



July 28, 2020

Dear ICA Family,

Attached is ICA's COVID-19 Response Plan developed to provide guidance to families, staff, and stakeholders about ICA's plan to resume face-to-face services, in some capacity, this fall. The plan outlines enhanced cleaning, wearing facemasks, maintaining six feet of social distance, frequent handwashing, and screening for symptoms identified by the Centers for Disease Control as possibly attributable to COVID-19. Above all else, we remain committed to maintaining the health and well-being of our students, clients, families, staff, and visitors while meeting our students' and clients' needs as fully as possible. In addition to this agency wide response plan, each ICA program – School Program, Adult Services Program, and Client/Family Support – is developing program specific plans for parents and guardians.

Please do not hesitate to reach out if you have any questions or concerns.

- Troy Metheney, Executive Director – 618-398-7500, x-226 – troy@illinoiscenterforautism.org
- Sandra Rodenberg - Educational Services Director – Belleville Campus School Program Questions - 618-398-7500, x-303 – sandra@illinoiscenterforautism.org
- Kate Wondolowski – Assistant Educational Services Director – Fairview Campus School Program Questions – 618-398-7500, x-237 – katew@illinoiscenterforautism.org
- Mia Stroter, Adult Services Director – 618-398-7500, x-311 – mia.stroter@illinoiscenterforautism.org
- Elise Fields-Dixon, Client and Family Services Director – 618-398-7500, x-203 – elise.fieldsdixon@illinoiscenterforautism.org

Thank you for allowing ICA to serve your family.

Take care,

Troy Metheney

Executive Director

Enclosure



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COVID-19 Response Plan

Face-to-face education, instruction, and training was suspended by the State of Illinois on March 17, 2020 as a result of the COVID-19 pandemic. This COVID-19 Response Plan has been developed to provide guidance for students, clients, families, staff, and other stakeholders when face-to-face services are projected to resume in the fall. This plan has been developed based on guidance from the CDC, ISBE, and IDPH. ICA's goal is to maintain the health and well-being of its students, clients, staff, and visitors while meeting our students' and clients' needs as fully as possible.

Screenings

Staff – All staff will complete a COVID-19 screening tool by completing a questionnaire based on signs and symptoms identified by the CDC and a touchless temperature check prior to reporting to work and upon returning from lunch or upon completion of five hours of work, whichever comes first. Staff may not enter an ICA building unless their COVID-19 screen is negative for signs or symptoms of COVID-19.

Visitors – Visitors will only be permitted to enter an ICA building if they are conducting essential business. All visitors will complete a COVID-19 screening tool by completing a questionnaire based on signs and symptoms identified by the CDC and a touchless temperature check prior to being granted admission to an ICA building. Visitors may not enter an ICA building unless their COVID-19 screen is negative for signs or symptoms of COVID-19.

Students – Preferred practice is for bus staff to conduct temperature screenings before allowing students to board a bus. If that is not possible or practical, ICA staff will board the bus and conduct a temperature check on all students upon arrival at ICA before allowing them to exit the bus and enter the building. A temperature of 100.4 degrees or higher will require the student be transported back home after the student's family is contacted. Many of ICA's students may not be able to reliably answer the COVID-19 screening questions so families will be provided with the screening tool and instructed to complete it and send it in with their child each day. Any student arriving without a screening tool completed by the parent/guardian will be sent home. A second temperature check will be conducted after the student finishes lunch. Students must stay home if they have any of the signs or symptoms of COVID-19 identified by the CDC.

Clients – Clients transported by ICA will have their temperature checked prior to boarding an ICA vehicle. A temperature of 100.4 degrees or higher will require the client to stay home. Many of ICA's clients may not be able to reliably answer the

COVID-19 screening questions so families will be provided with the screening tool and instructed to complete it and send it in each day. Any client arriving without a screening tool completed by the parent/guardian will be sent home. A second temperature check will be conducted after the client finishes lunch. Clients must stay home if they have any signs or symptoms of COVID-19.

Social Distancing

All ICA staff, students, clients, and visitors will be required to maintain six feet of social distance at all times when feasible to include while being transported, while at lunch, and on the playground. Students or clients unable or unwilling to wear a mask will be seated in every other row while being transported. Lunch will be eaten in classrooms and use of playground equipment will be staggered to promote social distancing.

