
<td>8:00am</td>
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<tr>
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<tr>
<td>9:45am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00am</td>
<td>Staff complete cleaning and disinfecting and staff/students transition home</td>
<td>Staff arrive at school and prep for students</td>
</tr>
<tr>
<td>10:15am</td>
<td>and lunch</td>
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<tr>
<td>10:30am</td>
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<tr>
<td>10:45am</td>
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<tr>
<td>12:00pm</td>
<td>Staff complete cleaning and disinfecting and staff/students transition home</td>
<td>Staff arrive at school and prep for students</td>
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<td>12:15pm</td>
<td>and lunch</td>
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<td>1:00pm</td>
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<tr>
<td>1:15pm</td>
<td>1:15pm – 2:15pm Zoom Session – Live Instruction</td>
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<td>1:30pm</td>
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<td>1:45pm</td>
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<td>2:15pm</td>
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<tr>
<td>2:30pm</td>
<td>One longer Zoom session/group 2:35pm – 3:30pm</td>
<td>2 shorter sessions/groups 2:35pm – 3:00pm</td>
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<td>2:45pm</td>
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<td>3:30pm</td>
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<tr>
<td>Anytime</td>
<td>Clinical/SPED staff put together 1 hour of student/family directed learning</td>
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<td>during the day which could occur at any time. The schedules could include iXL,</td>
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<td></td>
<td>Boom cards, Pre-recorded PT or OT exercises, Individualized power points,</td>
<td></td>
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<tr>
<td></td>
<td>Epic Reading, Brain Pop, Recorded Voc instruction, ADLs for daily living skills/chores</td>
<td></td>
</tr>
</tbody>
</table>

*In – school*
**Remote Learning Model:** This model assumes all NLG students will be receiving remote instruction in their home/residence. NLG staff led remote activities will occur within the hours of 9:00am and 3:00pm on days when school is in session.

The Remote Learning Model consists of 6 hours of remote services each day customized to each student’s individual needs as well as the required and available supports in the home/residential environment. All instruction is delivered via teaching programs developed utilizing the principles of ABA, during which data are collected, summarized and analyzed to assess and measure progress toward the student’s IEP goals and objectives. While the allocations of time and specific teaching methods utilized for each category are dependent on the individual student’s needs, the range of activities could include the following:

- **2-4 hours of individualized remote sessions provided both in the morning and in the afternoon**: (up to 2 hours in the morning and up to 2 hours in the afternoon) to include; work toward progress of individual goals and objectives as outlined in each student’s IEP, including activities of daily living with parent/caregiver support, such as; face washing, tooth brushing, laundry, cleaning, chores, and/or vocational tasks, etc.
  - 1-2 hours of the above remote sessions may also consist of parent/guardian guidance and consultation on any of the above topics as well as Behavior Management as necessary.
- **1-3 hours of Small Group offerings** to address student specific IEP goals and objectives in place of some of the individual remote sessions time as appropriate for the student. Small Group offerings will include social groups, cooking lessons (food prep, science, vocational, math, vocabulary), nature (science, math, vocabulary), movement (stretching, strengthening, sports groups, Yoga-PT), language groups (vocabulary, AAC, calendar), vocational training and career exploration.
- **Up to 2 hours (or more if elected by the family)** of student/family directed learning that can be completed anytime. This programming would be prepared by NLG staff. Some examples could be, iXL, Boom Cards, pre-recorded PT and/or OT exercises, recorded vocational instruction, and activities of daily living skills/chores.

**Grading and Attendance:** As always, students will be instructed using individualized learning plans, as guided by their IEP, regardless of whether that student is receiving services on-site and/or remotely. Each student’s IEP consists of observable and measurable objectives. Data will be collected to gauge the student’s performance on each objective and will be reported on a quarterly progress report sent to the student’s district. Data will continue to also be summarized and reported monthly during the months when progress notes are not due.

Students will be assigned to small groups according to both interest and to access learning objectives included in their IEP. While in small groups, each student will still be assigned an ABA Therapist who can observe and take data, as appropriate, during these sessions. Data will not be taken for programming completed independently by the student or directed by a family member unless it is completed while being observed by the student’s ABA Therapist.
Oversight will be provided for all staff working on a student’s team whether the services are being provided to the student on-site or remotely. Clinical staff will review and analyze data collected as data will continue to be shared with the family via the monthly and progress notes. Student teams will continue to meet regularly to review progress toward goals and make changes as necessary.

Daily attendance will be taken whether the services are being accessed on-site, remotely or both, and reported monthly to each school district.

NLG’s School Calendar for the current year (2020-2021) in included in the Appendices of this plan.

**Limiting Infection Risk During Other Close Contact Procedures**

**Physical Intervention & Restraint Protocols:** These guidelines are to be used in conjunction with Massachusetts regulations outlined in 603 CMR 46.00 and local procedures. Please be mindful that seeing staff putting on PPE and/or being approached by staff in PPE may create anxiety in students/members. Please use the individualized approach appropriate to reassure your student through the physical intervention:

**Prior to Physical Intervention/Restraint:**
- DO NOT use surgical gowns as they can be easily ripped or torn.
- All staff involved should preferably be wearing scrubs;
  - In the absence of scrubs, staff involved must be wearing long pants and long sleeves.
- If not already wearing them, in addition to scrubs the following PPE is to be put on;
  - Disposable gloves
  - Face shield over mask or goggles
- As always, the minimum number of staff required to safely manage the intervention should be involved.
- One additional staff member needs to be available to monitor the physical intervention as well as address any PPE needs for the staff directly involved in the procedure.

**During the Physical Intervention/Restraint:**
- Staff must be sure to keep hands clear of eyes, mouth and nose of others.
- Any first responder involved in the intervention who is not wearing the minimally required PPE must be relieved to put on the required PPE before returning to the intervention.

**After the Physical Intervention/Restraint:**
- Remove and dispose of and/or disinfect PPE immediately as trained to do so to avoid potential infection.
Avoid touching face and limit contact with hard surfaces before immediately washing hands.
Change into a new set of scrubs should clothes or existing scrubs become contaminated/soiled.

**Toileting and Changing Students/Members Protocols:** These protocols are to be adhered to when staff are required to physically engage in an act of assisting a student/member with sanitary products, and/or helping them change out of soiled clothing, and/or washing up after soiling.

**Prior to Changing and/or Toileting:**
- All staff involved should preferably be wearing scrubs;
  - In the absence of scrubs, staff involved must be wearing long pants and long sleeves.
- Minimum number of staff required to safely toilet and/or change student/member are to be involved.
- The following PPE is also to be put on;
  - Disposable surgical gown
  - Face shield over mask
  - Disposable gloves (see next step before donning gloves)
- Wash hands prior to donning gloves

**During Changing and/or Toileting:**
- Staff to be sure to keep hands clear of eyes, mouth and nose of others.
- Dispose of soiled items into designated bag to be thrown away/washed immediately following the procedure.

**After Changing and/or Toileting:**
- Remove and dispose of and/or disinfect PPE immediately as trained to do so to avoid potential infection.
- Avoid touching face and limit contact with hard surfaces before immediately washing hands.
- Put on new disposable gloves to clean and disinfect all surfaces utilized prior to, during and after the procedure.
- Remove disposable gloves and dispose of them immediately as trained to do so to avoid potential infection.
- Again wash hands once the gloves have been removed.
- Student is to also wash his/her hands following the toileting and/or changing.
- The disposable surgical gown was worn to protect the staff member’s scrubs or clothing from being soiled, however, if any part of the staff member’s scrubs or clothing had been soiled during the procedure, new scrubs will be available to change into.
Suspending/Modifying Student Programming

During the COVID-19 crisis there are certain teaching programs and external environments that have or will be put on hold or for which alternative programming will be provided within the school’s environment and/or remotely to address these skills. These primarily relate to ADLs, Community, and Employment and Volunteer sites. The determination as to when to reintroduce these programs and reengage at community and job site/volunteer sites will be made based on local health and safety data available and the student’s ability to independently maintain health and safety requirements within these environments—such as consistently wearing a mask.

Activities of Daily Living (ADLs): Of course, some ADLs, such as activities related to toileting and hand washing, will continue on-site at all times. As noted, there will be additional PPE requirements while implementing this type of programming and/or assistance. However, for periods of time when it is determined unsafe due to increased risk of virus transmission, other ADLs for which parents/guardians and residential providers can be provided with programming and/or remote instruction, will be administered by parents/guardians or caregivers in the home/residential environment. Examples of these would be shaving, toothbrushing and showering.

