



Sarah A. Reed Children's Center
Health and Safety Reopening Plan
Acute Partial Hospitalization Program
And
School Base Partial Hospitalization Program

Dear Parents/Guardians and Community Partners,

Over the past four challenging months, we have made it our goal to deliver transformational ways to connect essential mental health treatment and supports to your child, family, and the community. The staff has been vigorous in delivering specific skill-building sessions and lessons targeting loss, health and wellness, and growth and change to how we navigate through this world in all domains of safety and preparation for re-entry to onsite programming. As a result, our staff and program have grown stronger in our ability to meet the needs of our clients by offering new methods of connecting!

Our Reopening Task Force has been developing a Phased Health and Safety Plan in preparation for onsite programming this fall. This same plan is being used for the safe re-entry of staff and students for various school districts across Pennsylvania and aligns with guidance provided by the Pennsylvania Department of Education, Pennsylvania Department of Health, and in consultation with The Centers for Disease Control.

As of July 24th, 2020, our Health and Safety Plan was approved by the Department of Health. The plan has since been modified to reflect the most up to date guidance on how to prepare a safe reopening of our School Base and Acute Partial Hospitalization Programs. Our reopening date is scheduled for 9/8/2020 and will run 9:00 am-2:00pm Monday through Friday. The 2020-21 Program Calendar can be viewed [here](#). Please keep in mind, this pandemic continues to create an environment that is constantly changing. Therefore our Health and Safety Plan may need to be altered despite the flexible program pathways to respond to our county and state phased, color-coded operating roadmap. Like the color phased restrictions the Department of Health will begin assisting schools in safe operating decision making using analysis of the seven-day rate of transmission in each county and group those rates into three categories, low, moderate, and substantial. The department's recommendation for schools would then be based on those categories, in-person, hybrid, or remote. This document has been updated to reference the color phases as well as the latest categorization of low, moderate, and substantial.

We will be relying on our families to begin preparing your child now for the changes they will encounter when they return to the program. This includes finding masks that they are comfortable wearing and social distancing while on transportation, traveling through the building and when in their classroom. You can find helpful information about mask-wearing at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>.

Our staff has created a video that will take your child through all stages of how we will be operating, so they know what to expect. The video as well as other resources can be found on Google classroom, our [website](#), and upon request.

Depending on the public health conditions, we may receive additional restrictions, actions, orders, or guidance provided by [PDE](#) or [DOH](#) as a county is designated as **SUBSTANTIAL/Red**, **MODERATE/Yellow**, or **LOW/Green**.

Some counties may not experience a steady path and remain in the LOW/green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that our program/school has prepared for changing conditions and include those scenarios in our Health and Safety Plan.

As you review the following plan and have questions, please call 453-4309 and we will be happy to assist! If you wish to view our comprehensive Health and Safety Reopening plan, click [here](#).

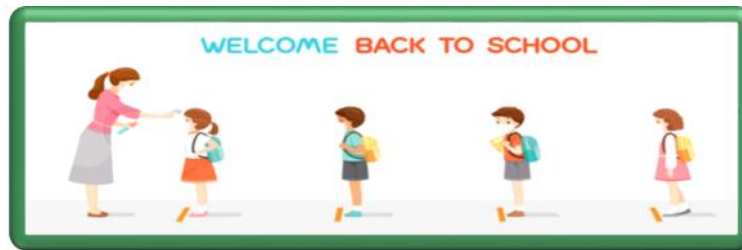


Health and Safety Partial Reopening and Operating Plan

Acute and School Base Partial Hospitalization

2020-2021

The protocols and expectations in the **LOW/GREEN PHASE** will require restrictions and other strategies recommended by our local and state officials as well as the Department of Health, Pennsylvania Department of Education, and the Centers for Disease Control. As we remain in this phase we will try to provide our services to children on-site at our Hamilton Campus. We can only do this if our staff, families, children, and visitors to do their part by monitoring public health indicators and follow protocols to mitigating community spread to keep us open to onsite programming.



Transportation LOW/GREEN PHASE

-) Children must board transportation fever free and without COVID like symptoms. Parents must screen their children before sending them to the program. You can use the [Daily Health Screening Tool](#) as your guide when checking your child each day.
-) Children can sit two per seat in green but must wear a mask upon entering and during transportation.
-) Children will arrive and dismiss one bus at a time to maintain social distancing.
-) Upon entering the building children will be temperature checked and required to wash and or sanitize their hands before brought to the classroom.
-) Parents who transport their child must inform us in advance so they know the specific drop off and pick up location assigned to their child.
-) Parent drop off will be the same as bus drop off and they must wait in line until they pull up to a trained staff who will perform a temperature check and ask screening questions. No child will be permitted entrance before 9 am. Parents will not be permitted to park and come in with their children. If parents arrive late they must call our front office, 453-4309, and we will send someone out to your car.