PPE

Face Masks - All ICA staff, students, clients, and visitors over the age of two will be required to wear a face mask, unless contraindicated by underlying health issues, at all times except during breakfast and lunch while eating. During breakfast and lunch all individuals will be required to maintain six feet of social distance while eating. Individuals without a face mask will be provided a reusable cloth mask to use. Refusals to wear a face mask by a student or client will be treated as a behavior issue. Staff will encourage wearing the face mask and position the student or client to minimize the risk of disease transmission. In the event staff are unable get the student to wear the face mask or minimize the risk of disease transmission, the student or client's family will be contacted for early pick-up. Staff, students, clients, and visitors unable to wear a face mask will be required to submit physician documentation stating when and for how long they are able to wear a mask and must maintain six feet of social distancing at all times. Any individual unable to wear a face mask and unable to maintain six feet of social distancing may not remain in an ICA building. Staff, students, or clients who may have contact with someone not wearing a mask must wear a mask.

Gloves – Staff will continue to follow universal precautions including the use of disposable gloves provided by ICA.

N95 Masks – ICA will provide N95 masks to staff supervising students or clients with symptoms possibly attributable to COVID-19. Fit testing and training on correct use of an N95 masks will be provided by ICA's health care team.

Gowns – ICA will provide gowns to staff supervising students or clients with symptoms possibly attributable to COVID-19.

Face Shields/Goggles – ICA will provide face shields or goggles to staff supervising students or clients with symptoms possibly attributable to COVID-19 to be worn in addition to a face mask.

Cleaning & Disinfecting

Vehicles – A plastic bin with cleaning supplies, hand sanitizer, thermometer, and PPE will be placed in every ICA vehicle on every trip. ICA staff will wipe down the driver controls and high touch areas each time before operating an ICA vehicle. ICA staff will disinfect each vehicle used during the day at the end of the day. A disinfecting fogger will be used inside each vehicle once a week. If an individual who was sick or symptomatic was transported, the ICA vehicle shall be taken out of service until it is disinfected. The same group of individuals, staff and students/clients, should use the same vehicles each day to the greatest extent possible.

Common Areas – ICA staff will clean common areas of ICA buildings daily and will disinfect high touch areas such as door handles frequently during the day. The entire building will receive a deep cleaning and disinfecting weekly. A disinfecting fogger will be used once a week.

Classrooms/Work Areas – ICA staff will clean and disinfect classrooms and work areas daily. High touch items such as desks, worktables, door handles, and light switches will be cleaned frequently throughout the day. The entire building will receive a deep cleaning and disinfecting weekly. A disinfecting fogger will be used once a week.

Offices – Office staff will be responsible for cleaning their office each morning and disinfecting their office at the end of each day. Any item used by more than one individual must be disinfected between users and allowed to air dry. The entire building will receive a deep cleaning and disinfecting weekly. A disinfecting fogger will be used once a week.

Multi-User Items – Items used by more than one individual will be disinfected between users and allowed to air dry.

Public Restrooms – Public restrooms will contain cleaning totes and instructions for each user to wipe down the toilet seat, flush handle, faucet handles, door handles, and any other areas touched before exiting the bathroom.

Student/Client Restrooms – Student/Client restrooms will be cleaned by ICA staff with assistance from students and clients as appropriate after each use.

PPE Laundry – Reusable PPE will be placed in clear plastic bags to be laundered at the end of each day. Staff laundering reusable PPE will be provided and wear gloves, gowns, facemasks, and face shields or goggles. The laundry will be carefully placed in the washing machine with laundry detergent and washed on the highest temperature appropriate for the materials being laundered. After washing, the laundry will be dried on the highest setting appropriate for the materials being dried.

Positive Symptoms

The CDC has identified the following symptoms as possible indicators of COVID-19.

- Fever (100.4 or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Staff – Staff experiencing symptoms possibly related to COVID-19 may return to work with a physician’s release or in 14 days if their symptom has resolved and they have been fever free for 72 hours without use of fever reducing medication.

Staff developing one of the CDC identified symptoms listed above after arriving at work will immediately notify their supervisor and leave the building.

Students/Clients – Students or clients experiencing symptoms possibly related to COVID-19 may return to school/program with a physician’s release or in 14 days if their symptom has resolved and they have been fever free for 72 hours without use of fever reducing medication.

Students or clients developing one of the CDC identified symptoms listed above after arriving at school/program will be removed to a separate, dedicated area with staff supervision in the room and their parent/guardian will be notified to make arrangements for pick-up within one hour of contact.

Students or clients will be placed on remote learning/instruction until they are able to return to school/program.

Notification – When a student, client, or staff member develops a symptom possibly attributable to COVID-19, a note will be sent home with the students/clients who may have had close contact, defined as within six feet for more than 15 minutes, with the individual with the symptom. In addition, school districts will also be notified. The name of the individual with the symptom will not be disclosed.