Employment and Volunteer sites: At times when NLG is not bringing students to employment or volunteer sites, alternative vocational programming will be provided on-site, primarily in the student’s classroom or remotely while at home, to maintain and increase the skills already developed and necessary for continued success in these sites. NLG’s Vocational staff are continuing to maintain the relationships they have developed over the years with employment and volunteer site. They are working closely with NLG’s nursing staff and the local DPHs in the communities where these businesses exist to stay informed of, and assess the data available regarding health, safety and transmission, to determine when returning to each site may be appropriate.

Community Sites: At times when NLG is not bringing students into the community to practice the community skills they are learning, NLG will continue to work on these skills while on-site in the classroom and/or remotely. Most of the locations frequented by staff and students of NLG are within the towns where our programs reside and, therefore, nursing is in touch with and well informed regarding local transmission rates and limitations. They will continue to stay up to date for us to be able to make decisions as to when returning to various community locations would be appropriate.

Health & Safety Requirements Specific to COVID-19

NLG has implemented numerous additional health and safety requirements, policies and procedures to address a number of issues resulting from the COVID-19 pandemic. Some of these policies, procedures and requirements have been mandated by the agencies to which NLG’s programs report, and some have been determined by NLG’s Crisis Management Team (CMT) and others who have been consulted to be in the best interest of the health and safety of
all NLG staff and students. Regardless of where each of these new requirements have originated, all are considered **MANDATORY**, unless an exception or alternative has been specifically provided in this manual or by a doctor’s order, and are consistent with what we believe is necessary to mitigate the spread of the virus within NLG’s facilities. **Willful disregard of any of these policies or procedures by an employee and/or a parent/guardian or residence designee of a student of NLG will result in disciplinary action up to and including termination or discharge.**

**Identifying and Handling Symptomatic or Exposed Student or Staff Member:** In addition to the temperature check upon arrival, staff must maintain awareness of their own health throughout each day, particularly the onset of potential symptoms of COVID-19 as well as continually assessing the student they are working with for the signs and symptoms identified on page 2 of this manual throughout the day.

**Symptomatic Student:** If a student presents with symptoms at the start of the day or during the day the Therapist working with that student is to immediately walkie the nurse and tell her to meet them in the isolation room. If the student is not wearing a mask, the staff will try to have the student hold a cloth over his/her mouth while they proceed to the isolation room. At the isolation room the staff member will immediately put on full PPE including gloves, gown, shoe covers, and face shield while the nurse, who is also in full PPE, assesses the student. Upon determination that the student should leave the premises, the nurse will call the parent/guardian to pick up that student immediately. If unable to reach a parent/guardian, the nurse will begin calling the student’s other emergency contacts. The staff member will wait with the student in the isolation room until his/her parent/guardian arrives, at which time the staff will bring the student to the parent’s/guardian’s vehicle. The staff will then remove the gloves, gown, shoe covers, and face shield and safely dispose of them as has been trained.

**Symptomatic Staff:** If a staff member presents with symptoms during the day, he/she will walkie the nurse to meet him/her in the isolation room and immediately proceed to the isolation room. If that staff member is working directly with a student at the time, he/she will first be sure the student is taken care of before proceeding to the isolation room by; 1. If the student is reasonably independent and/or not behaviorally aggressive or a bolter, the staff not feeling well will ask another staff in the room to assume responsibility for the student in addition to their own student so that the staff member can quickly proceed to isolation, or 2. If there is a clinical staff in the room or in a connecting office the ill staff member would call for that person to attend to their student, or 3. In absence of anyone being available the ill staff would walkie scheduling to quickly find someone to relieve the staff member. If the nurse’s assessment determines the staff needs to leave the premises, the staff will be sent home.

**Isolation Requirements:** Students and/or staff sent home due to being symptomatic, are required to remain in isolation for:

1. **14 days:** If not tested of which the final 72 hours must have been without the presence of a fever without the use of fever-reducing medications.
2. **10 days:** If the individual gets tested and tests positive, isolation may be discontinued if at least 10 days have passed since the first symptom(s) appeared, and 72 hours have passed since the presence of a fever without the use of fever-reducing medications and
there has been improvement in any respiratory symptoms (e.g. cough, shortness of breath). Additionally, the individual must also have 2 negative COVID-19 tests at least 24 hours apart.

3. **If negative test result:** The individual may return to work/school the day after receiving a negative test result with proof of date of test and negative result.

**Quarantine Requirements:** In May 2020, the U.S. Center for Disease Control (CDC) defined a close contact of COVID-19 for the purpose of contact tracing and when/if a person should be tested and/or quarantined as:

“For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the patient is isolated.”

The CDC also adds the following definition for Health Care Personnel (HCP) that, if not wearing appropriate PPE at the time, could apply to a direct staff member at NLG who is working 1:1 with an infected person:

“Having unprotected [not wearing appropriate PPE] direct contact with infectious secretions [e.g., being coughed on] and excretions [such as urine, sweat, etc.] of the person with confirmed COVID-19.”

For NLG’s purposes, these definitions help us determine who would require testing and quarantine given a positive case of COVID-19 within NLG’s facilities. Given the contagious nature of COVID-19, symptom screenings are being done as an abundance of caution. We expect that in most (and we hope in all) cases when a staff, student or member have a symptom or symptoms that require them to be sent home from NLG, they will be the result of some other illness and not COVID-19. Decisions regarding whether to quarantine staff and/or students would be as follows:

**Staff Quarantine resulting from known or potential direct contact:** The staff PPE requirements are designed to keep staff safe in the event a student with whom they are working with more closely than 6ft apart develops COVID-19, whether that student is symptomatic or asymptomatic. Adhering to the appropriate procedures for putting on, wearing, and taking off the required PPE is designed to minimize the potential for transmission even with exposure. If a staff member has close contact, as defined above, with a student who has potential symptoms of COVID-19 the following procedures are activated:

1. During the period of time between when the potentially infected student became symptomatic, and when the student’s test results are received, that staff member would need to be actively taking their temperature a minimum of twice per day and closely monitoring themselves for potential COVID-19 symptoms, but would not be required to quarantine, unless he/she became symptomatic. (Unless there was defective PPE or PPE was not kept on appropriately – for example, if the student tore the staff member’s mask off and then sneezed while close to him/her – in this case the staff would begin quarantine that day).

2. If the results of the student’s test come back negative, the staff is not required to do any further additional daily screening for symptoms, other than that which is done when he/she arrives at work and those required throughout each day once the results of the test have been received.
3. If the parent/guardian elects not to have their child tested, or the child will not tolerate the test, the staff will continue to actively take their temperature a minimum of twice per day and closely monitor themselves for potential COVID-19 symptoms for 14 days, but would not be required to quarantine, unless he/she became symptomatic.

4. If the results of the student’s test come back positive, that staff member would be required to quarantine at home for 14 days from the initial date of contact with the infected person unless they are able to obtain an approval letter from their Health Care Provider stating that they do not believe this is medically necessary.

**Student Quarantine resulting from known or potential direct contact:** Although staff:student pairings will be separated by at least a 6ft radius of all other staff:student pairings in the classroom, we would require other students within a class where there is a positive test result to quarantine for 14 days. The reasons for this, and why it differs from the staff requirements, is that some students may not have been wearing masks or may not have been wearing masks consistently. Students are also less likely to be able to closely monitor and communicate relevant symptoms they may have and are less likely to be able to maintain the strict increased hygiene requirements needed to keep them safe. While there will be additional air circulation throughout the building, staff and students will be in the same classroom more often than not throughout each day’s session and, without consistently wearing PPE, would be more susceptible to infection transmission. Remote services would be provided during that time.

**Decisions made based on the above infection protocols are subject to change or revision if, upon communicating with the DPH, NLG is informed of additional or different requirements for treatment of a particular situation.**

**When to Stay Home from School:** Additional guidance regarding when to stay home and steps to take in this COVID-19 climate:

- Stay home if experiencing active vomiting or diarrhea related to/not related to COVID-19
- Fever/chills/generalized body aches
  - Fever threshold is now 100.0 F or higher
- Extreme lethargy and/or fatigue

If presenting with COVID-19 known symptoms such as fever, cough, or shortness of breath immediately follow up with your medical provider.