-) Parents picking their child up at the end of the program or any other time must call 453-4309 and we will escort your child out to you.



Health and Wellness during LOW/GREEN PHASE

-) Parents will be expected to screen their children daily by referencing a daily health screen found here. Children who display symptoms listed on the screening should remain home.
-) Temperature checks will be performed by trained staff upon entering Lift transportation and upon entering the building for children, employees, and visitors. Temperatures of 100.4 or higher will require the staff or child to remain home until fever-free for three days without the use of pain reliever medication
-) Isolation areas will be available for children who are not well to wait for a parent or approved emergency contact to pick them up.
-) Medication dispensing will be delivered to the classroom.
-) Children and employees will be required to wear masks.
-) Masks will be required on transportation, upon entering the building and whenever moving through the building.
-) Handwashing or hand sanitizer will be required upon arrival to the program.
-) Continuous education on and reinforcement of proper hygiene and handwashing techniques.
-) Consultation with the Department of health in positive or probable cases of COVID-19 with staff or children regarding quarantine, isolation, contact tracing, cleaning, and sanitizing.



Capacity and Facilities LOW/GREEN PHASE

-) The classroom arranged to maximize 6ft distancing between children.
-) Staff will sanitize high touch areas throughout the day and perform deep cleaning after children leave for the day.
-) Staff and children will scrub/wash hands regularly and before and after eating.
-) Assigned seating for everyone.
-) No shared materials, chair storage pockets will be available for all children to store their materials.
-) No book bags or personal items will be allowed to be brought in from home. Marked traffic patterns throughout the building and for arrival and dismissal to maintain social distancing.
-) Visitors are limited to only essential meetings and will need to call 453-4309 upon arrival and wait to be called back to come in the building. If you are not well do not come in for your meeting. Visitors must enter the building wearing a mask and immediately use the hand sanitizer provided to you. A trained staff member will take your temperature and ask you to complete a short health

screening. For anyone having a temperature of 100.4 or more or who do not meet the health screening criteria, will not be permitted to attend the meeting and will need to reschedule.



Food Service LOW/GREEN PHASE

-) The cafeteria will be closed too in-person usage. Children will eat breakfast, lunch, and snacks in their classrooms.
-) Foodservice staff will prepare and deliver food to the classroom wearing masks and gloves.
-) Foodservice staff will leave the cart at the classroom door for social distancing purposes.
-) Children and staff will wash hands before and after handling food
-) Garbage cans will have lids and will be emptied after lunch and placed in the hallway for collection.



Communication LOW/GREEN PHASE

-) Health and safety plans will be provided to all staff and contracted service providers.
-) Training will be provided for staff as well as children.
-) Daily announcements regarding masking, sanitizing, social distancing will be provided daily and reviewed in the classroom at the beginning at the end of the day.
-) Parent and child satisfaction surveys are posted to our website at sarahreed.org/survey2020
-) We will use mass communication through text, email, voice calling to announce any changes to our plan or other important information
-) We will use our website for updates to our programming as well as the latest recourses to assist in guiding our parents and clients during this uncertain time



Face Coverings LOW/GREEN PHASE

-) Masks will be worn upon entering transportation.
-) Masks will be worn upon entering and exiting the building.
-) Masks will be worn when transitioning through the building or up and moving in the classroom.
-) Masks will be worn during Individual Therapy, Family Therapy, and Psychiatric meetings
-) Masks should be clean and fit properly.

-) **Masks should not contain any offensive images or words.**
-) **Training will occur regarding mask-wearing.**

If Erie County moves into the **MODERATE/Yellow Phase**, some restrictions on mitigation and social interactions increase. Limitations around large social gatherings are put into place. When the Governor announces that a county is changing from green to yellow, schools in yellow counties may be permitted to remain open for in-person instruction provided the schools adhere to PDE guidance which includes Pennsylvania Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) guidelines. Our Green and yellow phased mitigation strategies are very similar since we have chosen to use strict measures to do our part to help our Partial Acute and School programs remain open to in-person services.