Positive COVID-19 Test Result

Notification - When ICA is made aware an individual who had been in an ICA building within 14 days is diagnosed with COVID-19, staff, parents/guardians, school districts, and the local health department will be notified. The name of the individual testing positive will not be disclosed unless requested by the public health department. Anyone who had close contact with the individual testing positive will receive additional instructions to contact the local health department for information about quarantining.

Building Closure – Any ICA building the individual had been in within 48 hours prior to onset of symptoms will be closed and face-to-face services at that location suspended. Students and clients impacted by the building closure will be transitioned to remote learning/training for the duration of the closure.

Cleaning/Disinfecting – All ventilation systems will be set to run and all windows left open for a minimum of 24 hours after closing the building before staff reenter to begin cleaning and disinfecting. A minimum of two days shall be allotted for cleaning and disinfecting all areas of the building. The day after the cleaning and disinfecting is completed, the disinfecting fogger shall be used in all areas of the building. The building may re-open and face-to-face services resume the day after the disinfecting fogging is complete.

PPE – Staff cleaning and disinfecting after a positive test result will be provided with and required to wear all PPE recommended by the CDC.

Return - Staff, students, or clients who test positive for COVID-19 may not return to work, school, or training until they are released by a physician or 10 days after onset of symptoms if their symptoms have improved and they have been fever free for 72 hours without use of fever reducing medications. Students or clients who test positive will be transitioned to remote learning/training if their health status permits.

Meals

Students – ICA will continue to provide breakfast and lunch to all students. Breakfast and lunch will be served on disposable trays with disposable utensils and napkins.

Students will eat in their classrooms with desks six feet apart. Student desks will be wiped down and students will either wash their hands or use hand sanitizer before meals are served. After eating, trays, utensils, and napkins will be thrown away, the desk wiped down and the student will either wash their hands or use hand sanitizer. Students who bring their lunch are requested to bring it in in a one-gallon Ziploc bag so that it can be wiped down on arrival, at lunch time, and before being sent back home. Lunches will be placed in the student refrigerator by staff wearing gloves and removed by staff wearing gloves. At lunch time a staff member wearing gloves will remove the food from the plastic bag, present it to the student. Any food unopened by the student will be returned home along with the Ziploc bag.

Clients – Clients are requested to bring their lunch in a one-gallon Ziploc bag so that it can be wiped down on arrival, at lunch time, and before being sent home. Lunches will be placed in the client refrigerator by staff wearing gloves and removed by staff wearing gloves and given to clients at lunch time. Client eating areas will be wiped down and clients will either wash their hands or use hand sanitizer before eating. Clients requiring trays or utensils will use disposable trays and utensils. Client lunches will be staggered to maintain six feet of social distance while eating.

Staff – Staff are requested to bring their lunch in a one-gallon Ziploc bag so that it can be wiped down on arrival, at lunch time, and before going home. Lunches will be placed by staff in the staff refrigerator and removed by staff wearing gloves. Staff lunch times and eating locations will be staggered to maintain six feet of social distance while eating.

Personal Items

Staff – Staff are encouraged to bring as few personal items (coats, purses, backpacks, phones, etc.) into the building as possible. Consideration should be given to bringing necessary items in a bag with a wipeable surface. Due to the amount of space available to store such items, it is likely that items will touch items belonging to another individual.

Students/Clients – Students and clients are encouraged to bring as few personal items (coats, purses, backpacks, etc.) to school or program as possible. Consideration should be given to placing necessary items in a bag with a wipeable surface. Due to the amount of space available to store such items, it is likely that items will touch items belonging to another individual.

Face-to-Face Capacity

During Phase 3 of Illinois' Restore Illinois Plan all education and training will be provided by remote learning/instruction.

During Phase 4 of Illinois' Restore Illinois Plan all education and training will be provided through a blend of face-to-face and remote learning/instruction to ensure all students and clients receive their education/training to the fullest extent possible while maintaining the health and safety of our students, clients, staff, and visitors. All ICA classrooms, training areas, and vehicles will operate at no more than 50% capacity to ensure social distancing standards are met and complied with. NOTE: If ICA's region experiences a resurgence of COVID-19 requiring implementation of additional mitigation actions, as outlined in the Restore Illinois Actions to Combat a Resurgence of COVID-19 document, ICA will return to 100% remote learning/instruction.

During Phase 5 of Illinois' Restore Illinois Plan, ICA will resume full-time face-to-face education and training with 100% capacity in all ICA classrooms, training areas, and vehicles.