- Parent/Guardian should call the DPH hotline for guidance regarding presenting with COVID-19 symptoms to determine if testing is warranted and must follow these stay-at-home isolation requirements:
  - If test result is positive or test is not completed the student must remain home for 10 days after the symptoms first appeared; and
  - At least 72 hours must have passed since recovery of symptoms which includes having no fever for 72 hours without the use of any fever reducing medications and improvement in respiratory symptoms (coughing and shortness of breath); and
  - Must obtain 2 negative test results spaced at least 24 hours apart.

If the student has had direct contact, as defined in the “Quarantine Requirements” section above, with an individual diagnosed with COVID-19 he/she is to follow these requirements:
• Quarantine at home for 14 days after the date of exposure to the COVID-19 positive individual and;
  o Track temperature and monitor for symptoms at least twice daily;
  o Contact your medical provider should you begin experiencing symptoms.

**Nursing Responsibilities to be Performed outside of the Nurse’s Suite:** Nurse’s will be conducting “house calls” to classrooms to perform the activities listed below. Those required to occur at a specific time will be scheduled:

- **Medication Administration:** The nurse’s will bring student required medications scheduled throughout the day to the student’s classroom when the medication is due. For medications that require preparation prior to ingestion, the nurse’s will complete the preparation in the nurse’s suite before bringing the medication to the student.
- **Basic First Aid needs:** Cuts and scrapes or other general first aid response. Staff member will call nursing to respond to location where incident occurred.
- **Tolerance Programming:** All medical tolerance programming will be conducted in the students classrooms based on a set schedule developed in advance. The dental clinic is on hold during this time period. Of course, medication administration, general emergencies and first aid requirements will be prioritized above tolerance programming for which a nurse is involved so it is possible that some, or all, of this programming may not take place on a particular day, week, or for a period of time.
- **Medical Emergencies:** Such as seizures or other more serious accidents are always responded to where they occur and this will continue to be the case.

**Visitor Access to NLG’s Facilities:** NLG is limiting access to its facilities to only NLG staff, students and adult members and the following external personnel who may require access from time to time. All visitors will be required to wear a mask while in NLG’s facilities. With the exception of emergency personnel, or delivery personnel who only access NLG’s front vestibule and/or loading dock, all other visitors will be required to complete a screening form (see Visitor Screening Form attached) that will include providing their name and contact information in addition to responding to a variety of health and safety related questions. All doorknobs and common areas accessed by these visitors would be wiped down by the NLG staff responsible for the person throughout their stay in NLG’s facilities.

**Emergency Personnel:** including police, firemen, and paramedics from the towns where NLG’s facilities are. These personnel will not be required to complete screening forms as the nature of their functions would require constant screening each day as well as the likely emergency nature of their visits. Following are the reasons why these personnel may need access to NLG’s facilities from time to time for:
- Student/Staff Medical emergencies
- Response to 911 calls
- State or local safety and/or fire code requirements

**Facility Systems and Equipment Repair Personnel:** for systems and equipment that present and/or manage life and safety concerns we would allow access to the area where the system(s) and/or equipment are within the facility (HVAC, elevator, etc.). As noted above they would be
required to wear a mask and complete a screening form. In addition, when required to be on-site during in session program hours, these personnel would be escorted by an employee of NLG.

Delivery Personnel:

- **Small packages & mail delivery** – these personnel will be directed to leave deliveries outside of the front door of each NLG facility or in the vestibule of each facility between the outside front door and the door leading into reception. There will be a mail tote in each vestibule for the mail carrier to leave all mail items each day for the Receptionist to retrieve once the mail carrier has left.

- **Office & program supply delivery** – such as W.B.Mason & Staples historically have used a hand truck and brought supplies directly into the building. They have now been informed to unload the supplies from the hand truck in front of the front door and one of the IT and Facilities staff will get an NLG hand truck and bring it into the building.

- **Delivery of larger items** – these personnel will be directed to the loading dock at the back of each facility, each of which is closed off from the inside operational space of the building. An NLG employee would enter the loading dock, open the external loading dock door, then leave the loading dock and close the door connecting the loading dock to the rest of the building and wait while the delivery was unloaded onto the loading dock. The delivery person would then unload the materials onto the loading dock. Where signature is required, in addition to wearing his/her mask, once the unloading had been completed, the NLG employee would put on non-latex gloves, re-enter the loading dock, visually review the order and sign the form. The delivery person would then leave and the NLG employee would close the external loading dock door before leaving the loading dock.

- **Delivery of Equipment requiring installation** – will employ a combination of the “**Larger items and supply delivery**” and the “**Facility Systems and Repair Personnel**” access processes.

Travel Policy and Required Procedures

For the safety of NLG staff, students and adult members, NLG has implemented the following travel policies during this time as a result of the COVID-19 pandemic. All NLG staff and students are subject to these policy requirements.

**Notification:** For the foreseeable future, all NLG staff and parents/guardians of NLG’s students must notify NLG of any plans to travel outside of Massachusetts. This notification must include the leave and return dates of travel, where traveling to, mode of transportation (airplane, bus, train, personal vehicle, boat), and lodging venue (hotel, rented home or apartment, personally owned home at that destination, etc.). Parents/Guardians are to notify their child’s Clinical Director in writing.

**Travel Requiring Testing or Quarantine:** Travel out of Massachusetts (MA), currently to any destination other than New Hampshire (NH), Maine (ME), Vermont (VT), Connecticut (CT), New Jersey (NJ), and New York (NY) and in any mode of traveling other than by personal
vehicle, will require testing or quarantine upon return to MA. Travel to any destination outside of Massachusetts including to NH, ME, VT, CT, NJ, and NY by airplane, train, bus or cruise ship would also require testing or quarantine upon returning to MA.

**Testing Requirements:** Proof of a negative COVID-19 test no less than 72 hours after the staff, student or adult member has returned to MA. Due to the presumed timing of potential COVID-19 infection after exposure, the CDC specifies that testing a person within the first 72 hours of their return from traveling is not sufficient. Therefore, NLG would require the test be administered no less than 72 hours after the individual has returned home from their destination and that the test not only reflect proof of negative COVID-19 testing but must also document the date the test was completed. Please be aware that it usually takes 2 to 3 days to receive COVID-19 results once tested and individuals would also need to accommodate this time.

**Quarantine Requirements:** If upon return the staff or parent/guardian of the student has elected not to submit the individual to the COVID-19 testing requirements implemented as part of this policy, that staff or student would be required to quarantine at home for 14 days, during which he/she does not show any symptoms, before returning to NLG’s program. If the student is asymptomatic or well enough to engage in learning, NLG would provide remote services this student during this time.

*Given the rapidity with which conditions can change in this pandemic, this policy, including approved states and modes of transportation, can change at any time. We will do our best to keep staff and parents/guardians informed on a timely basis.*

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**On-Site School Day Procedures**

**Program Arrival Procedures:**

**Staff Arrival:** Staff will arrive at their NLG facility no later than 30 minutes prior to the start of that day’s session. They will enter the front door and follow the same temperature screening and hand sanitizing procedures as are followed by the students. Those who are using scrubs will proceed to reception to sign out their clean scrubs for the day from the Receptionist and then proceed to their pod. When at their pod staff with scrubs will change into their scrubs and secure their personal belongings not used during the day at their assigned cubby or plastic tote, being sure to wash their hands before changing and after changing into scrubs. They will look through their fanny pack to ensure they have the minimum materials required for the day, and then secure it to their waist. They will then proceed to their desk or, for direct staff, to the classroom where their walkie talkie is to retrieve it. They can then proceed to getting their student’s area ready for the day, and wait for their student’s bus to be called. For direct staff, and others who elected to use them, depending on preference, they can either change out of the masks they were wearing when they arrived and put on their KN95 masks immediately upon arrival, or can wait to make the change before busses begin to be called.

**Vehicle Arrival:** The procedure for vehicles transporting students pulling into NLG’s facilities and lining up will be exactly the same as before at the 10 Oak Park Drive facility, and the only difference at the 170 Lexington Road facility is that the first vehicle will pull all the way up to
the front door and all other vehicles will line up behind that vehicle. Any parents/guardians who had previously transported their students, parked in a parking space, and walked that student into the building will now be asked to remain in their vehicle in the line as only staff and students will be allowed in NLG’s facilities at this time (with the exceptions noted in the “Visitors Access to NLG facilities” above). If a student arrives after all other students have arrived, the parent/guardian or driver will need to call NLG’s Receptionist to inform her of that student’s arrival. The remainder of this process would then be the same.