Transportation MODERATE/YELLOW PHASE

-) Children must board transportation fever free and without COVID like symptoms. Parents must screen their children before sending them to the program. You can use the [Daily Health Screening Tool](#) as your guide when checking your child each day.
-) Children should sit one per seat in yellow and must wear a mask upon entering and during transportation.
-) Children will arrive and dismiss one bus at a time to maintain social distancing.
-) Upon entering the building children will be temperature checked and required to wash and or sanitize their hands before brought to the classroom.
-) Parents who transport their child must inform us in advance so they know the specific drop off and pick up location assigned to their child. Parent drop off will be the same as bus drop off and they must wait in line until they pull up to a trained staff who will perform a temperature check and ask screening questions. No child will be permitted entrance before 9 am. Parents will not be permitted to park and come in with their children. If parents arrive late they must call our front office, 453-4309, and we will send someone out to your car.
-) Parents picking their child up at the end of the program or any other time must call 453-4309 and we will escort your child out to you.



Health and Wellness during MODERATE/YELLOW PHASE

-) Parents will be expected to screen their children daily by referencing a daily health screen found here. Children who display symptoms listed on the screening should remain home.
-) Temperature checks will be performed by trained staff upon entering Lift transportation and upon entering the building for children, employees, and visitors. Temperatures of 100.4 or higher will require the staff or child to remain home until fever-free for three days without the use of pain reliever medication.
-) Isolation areas will be available for children who are not well to wait for a parent or approved emergency contact to pick them up.
-) Medication dispensing will be delivered to the classroom.
-) Children and employees will be required to wear masks.
-) Weather permitting children will be taken outdoors for exercise and gym activities while maintaining social distancing and not sharing materials.
-) Masks are required on transportation, upon entering the building and whenever moving through the building.
-) Handwashing or hand sanitizer will be required upon arrival and frequently throughout the day.
-) Continuous education on and reinforcement of proper hygiene and handwashing techniques.
-) Consultation with the Department of Health in positive or probable cases of COVID-19 with staff or children regarding quarantine, isolation, contact tracing, cleaning, and sanitizing.



Capacity and Facilities MODERATE/YELLOW PHASE

-) The classroom arranged to maximize 6ft distancing between children.
-) Staff will sanitize high touch areas throughout the day and perform deep cleaning after children leave for the day.
-) Assigned seating for everyone.
-) No shared materials, chair storage pockets will be available for all children to store their materials.
-) No book bags or personal items will be allowed to be brought in from home.
-) Marked traffic patterns throughout the building and for arrival and dismissal to maintain social distancing.
-) No Visitors in yellow, all meetings will occur virtually.

Food Service MODERATE/YELLOW PHASE



-) The cafeteria will be closed too in-person usage. Children will eat breakfast, lunch, and snacks in their classrooms.
-) Foodservice staff will prepare and deliver food to the classroom wearing masks and gloves.
-) Foodservice staff will leave the cart at the classroom door for social distancing purposes.
-) Children and staff will wash hands before and after handling food.
-) Garbage cans will have lids and will be emptied after lunch and placed in the hallway for collection.

Communication MODERATE/YELLOW PHASE



-) Health and safety plans will be provided to all staff, parents, and contracted service providers.
-) Training will be provided for staff as well as children.
-) Daily announcements regarding masking, sanitizing, social distancing will be provided daily and reviewed in the classroom at the beginning and the end of the day.
-) Parent and child satisfaction surveys are posted to our website at sarahreed.org/survey2020
-) We will use mass communication through text, email, voice calling to announce any changes to our plan or other important information.
-) We will use our website for updates to our programming as well as the latest resources to assist in guiding our parents and clients during this uncertain time.

Face Coverings MODERATE/YELLOW PHASE



-) Masks will be worn upon entering transportation.
-) Masks will be worn upon entering and exiting the building.
-) Masks will be worn when transitioning through the building or up and moving in the classroom.
-) Masks will be worn during Individual Therapy, Family Therapy, and Psychiatric meetings.
-) Masks should be clean and fit properly.
-) Masks should not contain any offensive images or words.

The **SUBSTANTIAL/RED PHASE** has the sole purpose of minimizing the spread of COVID-19 through stay-at-home orders, strict social distancing, closures of non-life sustaining businesses, closures of schools, and in-person instruction and building safety protocols. If Erie County moves to the **SUBSTANTIAL/RED PHASE** all services will be delivered through telehealth measures to include therapy, psychiatric services, virtual educational instruction, and social-emotional psychological education. If a parent/guardian has safety concerns for their child or if a client is in crisis, a therapist will assess and screen for safety/ SI and determine if face to face contact is needed or if the Client can use and benefit from telehealth services. If face to face assessment/service is needed, therapists will recommend clients present at MCH and contact crisis services or police and continue to provide support until emergency services are in place. Support services for students such as school meal programs and at-risk student check-ins should be provided as feasible. We will use mass communication measures to share the details of how we will get technical assistance to your child and home to provide continuity of mental health treatment and educational instruction.

