

**COVID-19 SAFE RETURN IN-PERSON PLAN | SKYLINE ACADEMY DAY TREATMENT**

**Goal:** Skyline Academy at the Mental Health Center of Denver (WellPower) will provide in-person clinical and educational services to the students and families enrolled with minimal disruption during Safer at Home or Protect our Neighbors orders.

**Goal:** Ensure a reasonable level of safety for staff and students at all times.

**Goal:** Reduce risks associated with COVID-19.

**Goal:** Maintain flexibility, adaptability and innovation within local context and control for Colorado, Denver County and in consultation with CDPHE, CCDE and WellPower leadership.

Daily School Schedule	8:20am – 3:00pm <i>(Wednesday 8:20am-1:30pm)</i>  Summer Program: 9:00am – 2pm M-F	Up to 24 Students
Daily Staff Schedule	8:00am – 5:00pm	Up to 14 Staff (9 line staff, 2 administrators, 3 therapists)
<b>DAILY OPERATIONS/ROUTINES – Safer at Home and Protect our Neighbors</b>		
<b>In Person Learning</b>	Skyline is a no-touch school, except for physical restraint there should be no physical touch during the school day between students or staff.	
Group Size: Typical Self-Contained Classroom (3 total)	8 students + 3 staff (each MAX)	
Staff Assignments	Each classroom has 2-3 assigned staff including one teacher and 1-2 direct care staff (MHTs) that remain in that class throughout the week.	
Arrival/Departures	Student will arrive at Skyline Academy at 8:20am daily via vans, school bus or parent drop off. Students are greeted by staff and brought into the building by a separate entrance that does not access the lobby.	
Health Screen	Student temperatures will be taken and recorded before students enter assigned classroom.	

Late Arrival/Departure	<p>Students or professionals that arrive outside of drop off and pick up hours will be brought to the Dahlia front desk by caregivers or drivers. They will be expected to follow the established health screening process. After students and parents have been screened, the Dahlia Campus front desk team who will call Skyline staff on radio.</p> <p>Students will then be picked up by staff and brought to the day treatment unit where they will also undergo the Skyline health check prior to entering the classroom so that Skyline staff can ensure documentation of data.</p>	
Alternative Leaning Spaces	Time Out of Program Rooms (5)	<p>Time out of program rooms are used by one student at a time and will be cleaned following every use.</p> <p>All use of these spaces are recorded with student name and time in/out for contact tracing. We will also ask the staff that is checking the student out of the time out space to record that they have cleaned the space prior to leaving.</p>
	Multipurpose Room (MPR)	<p>The MPR will be used for meals, therapy groups, and school activities. Use of the MPR will be limited to 1 class a time. MRP is cleaned following every use. Meals can also be eaten in the classroom as deemed safest.</p>
Documentation	<p>Daily attendance van and classroom attendance and health checks will record temperature, symptom checker, date, time and name of student and staff tracking. Van attendance is also kept.</p>	
Staff Support	Additional Staff Support (crisis response)	<p>Due to the nature of the work we do at Skyline Academy it is sometimes necessary for more than the 3 assigned staff to support in the classrooms. It also may be necessary for staff other than assigned classroom staff to support students in crisis in the hallway, common areas and outdoor areas.</p> <p>All reasonable efforts will be made to utilize the assigned classroom staff to support with crises; however, if other staff are needed no more than 4 staff will be supporting one student at a time.</p>
	Physical Restraint (crisis response)	<p>Skyline Academy uses physical restraint in cases of danger to self/others. Physical restraint is a last resort requiring touch. Restraints can include 1-4 people including observation and documentation.</p>