Disembarking: Approximately 15 minutes prior to the session start time, NLG Staff facilitating the arrival process will use their walkie talkies to call each student’s name as each vehicle arrives. Therapists will remain in their pod until they hear the name of their student and will then proceed to retrieve their student. Once at the vehicle, the staff member will first retrieve the Daily Parent/Guardian Attestation from the driver (if the parent/guardian) or the student’s backpack and then have the student exit the vehicle and the staff member will proceed with that student to the front door or to the end of the line of the other staff/student pairings, keeping 6 feet between each pairing in front and in back of them using the social distancing markers on the ground.

Entering the Building: When the Staff/Student pairings arrive at the door, the student will step through the front door into the reception area where his/her temperature will be scanned by the infrared camera. If the alarm does not sound, then his/her temperature is below 100.0 F and his/her staff member will step into the door behind him/her. At this time, both the staff and student will use the hand sanitizer provided before proceeding to the student’s classroom. Should the student set off the infrared camera alarm, his/her temperature will immediately be taken again with a manual thermometer to ensure it was not a false positive. If the temperature is normal or, at a minimum, below 100.0 F, after using the hand sanitizer provided at the entrance, the student will proceed with his/her staff to their classroom. If the temperature is 100.0 F or above, the staff or student will be taken by his/her direct staff to an isolation room near the front entrance of the facility to be more fully assessed by one of NLG’s nurses. If upon assessment by the nurse, it is determined that the student needs to leave the facility, the nurse will call the parent/guardian and/or emergency contact and inform them that they must pick up the student. While this call is being made, the staff member assigned to that student will put on; a face shield over his/her mask, a surgical gown and shoe covers, and non-latex gloves and remain with the student until he/she has been picked up by their parent/guardian.

Classroom and Pod Procedures:

Student Teams and Scheduling: As noted in the “Facility Pods” section in the Adapting NLG’s Facilities to Minimize Virus Transmission section above, each staff and student are allocated to a specific pod within their facility. With the exception of the positions allowed to cross pods noted above, we anticipate these allocations to pods will remain for the duration of the pandemic. When on-site, student/staff transitions will be minimized. Only staff within that pod can be allocated to work directly with students within the same pod.

Most students were able to keep the Lead Therapist they had at the time that NLG’s facilities closed down. If parents/guardians have not been told their child’s Lead Therapist is changing, then he/she will remain the same. There has also been an emphasis put on trying to get Lead
Therapist staff in the same pods with those students they lead for. This was challenging and in a few instances was not possible for staff who lead for multiple students. However, if the Lead Therapist was unable to reside in the same pod as one of their students, we ensured that at least a member of the student’s clinical staff would reside in that student’s pod (Clinical Director, Clinical Manager or Case Manager). While there will still be Zoom access present within the facilities to consult and collaborate between pods, we wanted to ensure that each student had some oversight level eyes on them during each week.

**Classroom:** Before entering the classroom, if the student has anything to leave in his/her cubby, the student and the staff will stop at the cubby and then proceed into the classroom. Lens wipes will be available in each classroom for staff to wipe down any materials the student has brought to their desk from their backpack for the day, such as AAC devices and daily log binders. The behavior data tablet for each student is now kept, and will be charged, on that student’s desk at all times. The only time it will be removed from the classroom is when the teacher is using it to track data outside of the classroom, such as for toileting or exercising. As has always been the case, each student’s program book and individual learning materials will also be kept at the student’s desk for the student’s use only. Any of the few learning materials that may need to be shared within the classroom will be wiped down by the teacher at the end of their student’s session so that the next teacher to access it will know it is ok to use. As there will be fewer options for reinforcement during this period of time, and so that students will not have to wait for extended periods of time to access electronic reinforcement due to sharing and the need for disinfecting between each use, there will be a reinforcement device on each student’s desk, for use by that student only, that will remain on his/her desk and at NLG at all times. As with the behavior data tablet, this device will also have a dedicated charging plug so that it can be charged at the student’s desk.

**Lunch and Snacks:** While operating in the Hybrid or Remote Learning Models, there will not be a lunch period that needs to be administered on-site. In these models, any snacks required by the student must be sent in by the family and must not require preparation (no microwave, slicing, refrigeration, etc.). Any required preparation, such as cutting up fruit, must be done at home so that the snack is ready to eat when taken out of the snack container. Students will need to eat snacks at their desk in their classroom. Staff will put on non-latex gloves when removing food items from their containers and remove the gloves upon the student’s completion of the snack.

When operating in the fully On-Site Learning Model, a lunch period will be administered. While we have sufficient space for this process to be administered for students within their classrooms, we are still developing a process that will allow us to do so safely while also allowing the students to work on food prep and lunch independence skills and/or provide physical supports as needed in each individual situation.

**Restrooms:** Specific restrooms have been assigned to each pod for use by staff and students in that pod. Red (In Use) and Green (Available) signs have been affixed to the hall facing side of the bathroom door as an easy visual to inform other staff and students/members if it is in use or available.

**Exercise and Movement:** Treadmills have been dispersed into pods throughout each facility so that those students with treadmill programming can access it within their pod. A schedule will
be created and displayed in the area where each treadmill resides so that each staff knows when his/her student is assigned to use the treadmill. Time has been left in between uses of the treadmill so that it may be wiped down before the next student uses it. Students will either wash their hands or, at a minimum, access hand sanitizer before and after utilizing the treadmill.

Each pod also has a larger room where each class will be assigned time to go to move around by either doing some exercising, dancing, jumping, running, etc. (of course, staying appropriately socially distanced from the other staff/students in the room). Staff and Students will either wash their hands or, at a minimum, access hand sanitizer when transitioning between rooms.

**Program Departure Procedures:**

**Student Transition out of the Building and into Vehicles:** All vehicles will arrive by the end of the day’s session and line up outside at each facility in the same way they did upon arrival in the morning. It is important that this process occur in a timely manner particularly when in the Hybrid Learning Model with morning and afternoon sessions, as we need to ensure that all staff and students from the morning session have left before the staff and students from the afternoon session arrive.

All end of day student routines will be done no later than 5 minutes prior to the end of the session for the day so that when the staff member facilitating the exit process calls that student’s name, he/she and their staff member are ready to exit their classroom and proceed immediately to the vehicle and ensure the student is settled in his/her vehicle before leaving the vehicle.

**Staff Departure:** Once their student’s vehicle has left NLG’s property, the direct staff member will go back to that student’s desk to put things away (if not already done) and clean and disinfect it and the materials used that had not already been wiped down. He/she will then disinfect their walkie talkie and place it back on the charger, put his/her KN95 mask in the bag labeled for that day and switch into a cloth or disposable mask, and put his/her fanny pack and KN95 mask back into their assigned cubby or tote and retrieve their personal clothes to change back into (if in scrubs). The staff member will then change out of their scrubs, being sure to wash their hands before and after changing, and proceed to reception to place their used scrubs in the laundry bag before exiting the building. The Receptionist will document that this employee has returned their scrubs for the day.
Closures, Delays, and Dismissals

Program or Facility: Communications to NLG staff, parents/guardians, residences, constituent agencies and transportation companies regarding program and/or location closures, delays or early dismissals shall continue to be communicated utilizing the following mediums:

- Rave Alerts System: those who have registered and signed up will receive text notifications via this system [https://www.getrave.com/login/nashobalearninggroup](https://www.getrave.com/login/nashobalearninggroup). It is the responsibility of those who sign up to receive alerts through this system, to update their Rave Alerts settings if their email address or phone number changes. For those who have not yet done so but would like to, we have attached instructions to sign up to this plan.
- NLG’s website at [www.nashobalearninggroup.org](http://www.nashobalearninggroup.org);
- NLG’s official Facebook page;
- The following media outlets:
  - WCVB Channel 5 and on their website at [www.thebostonchannel.com](http://www.thebostonchannel.com);
  - WBZ Channel 4, news radio 1030AM and their website at [www.cbsboston.com](http://www.cbsboston.com);
  - WHDH Channel 7 (NBC) and Channel 56 (CW) and on their website at [www.wdh.com](http://www.wdh.com);
  - FOX25 and their website at [www.myfoxboston.com](http://www.myfoxboston.com) (this news outlet only posts information specific to NLG’s School Program).

