



COVID Addendum

This addendum is a collection of APL's most up to date policies for adapting to COVID-19. It is a living document that will stay updated as our policies and best practices evolve. When changes are made, families will receive an email detailing the changes.

Recent updates made on 1.7.21 include:

- **Revised Phasing Schedule** updated in accordance with Governor Inslee's 12/17/20 press conference and new K-12 guidance issued at that time.
- **Updated Personal Protective Equipment (PPE)** required by use of staff providing in-person services
- **Travel & Exposure Guidelines** amended and updated to reflect new CDC definition
- **At-Home Checklist** updated to better highlight key daily activities

Recent updates made on 11.3.20 include:

- **Travel & Exposure Guidelines** have been updated to reflect updated CDC guidance
- **Phasing Schedule** has been updated in accordance with new K-12 guidance from Governor's Office

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Travel & Exposure Guidelines

Please consider the following when navigating your daily life, and especially when traveling, to minimize the risk of COVID to our on-site community.

Any employee or student who travels on a commercial plane, train, or bus (with the exception of public transportation in King County); or who has been a close contact* with someone outside their household whose exposure risk is not 100% known, will need to enter an isolation period of 14 days before returning to APL. Isolation may be ended sooner with proof of two negative COVID tests, taken 72 hours apart, with the first test taken at least 5 days after initial exposure. Submit test results to mckensie.g@aplschool.org

Our operational definition of a “close contact” is *someone who was within 6 feet of a potentially infected person, with or without a mask, for a cumulative total of 15 minutes or more over a 24-hour period* and is adapted from the CDC’s [most recent definition of a “close contact.”](#)

If you find yourself questioning if this applies, lean on the safe side and assume you’ve been exposed. For further consideration, click the link for the CDC’s operational definition which includes scenarios including changes in environment and proximity.

Please consider we are more likely to contract COVID from someone we know than a stranger, because of assumptions we make about their safety. If you absolutely must be in close contact with someone please consider utilizing a COVID transmission timeline to track everyone’s risk, as well as using helpful guides online for forming formal pods.

Attendance and Health Attestations

Students

We use a locally-made tool called EasyFolios to make daily health screenings easy and thorough.

Each morning students intend to arrive on-site, guardians should complete the health screening. Before leaving home, you should find your student within "Student Attendance," click the health screening button below your child's name and go through each of the COVID symptoms.

- If your child passes the health screening, you may bring them to school and as long as staff see in the app that you've completed the screening, we'll do one more temperature check and your student will be admitted.
- If your child does not pass the health screening, please call the school to discuss next steps.

If upon your student's arrival, you have not yet filled out the screening, you will be asked to do so before they can be admitted into the building.

The screenshot shows the EasyFolios app interface for a user named Adam Philip Davis. At the top, there is a blue header with a back arrow, the name "Adam Philip Davis", and a menu icon. Below the header is a blue button labeled "SELECT ALL NO". The main content area contains a series of questions with "Yes" and "No" radio button options:

- Does your child/youth have any of the following symptoms that are not attributable to another condition?
- A cough
- Shortness of breath or difficulty breathing
- A fever of 100.4°F or higher or a sense of having a fever
- A sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches

At the bottom of the form are two buttons: a grey "Cancel" button and a green "Submit" button.

Staff

Staff will enter the building on the west side, near the Sport Court beginning at 7:40 am. Staff will submit their health attestation survey via the EasyFolios app before arriving at the door of the school, at which point their temperature will be taken before they enter.

Groupings

Students who attend school on-site four days per week will be in Group A. Students learning completely remotely will be Group B. Students who attend school in the hybrid models outlined in this document will be in groups C and D. We will strive to create student cohort groups that are inclusive and create opportunities for socializing, play, and group learning wherever possible.

How Groupings are Chosen

Classroom cohort groups will be determined based on the number of students allowable in a classroom space, levels of support necessary in the classroom spaces, and best groupings for receiving direct instruction (this is primarily in the K-5 classes).

Phases & Schedules

| APL's Phase Thresholds | | | |
|--|--|--|---|
| This image is adapted from the Governor's 12/17 guidance called "For whom should your community provide in person learning?" which was used to set thresholds for our updated phased plan. | | | |
| COVID-19 Activity | HIGH >350 cases/100K/14 days Test positivity >10% Trends in cases and hospitalizations | MODERATE ~50-350 cases/100K /14 days Test positivity 5-10% Trends in cases and hospitalizations | LOW <50 cases/100K/14 days Test positivity <5% Trends in cases and hospitalizations |
| Phase | PHASE 1 | PHASE 2 | PHASE 3 |

In all phases, APL will continue rigorous safety precautions and monitor for fidelity. As we increase the number of students and staff members on-site, we will ensure doing so does not detract from our ability to maintain our precautions. Therefore, transitions between phases and adjustments to groupings may take time to ensure fidelity and confidence.

