



The Lighthouse Voc-Education Center Inc. Covid-19 Safety Plan

Based upon guidance from the Connecticut State Department of Education, Department of Developmental Services, Centers for Disease Control, and the State of Connecticut Reopening Team, The Light House has developed a comprehensive **Covid-19 Safety Plan** for all employees and participants of The Light House. The plan was created to be reviewed by families, staff, providers, and participants to ensure understanding and shared commitment to the health and safety of all LH community members. Corresponding companion documents included in the plan outline specific policy and protocol to be followed by staff and participants, but may be subject to change as situations evolve.

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I. Program Liaison, Communication Plans, and Distribution of Information

The Light House Operations Manager will serve as the COVID-19 Health and Safety Compliance Liaison. In the event the designated COVID-19 Health and Safety Compliance Liaison is out sick or unavailable, the Education Director will fill in that role. The Light House Covid-19 Related Plan will be posted on The Light House website as well as made available through email. Any future updates on policies and protocols related to this plan, or any new plans, will be distributed through email and made available on our website.

In the event of a closure all relevant information will be posted through the above means, as well as conveyed to the Department of Education, local news stations, and local districts. The Program Director, as well as teachers/managers, will maintain frequent communication with parents and guardians about any and all changes. Due to the critical nature of some of these updates all parents and guardians are encouraged to check The Light House's website, and their email, regularly.

II. Physical Distancing and PPE

Physical Distancing

Currently, the CDC recommends a minimum of 3-6 feet social distancing in program settings. Staff and participants will be expected to adhere to physical distancing guidelines (**>3-6 ft.**), when possible. Staff will be trained to work with individuals to assist or intervene as necessary, providing alternative spacing or programming arrangements when needed.

PPE

Mandatory mask mandate is still in effect

Personal Protective Equipment (PPE) will be provided to all staff members and participants, including the provision of two cloth masks. N95 and surgical grade masks and visors, gloves, and gowns are also on site for situations that require them.

- **Staff** are required to wear face masks at all times while indoors and when in close proximity to others.
- **Participants** are required to wear face masks or face shields while attending program. If they are unable or unwilling to wear a mask they may still attend program. Alternative spacing or programming arrangements will be used in these instances and a doctor's note must be sent in. Staff will work on desensitization and instruction to increase use and tolerance. A participant is exempt from wearing a mask if they have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove the mask without assistance. If they have a medical reason making it unsafe to wear a face covering, they are not required to wear a mask.
Participants who are mask-tolerant are be required to wear face masks or face shields in LH transportation and when being assisted in the restroom.

Staff will ensure that enhanced PPE requirements are followed (i.e. masks, visors, and gloves) during personal care, dining, and when in close contact with bodily fluids. Enhanced PPE will also be used when physical distancing and/or face covering requirements cannot be met by the participants they are working with.

During the program day, there will be intermittent “mask breaks” to allow both participants and staff to remove their masks. All social distancing guidelines will be followed to allow this to operate in a safe manner.

III. Enhanced Cleaning, Hygiene, and Sanitization Procedures

Hygiene

All staff and participants are required to regularly wash or sanitize their hands throughout the day and upon entry to the building. “Sanitation Stations” have been placed at the main point of entry to include hand sanitizer, wipes, and gloves for easy access. Staff will promote healthy hygiene habits by modeling and teaching correct hand washing techniques and prompting individuals to cover when coughing or sneezing. Regular hand washing includes:

1. Before coming in contact with participants;
2. Before and after eating;
3. After sneezing, coughing, or nose blowing;
4. After using the restroom;
5. Before handling food and after handling food;
6. After touching or cleaning surfaces that may be contaminated; and
7. After using any shared equipment such as, but not limited to, toys, computer, keyboards, radios, etc.

Cleaning and Disinfecting

Intensified cleaning and disinfecting protocols have been implemented at the end of the day by staff. Staff are required to do spot cleaning and disinfecting regularly for all touch surfaces, in accordance with the Staff Cleaning Expectation Policy (Appendix A) under guidance of the teacher and teacher’s assistant. Disposable wipes are made available at all shared facilities and equipment in the building.

IV. Travel and Field Trips

Travel

As of March 19th, 2021, the Governor’s Executive Order No.9S, Section 1 regarding travel is no longer in effect. Due to the nature of the individuals The Light House works with, we will be following guidance from the CDC for after travel testing and quarantining.

Staff/Participants who are fully vaccinated - After 14-days of getting your vaccination, fully vaccinated individuals no longer need to quarantine as long as they remain asymptomatic. These individuals are to get tested if experiencing COVID-19 symptoms, and continue to monitor for symptoms for 10-days upon return.

Staff/Participants who are NOT fully vaccinated – Get tested within 3-4 days after travel and self-monitor for symptoms for 7 full days after travel. If your test returns positive, contact a health provider and self-quarantine for 10 days.

Field Trips

When visiting locations outside of their own building, all staff and individuals are to wear masks, maintain physical distancing and follow the guidelines of the location they are visiting. This applies to both *fully-vaccinated* individuals, staff and those who are not *fully-vaccinated*. Parents are required to fill out the Field Trip Community Outings form (Appendix C).