In the event that School and/or Adult Program must be dismissed early, in addition to providing notification via the above mediums, each parent/guardian or residence of students/members who are in attendance on that day will be called as soon as the decision is made to dismiss. If a child/adult must be picked up, we will request that the parent/guardian or residence pick up the child/adult as quickly as possible (or the transportation company if that arrangement is made). If they cannot and/or we are unable to reach the parent/guardian, we will contact the other names provided on the emergency information card.

Pod Only: There may also be a requirement to close a pod within a NLG facility due to infection rate, deep cleaning requirement, and/or staffing limitations. If this occurs, the Program Director and/or her designee(s) will contact each parent/guardian and/or residence by telephone to inform them of this requirement. This will target communications to those in a specific pod rather than causing potential confusion by communicating more broadly across the organization.

Education and Training

Staff: Online Trainings and Visual Reminders: Education has been, and will continue to be, provided to staff regarding how to properly prevent and treat the spread of the disease. These trainings will be conducted on-line through Paycom and will include a knowledge based test at the conclusion. Additional trainings as required will be ongoing through email communications, routine staff meetings, and individual or team/group specific trainings through nursing. Posters and notices are affixed throughout NLG’s facilities to provide instruction and reminders to staff of critical procedures and requirements. Education will include the following:
Facemasks are required. Instruction will be provided on how to appropriately put on (donning) and take off (doffing) a facemask as well as when it may need to be changed.

Proper handwashing and universal precaution strategies. Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

Proper donning and doffing of other required or potentially required PPE such as surgical gowns, shoe coverings, gloves, goggles, and face shields.

Adequate cleaning and disinfecting of facilities in between working with students/members.

Additional cleaning and disinfecting that will occur throughout each day.

Avoiding close contact with people who are sick and isolation requirements when symptoms present.

Avoiding touching eyes, nose and mouth.

Assessment and screening requirements for staff, students and members prior to entering NLG’s facilities.

Screening and hygiene requirements upon entering the building.

Social distancing requirements.

Additional health and safety requirements when assisting in the physical management of a student or member.

Additional health and safety requirements when assisting with toileting or changing a student or member.

**Staff: On-Site Trainings:** Each staff member has also been required to attend a health and safety training on-site prior to being allowed to return to working at one of NLG’s facilities. This training provided an additional overview of the on-line trainings and provided the opportunity to walk staff through the process required when entering the facility, within their assigned pod and when exiting the facility. At this time staff were also provided with their initial PPE, including their first month’s supply of KN95 masks and their fanny packs stocked with extra surgical masks, gloves and wipes. Each staff was also provided with instruction for retrieving and returning their daily scrubs.

The nursing staff is in constant communication with the local DPH in each town where NLG has facilities to ensure NLG is up to date with new or changing requirements.

**Students and Members:** All of the above trainings are also provided to students through their individualized programming as appropriate for their development and abilities. Posters and notices are affixed throughout NLG’s facilities to provide instruction and reminders to students of critical procedures and requirements.
NLG’s Crisis Management Team (CMT)

NLG has formed a Crisis Management Team (CMT) and named a Pandemic Response Coordinator (PRC) to efficiently and effectively coordinate all NLG activities, communications and actions relating to the COVID-19 pandemic emergency. The CMT reports to NLG’s President.

**Pandemic Response Coordinator (PRC):** NLG’s Nursing Coordinator, Shelli Silverberg, is NLG’s Pandemic Response Coordinator (PRC) The PRC’s role is to stay informed, review, assess and disseminate information regarding COVID-19 as it evolves. The PRC is also responsible for working with NLG management to ensure the organization has an appropriate and effective Crisis Management Team (CMT) in place (see CMT description below) and to coordinate all CMT activities and requirements. The PRC collaborates with local emergency response and public health planners and works with the CMT on the establishment and maintenance of an appropriate Pandemic Plan for NLG and to ensure coordination of response and communication with these representative agencies.

**Crisis Management Team Members:** NLG has a CMT consisting of executive, administrative, clinical, specialist and direct staff of which the PRC is a part, to ensure that preparedness and pandemic response planning addresses the needs and concerns of NLG staff in all positions. Additionally, the CMT has recruited a parent/guardian liaison from each program to ensure the plan appropriately addresses the needs of the students and members NLG serves. The CMT works with the PRC on the collection of up to date information both internally (staff, student, member related) and externally (various constituents such as regulatory agencies, employers, and emergency resources), determination, development and dissemination of appropriate information, policies, procedures and/or changes resulting from the onset or ongoing occurrence of a pandemic. The Pandemic Plan will be reviewed at least monthly during the pandemic to ensure the response planning and program information is current and applicable. The CMT will ensure the following actions are completed in order to safely prevent and plan throughout the period of the disease outbreak: Identification of essential staff and functions.

- Planning for absenteeism of direct care staff and support services staff (maintenance, HR, housekeeping etc.)
- Planning for absenteeism of students/members.
- Planning for absenteeism of supervisory and administration staff.
- Identification of essential staff and functions.
- Ordering and stocking of essential supplies and support services.
- Planning for absenteeism of support service providers and contractors.
- Planning for interruption and failure of critical equipment operation.
- Communication with parents/guardians, residences and employees.
- Pandemic education for employees.
- Pandemic education for students and members.
- Prevention of risk and exposure procedures and planning.
Below you will find the positions at NLG that make up the CMT and the role each position fulfills on the CMT:

- **Nurse Coordinator**: Is the Pandemic Response Coordinator (PRC) for the organization. Is the primary contact within the PRC and coordinates and disseminates medical/health information from emergency resources (such as DPH, CDC, etc.). Coordinates with Program Nurses regarding staff and student illness data over time to identify trends and ensure appropriate communications with the necessary agencies. Coordinates activities, including meetings, of the CMT. (role is currently held by Shelli Silverberg, BSN, RN)

- **Executive Director**: Review of data collected by, and recommendations made by, the CMT to ensure consistency with NLG’s mission and consideration of all programs and functions within NLG. Oversees the coordination and development of the written plan and resulting operational procedures. (role is currently held by Maureen Vibert)

- **IT & Facilities Director**: Identifies and manages threats resulting from crises to NLG’s computer systems and capital assets inclusive of the facilities. Coordinates facilities related activities/SECURITIES required as a result of the crisis. Coordinates and facilitates facility and equipment changes and needs resulting from the pandemic. (role is currently held by Steve Vibert)

- **CFO (or Controller)**: Ensures the availability of needed financial resources. Budgets for and tracks additional costs and revenue impact resulting from crisis. (role is currently held by Linda Wright, Controller)

- **Employment & Vocation Director**: Collects and maintains requirements and information from student and member employment and volunteer sites related to the crisis including when/if any other employees or volunteers at a site are suspected of or have been diagnosed with COVID-19 or if there are any new or changing requirements at these sites as a result of the crisis. During a crisis requiring a temporary reduction or termination of employment and volunteer sites, continues to maintain these external relationships and provides input regarding when it may be safe to begin services again and implementation of same. (role is currently held by Steph Daniels)

- **Admissions Director**: Stays knowledgeable about the impact of ongoing admissions. (role is currently held by Robyn Stewart)

- **HR Administrator**: Ensures any policy and/or benefit related changes, whether temporary or permanent, resulting from the crisis are appropriate, legal and can be applied consistently across the organization. Coordinates with NLG’s Program Directors and Nurses to maintain statistics of unplanned and planned PTO information with specific attention to changes in unplanned PTO due to illness to identify trends and potential communications required as a result. (role is currently held by Alyss Taylor)

- **Recruiting Coordinator**: Stays knowledgeable about concerns of new and recent recruits and identifies information or data resulting from staff concerns and anxiety regarding the crisis. Maintains and reviews turnover data for same. Coordinates with Program Directors, Training Director & Coordinator, and Staffing and Allocations Coordinator to identify and recommend changes to orientation, training and employee supports. (role is currently held by Lauren DePetris, BCBA)