These graphics will be used throughout to denote methods of participation through phase 1, 2, 3 and 4 of our return to school plan.



Distance Learning



On-Site Academic Instruction











Phase 1

The threshold for Phase 1 is COVID-19 cases at 350 or higher per 100K for the previous 14-day period in Washington's King County.

- All academic instruction will be delivered online using Schoology as our online learning platform supported by Zoom and Microsoft Teams to provide live direct instruction.
- Students will follow a structured school day that runs from 8:30 am to approximately 3:30 pm Monday, Tuesday, Thursday, and Friday, with a structured half-day on Wednesdays from 8:30 am to approximately 1:30 pm.
- Clinical services will be delivered in a blended in-person or online/telehealth model.
 - A risk assessment will be conducted to determine if in-person services are recommended and necessary. If the risk assessment determines in-person services are unsafe or not necessary to deliver, telehealth goodness of fit will be assessed next.

- In-person services are delivered by a small team with health screenings, cleaning protocols, etc. in place. Preference is for these services to occur in the clinic setting wherever possible to maximize control over cleaning and sanitizing the environment, but services may be provided in the home environment where appropriate.
- If a risk assessment determines in-person services are unsafe or not necessary to deliver, telehealth assessment determines if ABA therapy services can effectively be delivered via HIPAA-compliant secure video conferencing.
- If child and family will benefit from telehealth, BCBA and BT services are delivered via Teams/Zoom. The service schedule may reflect reduced hours (generally about 50% of normal) to avoid excessive screen time/fatigue.
- If telehealth isn't possible, services may be paused or transitioned to a parent training/periodic BCBA check-in model only.
- BCBA case supervision to be delivered by telehealth whenever possible, with reduced in-person contacts to minimize risk of infection spreading across client teams.

K – 12 Remote Learning Model

| | Phase 1 | | | | |
|---|--|---|---|---|---|
| | Monday | Tuesday | Wednesday Half Day | Thursday | Friday |
| K-5th Grade Students |  |  |  |  |  |
| 6-12th Grade Students |  |  |  |  |  |
| Clinical Services | Clinical services delivered in a blended in-person or online telehealth model. Service delivery model determined by clinical risk assessment and safety protocol adherence assessment. | | | | |

Phase 2





















The threshold for Phase 2 is COVID-19 cases between 50-350 per 100K for the previous 14-day period in Washington's King County, with cases trending downwards. If cases continue trending downward in this phase and there are no reported cases among the on-site group, student groups may be phased in as long as fidelity of on-site protocols can be maintained. Decisions to begin on-site learning in a hybrid of 4-day model will be made at the classroom level in collaboration with families.

- It is possible that K/1, 2/3, and 4/5 students may attend school on-site in a hybrid 2-days on and 3-days off model, attend 4-days per week, or opt to receive all learning content online. Teachers and families will meet separately regarding plans for individual students and their learning plans.
- Academic instruction will continue to be delivered mostly online using Schoology and/or Seesaw as our online learning platform supported by Zoom and Microsoft Teams to provide live direct instruction. Some differentiated instruction may take place on-site for students or student groups phased back into the building, primarily amongst our youngest groups.
 - Individual intervention support, community activities, and teacher meetings will be scheduled on Wednesdays.
 - Clinical services: In phases 2-3, clinical services may expand to include clients who do not exhibit behaviors that pose a safety risk to themselves or others but do require in-person services to make adequate progress on treatment plan goals (for example, due to lack of prerequisite skills for successful telehealth participation). The number of clients who can be served on-site will depend on availability of staff and physical space/resources needed to maintain safety. Telehealth services will continue for clients who cannot be served on-site.

The following model was created for K-1 for the first half of the 2020-21 School Year. For the second half of the year, this model demonstrates potential hybrid options that are considered when determining student groupings in K-5.

K-5 Hybrid Model

Phase 2

| | Monday | Tuesday | Wednesday Half Day | Thursday | Friday |
|-----------------|---|---|---|---|---|
| Student Group A |  |  |  |  |  |
| Student Group B |  |  |  |  |  |
| Student Group C |  |  |  |  |  |
| Student Group D |  |  |  |  |  |

Clinical Services

Clinical services delivered in a blended in-person or online telehealth model. Service delivery model determined by clinical risk assessment and safety protocol adherence assessment.