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		<p>Physical restraints are documented in detail allowing for detailed contact tracing.</p> <p>Staff will be required to complete the following should they be involved in a physical restraint.</p> <ul style="list-style-type: none"> <li>• Wash hands with soap and water for at least 20 seconds.</li> <li>• Sanitize arms with hand-sanitizer or wipe.</li> <li>• If the student spits or if there is concern of exposure, staff will be asked to change their mask and clothing as needed. Staff will keep a change of clothes at work.</li> <li>• When possible, staff involved in restraint will wear face shields and masks to further protect from exposure.</li> <li>• During post-hold safety check the student will also follow hand-washing, sanitation and any other cleaning as needed. Skyline has additional changes of clothes for student is needed.</li> <li>• Skyline academy has showers available for both students and staff and if deemed appropriate it is possible for staff to shower during the day and wash their clothing.</li> </ul>
<b>ADDITIONAL SERVICES PROVIDED</b>		
Therapy Services	Individual Therapy & Family Therapy	Individual sessions will be held in person with students in attendance. Family therapy will be held virtually or in-person according to the family's schedule and preference. Psychiatry appointments will be held in-person or in a hybrid format.
Auxiliary Services	Occupational Therapy, Speech and Language Therapy and DHS Visits	In person with safety precautions or virtual per family request.
Auxiliary Meetings	IEP, New Client Meetings, Monthly Professional Staffing and DHS Interviews	Hybrid of in-person and virtual (virtual preferred).
<b>PHYSICAL DISTANCE</b>		
Physical Distance	Within Classroom	Where possible will maintain 6' distance between stationary desk/work areas with assigned seating, visual markers of space and directional signage.

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Within Classrooms	Classrooms are self-contained and will remain with their cohort all day, during meals and during recess and gym times. Interaction among classrooms will be minimized.
Transitions/Hallway	Traffic will be managed by staff to reduce the number of students in the hallways or in common areas.
Breaks	Students and staff will take frequent breaks to go outdoors and get fresh air when safe and appropriate.

**HYGIENE AND SAFETY**

Masks	<p>Skyline Academy will follow CDC and CDPHE orders regarding mask requirements, as well as any other applicable mask regulation.</p> <p>As of September 12<sup>th</sup>, 2022, Skyline Academy <u>students</u> are no longer required to wear a mask while in the Skyline Academy program area. Masks will continue to be required when students are in shared spaces of the building, including, but not limited to, the gymnasium, lobby, conference rooms, and clinical offices. Skyline Academy staff, as well as our contracted providers, will continue to wear a mask while indoors, and will only unmask while outside.</p> <p>Students will return to wearing masks at all times for 5 days following any close contact with a person who has COVID-19 and/or any Skyline Academy staff or student test positive for the virus.</p> <p>3-ply disposable masks will be provided and available to all students on a daily basis if they do not have their own upon arrival.</p> <p><i>*For those that are unable to wear masks due to an exception, face shields will be provided.</i></p>
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<p>Hygiene</p>	<p>Students will be directed to wash hands throughout the day. All classrooms at Skyline Academy have a sink and a single bathroom that is used only by students and staff in that classroom.</p> <p>Additionally, each classroom will have a fixed and locked wall dispenser of hand sanitizer that can be used between hand washing. Any bottles or other hand sanitizer in the classroom will be kept and administered by staff.</p> <p>Posted signage will reflect best practice in hygiene and hand washing and students will be rewarded for compliance with expectations.</p>		
<p>Student Seating and Supplies</p>	<p>All students will be assigned their own labeled seating area and provided with supplies that will not be shared with other students. This will include basic school supplies, coping tools and books associated with lessons.</p> <p>Laptop computers will be assigned to classrooms and students to minimize use by multiple parties for online learning in-class.</p>		
<p>Items from Home</p>	<p>Students at Skyline Academy do not bring supplies, electronics, food or other items from home except for their homework and point sheets.</p> <p>All supplies will be provided by WellPower and kept in student desks to prevent potential for cross contamination from items brought from home.</p>		
<p>Daily Health Checks</p>	<p>Students and staff will complete temperature and symptom checklists daily upon arrival to school.</p> <p>Additionally, on the daily communication log between families and staff we will ask that caregivers complete symptom checklist before sending their student to school.</p> <p>If students arrive with a fever, they will be isolated, and caregivers will be asked to pick their student up from school.</p>		
<p><b>CLEANING ROUTINES</b></p>			
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	Common Areas	All surfaces will be wiped down following use.  WellPower Day Porter will complete a mid-day cleaning of bathrooms, classroom sinks, communal areas and remove trash and recycling.
	Common Areas	Every evening all areas will be deep cleaned by a cleaning crew and appropriate antiseptic cleaners will be applied.
	Shared Items	Staff will sanitize or launder any items that were used during the day including art supplies, soft coping tools (stuffed animals), cloth masks, or other items that cannot be cleaned by wiping down.
	Gym Equipment	As much as possible, classrooms will keep balls, recreation equipment, games and supplies in their classroom and for use by their cohort.  When it is necessary to share items WellPower staff will sanitize items in a bleach solution and allow to dry for the indicated amount of time. Solution will be mixed by WellPower Day Porter regularly.  Mats or other large items will be wiped down using a bleach solution follow use.
	Playground Equipment	Playground equipment at WellPower Dahlia Campus is only used by Skyline Academy students. Gates are locked outside of school hours and throughout the day staff will sanitize high-touch areas with bleach solution following use. Trash will be removed from this area daily.
<b>CONTINGENCY PLANS</b>		
All Closures/ Isolation Plans	Remote Service Summary	During any individual, group or school wide quarantine, academic and therapeutic services will be provided remotely using Zoom Classroom, Microsoft Teams, IXL, iReady and email.
School-Wide Closure Plan	Stay at Home Order	If a Stay at Home Order is put in place Skyline Academy will shift to remote learning options until the order is lifted.