- **Program Director-School Program**: This is also the primary COVID-19 Response Leader for DESE. This individual is responsible to collect, review and disseminate appropriate data as it is provided by DESE. Ensures NLG is meeting new or changing requirements of DESE as a result of the crisis and keeps relevant NLG personnel informed regarding same. Works with the CMT-School Program liaisons to coordinate, stay informed and identify concerns
and issues resulting from the crisis and consolidates these concerns for discussion with the rest of the CMT to make recommendations to assist and support staff through the crisis. (role is currently held by Lori Steers)

✓ **School Program Education Administrator:** Stays informed regarding DESE regulatory changes impacting student programming and education supports. (role is currently held by Maureen Lacerte, BCBA, Professional SPED)

✓ **School Program Scheduling and Allocations Coordinator:** Provides information relating to the challenges and issues resulting with team assignments and daily scheduling. Coordinates, communicates, and implements required changes. (role is currently held by Heather Angus)

✓ **School Program Clinical Staff:** Representing the needs and concerns of the clinical staff at the 10 Oak Park Drive location. Assists with coordination requirements, communications, data gathering and implementation of changes. (role is currently held by Kate Raftery, BCBA, Professional SPED)

✓ **School Program Clinical Staff:** Representing the needs and concerns of the clinical staff at the 170 Lexington Road location. Assists with coordination requirements, communications, data gathering and implementation of changes. (role is currently held by Karen Abruzi, BCBA, Professional SPED)

✓ **School Program Direct Staff:** Case Mgr, Lead Therapist, Understudy or Therapist from the 10 Oak Park Drive location. Represents the needs and concerns of the staff working directly with students. Assists with coordination requirements, communications, data gathering and implementation of changes related to this group of employees. (role is currently held by Courtney Hinds)

✓ **School Program Direct Staff:** Case Mgr, Lead Therapist, Understudy or Therapist from the 170 Lexington Road location. Represents the needs and concerns of the staff working directly with students. Assists with coordination requirements, communications, data gathering and implementation of changes related to this group of employees. (role is currently held by Chelsey King)

✓ **Program Director-Adult Program:** Is the primary contact with MassHealth and DDS to collect, review and disseminate appropriate data as it is provided by these agencies. Ensures NLG is meeting new or changing requirements of these agencies as a result of the crisis and keeps relevant NLG personnel informed regarding same. Works with the CMT-Adult Program liaisons to coordinate, stay informed and identify concerns and issues resulting from the crisis and consolidates these concerns for discussion with the rest of the CMT to make recommendations to assist and support staff through the crisis. (role is currently held by Lauren Savioli, BCBA)

✓ **Adult Program Supervising Clinician:** Represents the needs and concerns of Clinical/Team Leaders, Team Coordinators and Team Instructors. Assists Adult Program Director with coordination requirements, communications, data gathering and implementation of changes. (role is currently held by Samantha Michelson, BCBA)

✓ **Adult Program Administrator:** Provides information relating to the challenges and issues resulting from capacity issues and daily scheduling. Keeps up to date with regulatory issues resulting from the pandemic. Assists Adult Program Director with coordination, communications and implementation of operational needs and changes. (role is currently held by Brianna White)

See attached *CMT Contact List* for contact information of the current members of the CMT.
The Program Director for each NLG program appoints a representative from each of the groups identified below as their CMT liaisons who will represent the needs and concerns of each program’s parents/guardians and residences:

- **A School Program Parent/Guardian (10 Oak Park):** to provide information regarding the needs and concerns of students and their families for those students located at 10 Oak Park.

- **A School Program Parent/Guardian (170 Lexington):** to provide information regarding the needs and concerns of students and their families for those students located at 170 Lexington.

- **An Adult Program Parent/Guardian:** to provide information regarding the needs and concerns of members and their families.

- **An Adult Program Residential Service Provider:** to provide information regarding the needs and concerns of members in a residence and their staff.
Appendices
The novel coronavirus ("COVID-19") has been declared a worldwide pandemic by the World Health Organization, and in response to the significant risk presented by this virus, Massachusetts’s Governor has declared a state of emergency in March 2020 and closed all school campuses except for residential education programs for children with special needs. Following medical guidance and four key data points regarding the virus, in July 2020, Massachusetts started its reopening process across the state which included the reopening of K-12 Special Education School Programs and Adult Day Programs for limited in-person summer services.

On July 14, 2020, Nashoba Learning Group, Inc. (NLG) transitioned from providing exclusively remote services to providing both on-site and remote services, at its School and Adult Programs after making a number of health and safety changes to its facilities and on-site programming and operating procedures. We are following state guidance to ensure our efforts match those that are prescribed as necessary to provide services on-site in a safe manner.

Please read the following information and sign as to your agreement and acknowledgment.

COVID-19 is extremely contagious and believed to be spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. To prevent the spread, federal, state and local governments, as well as federal and state health agencies, recommend social distancing and wearing a mask, unless medical and/or behavioral reasons prevent someone from doing so.

NLG has put in place preventative measures, new procedures, protocols and policies, undergone trainings, and purchased necessary personal protective equipment (PPE) to reduce the spread of COVID-19. NLG cannot guarantee that your child/adult will not be exposed to, contract or spread COVID-19. Further, attending NLG’s programs for in-person instruction increases your child’s/adult’s risk of contracting COVID-19.

Additionally, based on state and/or local data or NLG specific data, NLG may be required to transition the location where programming is being provided from partially on-site to fully remote or, once we return to fully on-site, from fully on-site to partially on-site or fully remote with short notice to families.

By signing this agreement, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that your child/adult may be exposed to or infected by COVID-19 by attending school/day program, and that such exposure or infection may result in personal injury, illness, permanent disability and possibly even death. You understand that this risk may result from the actions, omissions or negligence by your child/adult, any employee and/or other students/members at NLG’s Programs.

By signing this agreement, I ___________________ (parent/guardian name) acknowledge that I have carefully read and fully understand all provisions of this Assumption of Risk, and freely and knowingly assume the risk as described above:

I, __________________ (parent/guardian) am the parent/guardian of __________________ (student/member name), who attends NLG’s School Program / NLG’s Adult Program I have the legal right to consent to and, by signing below, I do consent to the terms and conditions of this Assumption of Risk.

Parent/Guardian Name: _______________________   Date: __________________

Parent/Guardian Signature: ___________________________________
COVID-19 Precautions
For
Families and Providers

PERSON COMPLETING FORM:
We understand that resuming on-site services is a priority for each student/member. In order to do so, NLG needs to safeguard our staff and those we serve with precautionary measures to maintain a healthy environment. The following guidelines are in response to the current pandemic, COVID-19. Our expectation is that consistent, frequent communication and documentation be provided regarding these protocols.

BY SIGNING, I AGREE TO THE FOLLOWING SAFETY & INFECTION CONTROL PRECAUTIONS:

1. I, my student/member, or a member of our household has not traveled internationally or domestically to any states other than CT, NY, NJ, VT, NH, or ME in the past 14 days and will notify NLG if we choose to do so.
2. I, my student/member, or a member of our household, will not travel internationally or domestically to any states other than CT, NY, NJ, VT, NH or ME in the next 30 days.
3. I, my student/member and all members of our household are practicing social distancing as outlined by the government including:
   a. Not socializing in groups of more than 25
   b. Staying at home or following the guidelines of phased openings based on the timelines as they are initiated by the Governor, including wearing a mask in all environments where social distancing of less than 6 feet is possible.
4. If I or someone that lives with my family has been exposed to a confirmed OR presumptive case of COVID-19, I have or will self-quarantine for 14 days.
5. No one in our household or anyone my student/member had come into contact with has had a fever of 100 degrees Fahrenheit or higher within the last 14 days.
6. I understand that a person experiencing fatigue, respiratory ailments (cough, shortness of breath), loss of taste or smell and/or with a fever of 100 degrees Fahrenheit or higher must quarantine for 14 days and be fever free without the use of fever reducing medications for a minimal period of 72 hours (3 full school/program days) before returning to the program.
7. I understand that a person diagnosed with any communicable virus, must be symptom free for a minimum of 72 hours (3 full school/program days) before returning to the program (strep throat, flu A or flu B, known/unknown rash).
8. If I or a member of our household, works in a high-risk environment, such as a hospital, medical facility or first responder. We have instituted all available infection mitigation pre-cautions to minimize possible exposure and spread.
9. I agree to complete the Health Screening and Attestation on behalf of my student/member to assess current potential risk and submit to Nashoba Learning Group Nursing daily prior to entering the building.