Middle & High School

- All academic instruction will continue to be delivered online using Schoology as our online learning platform supported by Zoom and Microsoft Teams to provide live direct instruction.
- Individual intervention support, check-ins for courses, and teacher meetings will be scheduled on Wednesdays.
- Clinical services: In phases 2-3, clinical services may expand to include clients who do not exhibit behaviors that pose a safety risk to themselves or others but do require in-person services to make adequate progress on treatment plan goals (for example, due to lack of prerequisite skills for successful telehealth participation). The number of clients who can be served on-site will depend on availability of staff and physical space. Telehealth services will continue for clients who cannot be served on-site.

Phase 3





















The threshold for Phase 3 is COVID-19 cases less than 50 per 100K for the previous 14-day period in Washington's King County, with cases trending downwards.

Lower School (K-5)

- Lower School academic instruction will continue to be delivered in-person and remotely as determined in Phase 2 on a classroom level.
- Clinical Services: In phases 2-3, clinical services may expand to include clients who do not exhibit behaviors that pose a safety risk to themselves or others, but do require in-person services to make adequate progress on treatment plan goals (for example, due to lack of prerequisite skills for successful telehealth participation). The number of clients who can be served on-site will depend on availability of staff and physical space. Telehealth services will continue for clients who cannot be served on-site.

K-5 Hybrid Model

Phases 3











| | Monday | Tuesday | Wednesday Half Day | Thursday | Friday |
|-----------------|---|---|---|---|---|
| Student Group A |  |  |  |  |  |
| Student Group B |  |  |  |  |  |
| Student Group C |  |  |  |  |  |
| Student Group D |  |  |  |  |  |

Middle & High School

- All academic instruction will continue to be delivered online using Schoology as our online learning platform supported by Zoom and Microsoft Teams to provide live direct instruction.
- Individual intervention support, check-ins for courses, and teacher meetings will be scheduled on Wednesdays.
- Clinical services: In phases 2-3, clinical services may expand to include clients who do not exhibit behaviors that pose a safety risk to themselves or others but do require in-person services to make adequate progress on treatment plan goals (for example, due to lack of prerequisite skills for successful telehealth participation). The number of clients who can be served on-site will depend on availability of staff and physical space. Telehealth services will continue for clients who cannot be served on-site.

6 – 12 Remote Learning Model

Phases 2 and 3

| | | Monday | Tuesday | Wednesday Half Day | Thursday | Friday |
|-------------------------------------|---------|---|---|--|---|---|
| Group A | |  |  |  |  |  |
| Group B | |  |  |  |  |  |
| On-Site Intervention Services | Phase 2 | 5-12 students receiving on-site clinical and academic services | | | | |
| | Phase 3 | 10-20 students receiving on-site clinical and academic services | | | | |

Opting In & Opting Out

In the beginning and middle of the year, we will send out a preferences survey to families to share what type of model they'd most prefer for their child(ren). Review the information provided in this document to help you choose preferences. Families who prefer to be remote can be. Families who prefer some form of hybrid or on-site model will be considered along with the factors mentioned above, to determine when their student(s) can return on-site.

There will be families who find that the chosen learning plan does not work for their student. If that is the case for your student, please help us by completing a Schedule Change Request form (SCR). The SCR form will be available in Schoology in a family resources folder in September. The request form will list the schooling options (online, onsite, hybrid) and give space for families to write a note about their concerns. The form will be reviewed by the leadership team and if the change is possible, the adjustment will be made and communicated to the family, teaching, and clinical teams.

Families who opt out of in-person school will have students placed in Group B for daily high-quality online instruction.

Students who will attend on-site in the hybrid model will be grouped with classroom peers into an inclusion cluster and attend on the same days together each week. We have shifted our half-day schedule to Wednesdays for a rigorous on-site cleaning schedule and for staff development and meetings in the afternoon. Fridays will be a full day schedule until 3:30 pm.

Health & Wellness Protocols

All APL students and staff attending school on-site or participating in in-home therapy services will need to embrace our safety measures. These protocols are in line with CDC and DOH recommendations and will continue to be updated based on the most current guidance. Families receiving in-home services will receive documentation unique to those services. While on site, students and staff will remain with their classroom cohort in the school building.