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	Confirmed COVID case at Skyline (Student or Staff)	<p>In the event there is a confirmed case of COVID 19 at Skyline Academy:</p> <ul style="list-style-type: none"> <li>• Student or staff will be required to quarantine at home for at least 5-days, following the CDC guidelines.</li> <li>• Incident reporting protocol will be followed.</li> <li>• Communication will go to families and partners communicating nature of the exposure as soon as possible</li> <li>• Those who were exposed to the positive staff or student will be required to isolate if deemed necessary by CDC guidelines.</li> <li>• If multiple staff have tested positive and Skyline cannot provide appropriate staff supervision due to the number of infected staff, Skyline will consult with Risk Management on appropriate actions, and will prepare for hybrid or remote learning until staff are cleared to return in-person.</li> </ul>
<b>COVID TESTING</b>		
Ongoing Students and Staff	Skyline Academy staff and students will have access to free testing upon request through the WellPower pharmacy as long as WellPower remains an approved testing facility and tests are available.	
Staff Ongoing	Skyline Academy will provide rapid test kits to staff and families to the best of its ability, depending on current access to supplies. Staff and students are encourage to regularly test themselves as a precaution.	
<b>Transportation</b>		
Kids Wheels	<p>We partner with Kid’s Wheels for Denver County students.</p> <ul style="list-style-type: none"> <li>• Students and drivers are required to wear a mask while in the vans.</li> <li>• Safety Checks</li> <li>• Safety Precautions</li> <li>• Van attendance/logs – Skyline Academy has daily documentation of which students were on which transport signed by the driver. This will aid in monitoring and contact tracing.</li> </ul>	
School District	School District partners from school districts outside of Denver provide transportation to and from Skyline Academy on buses or individual hired cars.	
Caregiver Transport	Caregivers can bring their students individually and drop off during arrival time. Parents sign in their student on the transportation log/van attendance. Students will join their group and undergo health check routine.	
<b>FOOD SERVICE/MEALS</b>		
Meals Provided	We provide breakfast, lunch and snacks for students.	

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Food Delivery	Food is delivered daily in bulk. Driver will check-in at the front desk, sign in and Skyline staff will pick up food from delivery at the loading dock off the day treatment unit.
Food service	Food is served by assigned classroom staff or unit manager. Skyline will be moving from reusable trays to disposable trays, utensils and cups.
Documentation	Meals served are tracked on a record of meals (ROMs) in case of contact tracing.
Rotation of Mealtimes	Classes will eat meals in their classroom or in the MPR with their self-contained class. Classes will not mix during mealtimes and area will be cleaned after each use. Students will sit at their assigned desk and be socially distanced.
Cleaning	WellPower Day Porter will also clean the MPR in the morning, mid-day and the evening crew will clean the space at night.

In consultation with Executive Management and Risk Management at WellPower, this plan will be updated as appropriate.

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