Continued Precautions at NLG:
1. Daily deep cleaning of all high traffic areas, countertops, door handles, faucets with antibacterial solutions as well as Lysol disinfectant. This is currently occurring during closed hours as well.
2. Continuous cleaning of all bathrooms and materials from all team members throughout the day.
3. Minimal shared items between students/members throughout the day. In the case of an item needing to be shared, it is cleaned and disinfected between uses.
4. Hand washing/hand sanitizer for all team members and students/members will be available at all times and will be required before eating, upon entering the building, bathroom usage and following coughing/sneezing or soiled hands.
5. Continued adherence to best practice coughing and sneezing precautions which includes into the elbow followed by hand washing/sanitization
6. NLG has planned for immediate removal of any items, materials, toys that have been exposed to bodily secretions (e.g. saliva)
7. NLG will be adhering to social distancing standards of 6 feet or more when feasible. This pre-caution will impact our ability to address some social, group activities and shared areas (e.g. playground) during this time.
8. NLG will be minimizing groups to no larger than 12 people within a given space at all of the programs per regulatory guidelines provided.
9. Staff and students/members have been allocated to specific pods within each facility and are unable to work in-person in any other pod. This has resulted in a number of changes to student teams within the school program. Each team has maintained their Clinical staff and Lead Therapist, however, it may be that only 1 of them actually sit in the same pod with your child. The other will consult remotely.
10. The use of face masks/coverings will be utilized by all employees. Students and members are also required to wear a face mask/covering. For students/members who are currently unable to wear masks, we will develop individualized programming to target this as a medically necessary treatment goal.
11. Parents/guardians are not allowed within the programs at this time. Pick up/drop will occur at each individual vehicle. This includes drop off for medications as well.
12. Currently, we are not conducting any new intakes, interviews or providing tours within the building.

Our team continues with daily conversations regarding our continued operations. We know the value and benefit of our services to your student/member but need to be considering our team and the community as we determine if we can safely remain open. We will continue to keep you updated with changes in our schedules/policies as we move through this pandemic.

We are requiring that all families and staff adhere to the outlined safety guidelines so we can attempt to remain in operation for your student/member.

By signing below, I agree to the safety guidelines as outlined and will report any changes immediately to NLG’s Nursing Coordinator.

__________________________________________   __________________________
Name (print)       Date

__________________________________________
Signature

For parents/caregivers, please provide student’s/member’s name:

By agreeing to services, you acknowledge this is at your own risk. Our team will employ the best infection mitigation; however, this does not guarantee your’s, or your child’s safety. You understand that exposure to COVID-19 is still a possibility and you will not hold NLG, its Board of Directors, Officers, and/or staff liable.
Parent/Guardian Daily
Screening & Attestation

Parents/Guardians or a residential designee are required to perform the following COVID-19 symptoms and contact screening of their NLG student/member and complete the attestation at the bottom of this form prior to sending them to NLG each day. Declination of a parent/guardian to perform this screening and/or sign this attestation will result in the student/member being unable to enter the program.

By signing this document:
➢ I attest to the fact that I have not given my child/adult any fever reducing medication within the last 4 hours;
➢ In the past 14 days, my child/adult and any household members have not been in groups of larger than 25 people;
➢ In the past 14 days, my child/adult and any household members have not traveled outside of the country or state of MA, exclusive of CT, ME, NH, NJ, NY, or VT;
➢ In the past 14 days, my child/adult has not had close contact with a person known to be infected with the novel coronavirus (COVID-19);
➢ Today and in the past 24 hours, my child/adult and any household members have not had any of the following symptoms, and;
➢ I confirm that I have screened my child/adult for the following symptoms.
  ✓ Fever (temperature of 100.0 F or above), felt feverish, or had chills
  ✓ Cough
  ✓ Sore throat
  ✓ Difficult breathing
  ✓ Gastrointestinal symptoms (diarrhea, nausea, vomiting)
  ✓ Fatigue
  ✓ Headache
  ✓ New loss of smell / taste
  ✓ New muscle aches
  ✓ Any other signs of illness

Student’s/Member’s Name _____________________________________________________

Parent/Guardian’s Name _____________________________________________________
(or Residential Program designee)

Parent/Guardian’s Signature ___________________________________________________
(or Residential Program designee)

Date _____________________________________________________
STOP

EMPLOYEES & VISITORS MUST ANSWER THE FOLLOWING QUESTIONS BEFORE ENTERING THIS FACILITY.

1. Have you taken any fever reducing medication today?
2. Have you been in close contact with a person known to be infected with COVID-19?
3. In the past 24 hours have you or any other household members had any of the following symptoms:

   - Fever (temp of 100.0 F or above)
   - Felt feverish or had chills
   - Cough
   - Sore Throat
   - Difficulty Breathing
   - Gastrointestinal Symptoms (diarrhea, nausea, vomiting)
   - Fatigue
   - Headache
   - New loss of smell and/or taste
   - New muscle aches

IF YOU ANSWERED YES TO ANY OF THE ABOVE DO NOT ENTER!!
(STAFF ARE TO CALL THE NURSE FOR INSTRUCTIONS)
# NLG On-Line RESOURCE LIST
## BY CATEGORY

### English Language Arts (ELA)
- Boom Cards
- Reading/Learning A-Z (includes Headsprout and Raz Kids)
- iXL.com
- Hear Builder
- Brain Pop (videos that allow you to assign quizzes and games)
- News2You
- Epic Reading
- Scholastic News
- Tumble Book Library
- Kto5 Learning
- Education.com
- Liveworksheets.com
- Various Individualized Powerpoint Presentations
- Various YouTube Videos

### Math
- iXL.com
- prodigy.com

### Science
- iXL.com
- MysteryScience.com

### SLP
- Realize Language

### Breaks
- Hidden Picture Daily Challenge (hiddenpictures.highlights.com)
- Word Searches (thewordsearch.com and api.razlepuzzles.com/wordsearch)
- Puzzles (jigsawplanet.com and Edpuzzle.com)
- Virtual Field Trip (virtualschoolactivities.com)
- Games (cbc.ca/kidscbc2/games)

### Exercise
- NLG PT, OT and Yoga videos (OT videos require Theraband, Weighted Ball and Dumbell)
- Special Olympics Exercise Videos (specialolympics.org/health/fitness/fit-5-page)
- Go Noodle (gonoodle.com)

### Typing
- ASDReading.com
- Typingclub.com

### Behavior
- Connect – ACT Curriculum to help kids cope with anxiety
- JABA onlinelibrary.wiley.com
- Everyday Speech (teaches social skills and behavior management through videos)
Nashoba Learning Group
2020-2021 School Calendar

July 2020

Su  M  Tu  W  Th  F  S
1  2  3  4
5  6  7  8  9  10  11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

August 2020

Su  M  Tu  W  Th  F  S
1  2  3  4  5  6  7  8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

September 2020

Su  M  Tu  W  Th  F  S
1  2  3  4  5
6  7  8  9  10  11  12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

In session: 17

October 2020

Su  M  Tu  W  Th  F  S
1  2  3
4  5  6  7  8  9  10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

In session: 21

November 2020

Su  M  Tu  W  Th  F  S
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

In session: 17

December 2020

Su  M  Tu  W  Th  F  S
1  2  3  4  5
6  7  8  9  10  11  12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

In session: 20

January 2021

Su  M  Tu  W  Th  F  S
1  2
3  4  5  6  7  8  9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

In session: 19

February 2021

Su  M  Tu  W  Th  F  S
1  2  3  4  5  6
7  8  9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28

In session: 15

March 2021

Su  M  Tu  W  Th  F  S
1  2  3  4  5  6
7  8  9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

In session: 21

April 2021

Su  M  Tu  W  Th  F  S
1  2  3
4  5  6  7  8  9  10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30

In session: 16

May 2021

Su  M  Tu  W  Th  F  S
1
2  3  4  5  6  7  8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

In session: 19

June 2021

Su  M  Tu  W  Th  F  S
1  2  3  4  5
6  7  8  9  10  11  12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

In session: 17

*June 24, 25, 28, 29, 30. School closed. Available for make-up days if required. Earlier make-up days are used first (example: June 24th will be first used).

- School Closed/ Holidays
- Teacher Professional Day (no school for students)
- Last Day of School
Visitor

Screening Form

The purpose of this form is to screen any individuals who need to enter NLG’s facilities for the purpose of a delivery or repair that cannot be completed outside of an NLG facility. We are asking you to confirm and attest to certain information and to provide your contact details for the purpose of contact tracing related to COVID-19 should that be required. Declination to perform this screening and/or sign this attestation will result in your being unable to enter NLG’s facility.