Non-exhaustive list of safety measures in place at APL include:

- Social distancing measures in classrooms, hallways, and outdoor areas, including:
 - Directional arrows to help guide students as they move in the building. As much as possible, students will stay to the right in hallways and avoid passing closely to others in the classroom.
 - Assigned bathrooms separated from other tenants in the building
 - The use of separate spaces during recess per class
- Classrooms will be limited to 6-10 students and accompanying staff. The exception to this will be the K/1 class, with a larger classroom footprint, and the capacity for 14 students and accompanying staff.
- Upon arrival, students and staff will complete the EasyFolios screening process before entering the building and then wash their hands.
- Students must bring a clean, cloth face mask to school daily and are expected to wear it as they enter school and throughout the day. We will follow CDC and DOH guidelines about the use of masks in each phase. If a student does not bring a mask, a disposable mask will be provided.
- At lunch time, during breaks, and after going outside, students will be required to wash their hands.
- Lunch will be eaten in the classroom meeting space at assigned desks.
- Student desks will be spaced apart as much as possible and will face the same direction rather than clustered into small groups.
- Some “specials” or electives will be offered on site, however there will be no sharing of equipment and materials.
- Students will have opportunities for outdoor recess daily, except during inclement weather.
- Students will be dismissed at exits in a way that keeps grade levels separated as much as possible and dismissal times may be staggered when needed to maintain social distancing.
- Staff will be required to wear varying levels of PPE ranging from cloth masks to surgical masks & shields, depending on their proximity to students
- Staff unnecessary for the daily function of the on-site program will stay remote, including putting members of admin on a rotation.

This list is not intended as an exhaustive or fully detailed list of our on-site protocols. For specific inquiries that require more detail, please send your request to info@aplschool.org and a member of our COVID team will get back to you.

At-Home Checklist for Families

While APL will be practicing protocols in line with CDC guidelines, for students participating in on-site instruction, the steps taken at home are equally as important for preventing community spread. By following the steps below at home and wherever else life takes you, we can minimize the risk for the entire APL community and avoid temporary closures for on-site instruction.

- Practice and demonstrate good hand hygiene and wear face coverings in public**
- Reduce the number of close contacts as instructed in the Travel & Exposure Guidelines**
- Complete the EasyFolios health screening each morning before leaving home**
- Stay home.** If your child's answers to any of the screening questions are "Yes," do not bring them to school. Inform APL immediately so we can implement safety procedures, and to discuss potential next steps including accessing services remotely and when your student may return

Quarantine

A student or staff member exhibiting COVID-19 symptoms will be separated from others, with a distance of at least 6 feet, until the sick person can leave. Students will remain under staff supervision while they wait. The UHeights building is creating a designated space away from other school and program activities. While waiting to leave school, the individual with symptoms will be required to wear a face mask. The building cleaning team will air out and then clean and disinfect the areas where the person was after they have gone.

If a student or staff member tests positive for COVID-19, the local health department will advise, but it is likely that peers in the student's cohort group onsite will be considered close contacts and will need to quarantine at home for 14 days.

It is important to note that not all students who go home sick from school are having COVID-19 symptoms. If a student or staff member goes home with COVID-19 symptoms, they should follow DOH guidance for what to do if they have symptoms of COVID-19 *and have not been around anyone who has been diagnosed with COVID-19*. The student or staff member should be tested, and the school should be informed immediately if they are diagnosed with COVID-19, as per APL's Communicable Disease policy.

I had close contact with someone who has COVID-19 but I am not sick. What should I do?

You should stay home and away from others. Check yourself for fever, cough, and shortness of breath for 14 days from the last day you had close contact with the person. Do not go to work or school and avoid public places for 14 days (self-quarantine).

I had close contact with someone who tested positive for COVID-19 and now I am sick. What should I do? If you were exposed to COVID-19 and get symptoms, you should stay home and away from other people, including household members (self-isolate), even if you have very mild symptoms. Contact your health care provider for a test. Tell them you were exposed to someone with COVID-19 and are now sick.

Returning to School

- If you have confirmed or suspected COVID-19 and have symptoms, you can end home isolation when:
 - It's been at least 3 days with no fever without using fever-reducing medication **AND**
 - Your symptoms have improved, **AND**
 - At least 10 days since symptoms first appeared.
- If you test positive for COVID-19, but have not had any symptoms, you can end home isolation when:
 - At least 10 days have passed since the date of your first positive COVID-19 test, **AND**
 - You have had no subsequent illness.