By signing this document:

➢ I attest to the fact that today I have not taken any fever reducing medication;
➢ In the past 14 days, I and any household members have not been in groups of larger than 25 people;
➢ In the past 14 days, I and any household members have not traveled outside of the country or state of MA, exclusive of CT, ME, NH, NJ, NY, VT or RI;
➢ In the past 14 days, I have not had close contact with a person known to be infected with the novel coronavirus (COVID-19);
➢ Today and in the past 24 hours, I nor any household members have not had any of the following symptoms, and;
➢ I confirm that am not currently experiencing any of the following symptoms.
   ✓ Fever (temperature of 100.0 F or above), felt feverish, or had chills
   ✓ Cough
   ✓ Sore throat
   ✓ Difficult breathing
   ✓ Gastrointestinal symptoms (diarrhea, nausea, vomiting)
   ✓ Fatigue
   ✓ Headache
   ✓ New loss of smell / taste
   ✓ New muscle aches
   ✓ Any other signs of illness

Visitor Name: _____________________________________________________
Visitor Signature: _____________________________________________________
Best Way to Contact You: ____________________________________________
Company Working for: _______________________________________________
Date ________________________________________________________________
# CMT Contact List

10 Oak Park Drive, Bedford telephone number (781) 275-2500  
170 Lexington Road, Billerica telephone number (978) 528-5210

<table>
<thead>
<tr>
<th>CONTACT NAME</th>
<th>POSITION</th>
<th>OFFICE LOCATION</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelli Silverberg</td>
<td>Nurse Coordinator</td>
<td>Bedford</td>
<td><a href="mailto:Shelli.Silverberg@nashobalearninggroup.org">Shelli.Silverberg@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Maureen Vibert</td>
<td>Executive Director</td>
<td>Bedford</td>
<td><a href="mailto:Maureen.Vibert@nashobalearninggroup.org">Maureen.Vibert@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Steve Vibert</td>
<td>IT and Facilities Director</td>
<td>Bedford</td>
<td><a href="mailto:Steve.Vibert@nashobalearninggroup.org">Steve.Vibert@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Linda Wright</td>
<td>Controller</td>
<td>Bedford</td>
<td><a href="mailto:Linda.Wright@nashobalearninggroup.org">Linda.Wright@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Stephanie Daniels</td>
<td>Employment and Vocational Director</td>
<td>Bedford</td>
<td><a href="mailto:Steph.Daniels@nashobalearninggroup.org">Steph.Daniels@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Robyn Stewart</td>
<td>Admissions Director</td>
<td>Bedford</td>
<td><a href="mailto:Robyn.Stewart@nashobalearninggroup.org">Robyn.Stewart@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Alysse Taylor</td>
<td>Human Resource Administrator</td>
<td>Bedford</td>
<td><a href="mailto:Alysse.Staalke@nashobalearninggroup.org">Alysse.Staalke@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Lauren DePetris</td>
<td>Recruiting Coordinator</td>
<td>Bedford</td>
<td><a href="mailto:Lauren.Howson@NashobaLearningGroup.org">Lauren.Howson@NashobaLearningGroup.org</a></td>
</tr>
<tr>
<td>Lori Steers</td>
<td>Program Director, DS</td>
<td>Bedford</td>
<td><a href="mailto:Lori.Steers@nashobalearninggroup.org">Lori.Steers@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Maureen Lacerte</td>
<td>Education Administrator, DS</td>
<td>Bedford</td>
<td><a href="mailto:Maureen.Lacerte@nashobalearninggroup.org">Maureen.Lacerte@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Heather Angus</td>
<td>Scheduling &amp; Allocations Coordinator, DS</td>
<td>Bedford</td>
<td><a href="mailto:Heather.Angus@nashobalearninggroup.org">Heather.Angus@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Kate Raftery</td>
<td>Clinical Director, DS</td>
<td>Bedford</td>
<td><a href="mailto:Kate.Raftery@nashobalearninggroup.org">Kate.Raftery@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Karen Abruzi</td>
<td>Clinical Director, DS</td>
<td>Billerica</td>
<td><a href="mailto:Karen.Abruzi@nashobalearninggroup.org">Karen.Abruzi@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Courtney Hinds</td>
<td>Lead Therapist, DS</td>
<td>Bedford</td>
<td><a href="mailto:Courtney.Hinds@nashobalearninggroup.org">Courtney.Hinds@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Chelsey King</td>
<td>Case Manager, DS</td>
<td>Billerica</td>
<td><a href="mailto:Chelsey.King@nashobalearninggroup.org">Chelsey.King@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Lauren Savioli</td>
<td>Program Director; AS</td>
<td>Billerica</td>
<td><a href="mailto:Lauren.Savioli@nashobalearninggroup.org">Lauren.Savioli@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Samantha Michelson</td>
<td>Clinical Supervisor, AS</td>
<td>Billerica</td>
<td><a href="mailto:Sam.Michelson@nashobalearninggroup.org">Sam.Michelson@nashobalearninggroup.org</a></td>
</tr>
<tr>
<td>Brianna White</td>
<td>Program Administrator, AS</td>
<td>Billerica</td>
<td><a href="mailto:Brianna.White@nashobalearninggroup.org">Brianna.White@nashobalearninggroup.org</a></td>
</tr>
</tbody>
</table>
Information Resources Available

For Pandemic Coronavirus information click on the following links:  


DHP has created a website updated constantly with the latest guidance, including printable fact sheets in multiple languages. Visit: www.mass.gov/2019coronavirus.

The DPH Epidemiology Line at 24 hours a day/7 days a week at 617-983-6800.

Massachusetts Department for Public Health: http://www.mass.gov

Red Cross: http://www.redcross.org

U.S. Center for Disease Control: http://www.cdc.gov; 1-800-CDC-INFO (1888-232-6348)

The U.S. Department of Health & Human Services (HHS); https://www.hhs.gov/


Federal, State and Local Planning for Pandemic: Pandemic viruses will take federal, state and local resources to respond. Roles vary at each level, with general guidance provided at the federal level with detailed operational plans at the state and local levels. The federal government provides general guidance and laboratory support to states, supports vaccine research and conducts national and international disease surveillance activities. In March, 2020 the CDC released its latest pandemic plan which can be found at: https://www.cdc.gov/coronavirus/2019-ncov/php/pandemic-preparedness-resources.html. These resources were created for pandemic influenza but has been recommended by the CDC to follow these guidelines as we learn more about the Coronavirus. MA reviews federal guidance and develops plans for statewide implementation.

<table>
<thead>
<tr>
<th>Local and NLG Specific Emergency Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency / Individual</td>
</tr>
<tr>
<td>Bedford Public Health</td>
</tr>
<tr>
<td>Billerica Public Health</td>
</tr>
<tr>
<td>Ambulance, Fire or Police Emergency</td>
</tr>
<tr>
<td>Billerica Fire Department</td>
</tr>
<tr>
<td>Bedford Fire Business</td>
</tr>
<tr>
<td>Bedford Police Business</td>
</tr>
<tr>
<td>Shelli Silverberg BSN, RN – Nurse Coordinator</td>
</tr>
<tr>
<td>School Physician: Dr. Kerry Ann Williams</td>
</tr>
</tbody>
</table>

86 Baker Avenue Extension, Suite 301, Concord, MA. 01742
### CDC Travel Alert Threat Levels

<table>
<thead>
<tr>
<th>Threat Level</th>
<th>Category</th>
<th>Travel Recommendation Resulting from COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Risk of Limited Community Transmission</td>
<td>Travelers should practice usual precautions when traveling to the identified location(s)</td>
</tr>
<tr>
<td>2</td>
<td>Sustained (ongoing) Community Transmission</td>
<td>CDC recommends older adults or those who have chronic medical conditions consider postponing travel to the identified location(s)</td>
</tr>
<tr>
<td>3</td>
<td>Widespread Sustained (ongoing) Transmission (may or may not include restrictions on entry into the U.S.)</td>
<td>CDC recommends that travelers avoid all nonessential travel to the identified location(s) (for some countries this also includes suspending foreign travelers admission into the U.S.)</td>
</tr>
</tbody>
</table>