V. Transportation

The Light House will continue to provide AM and PM transportation services with the following protocols for PPE, cleaning, and capacity standards for individuals and staff.

PPE

Safe physical distancing is not always possible in vehicles and, therefore, the CDC recommends all individuals (including the driver) wear face coverings. In order to safely transport, *all staff and participants will be required to wear a face covering (masks or face shields) while in the vehicles.*

Routine Cleaning and Disinfecting

All vehicles will be cleaned after each use, and deep cleaned at least once per week. Transportation staff will be instructed to use disinfectant wipes to wipe down all touch surfaces, including but not limited to: seat belts, steering wheel, shifter, radio, door handles both inside and outside, as well as door consoles (while wearing necessary PPE).

Operating Capacity and Loading/Unloading

The Light House plans to operate transportation at full capacity while maximizing health and safety protocols, as outlined above. It is the job of the bus monitor to assist participants with not only putting on their face masks, but also loading and unloading in a controlled manner.

VI. Health Screenings for Staff, Participants, and Visitors

All staff, participants, and visitors should self-screen for any observable illness such as cough, shortness of breath, and any two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and to confirm temperature is below 100.4°F.

Visitor Policy

All essential visitors and service providers who do enter are to follow the above self-screening practices. All essential visitors are also required to follow all PPE requirements in the building as well as the hand washing policy. The Light House will participate in PPTs remotely to avoid exposure whenever possible.

VII. Responding to COVID-19 Symptoms and Cases

The following section identifies policies for handling suspected and confirmed cases of COVID-19, post-exposure protocols for confirmed cases, and the requirements for returning to work/program.

Definitions:

Close Contact: The CDC defines close contact with somebody who is COVID-19 positive as being within 6 feet for a prolonged period of time (15 minutes) or having direct contact with infectious secretions (being coughed on) from an individual who is COVID-19 positive.

Confirmed COVID-19 Case: A confirmed case follows a positive result from a COVID-19 testing site.

Fully-Vaccinated: 14 days or longer, following the receipt of a second in a 2-dose series, or 14 days or longer following receipt of one dose of a single-dose vaccine.

Single-Dose Vaccine: One dose of a vaccine with no follow-up doses. Currently, the Johnson & Johnson Vaccine is the only single-dose vaccine being used.

Suspected case of COVID-19: A suspected case is when symptoms of COVID-19 are seen in the employee or participant. Symptoms of COVID-19 are fever (above 100.4 Fahrenheit), respiratory distress and/or the following: cough, chills, repeating shaking with chills, muscle pain, headache, sore throat, gastroenteritis, new loss of taste or smell. This combination of symptoms will be used by our staff to determine if a participant or staff is showing signs of COVID-19.

Two-Dose Vaccine: Two-doses of a vaccine used in order to achieve the highest possible levels of immunity, whereas in others, a second dose is administered because not all individuals respond sufficiently to a single dose. Currently, only Pfizer-BioNTech and Moderna offer two-dose COVID-19 vaccines.

Expectations of Supervisors and Managers

All supervisors and managers are expected to be familiar with this plan and be ready to answer questions from employees, parents, guardians and program districts. Familiarizing themselves with the symptoms of COVID-19, exposure risks, proper hygiene and work safety practices are paramount to reducing the spread of COVID-19 and keeping a safe program environment.

Screening and Suspected Cases

Staff, should self-screen according to procedure. In the event a staff member is showing symptoms of COVID-19 during their shift, that staff member will immediately inform their supervisor and self-isolate. Although the risk is low that *fully-vaccinated* individuals could become infected with COVID-19, they should still isolate themselves from others and be tested right away. Management will then consult with HR and the agency nurse to make a determination. Any staff member who is sent home with ailments, but is not considered a *suspected* case, will follow our normal sick policy. If due to the nature of their symptoms they *are* considered *suspected* of having COVID-19 symptoms, they are required to call their healthcare provider and follow their instructions. Rapid result testing is available on a case-by-case basis.

Currently, all COVID-19 testing is free; however, The Light House will pay for tests in the future if it is required. In the event the test returns with a positive result, the staff member will follow the guidance of their healthcare provider and the Department of Health. The Light House, while abiding by confidentiality guidelines, will inform other staff, parents, guardians, and districts of a positive case of COVID-19 when necessary.

Fully-vaccinated staff members should continue to self-monitor for COVID-19 symptoms. Staff members are not to get a test until 5 days have passed since exposure to an individual with COVID-19 (unless they are symptomatic); this will allow time for the incubation period. Participants who were in *close contact* with a positive-testing staff member will be required to self-quarantine for 10 days, unless *fully-vaccinated, at which time they may take a test at day 5 of exposure and return to program with a negative test*. Same applies if exposure happens outside of program. *Fully-vaccinated* participants who are exposed WITHIN program may remain in program as long as they remain asymptomatic.

Participants, should self-screen according to procedure. In the event a participant displays symptoms of COVID-19, that participant will be isolated in a designated room until picked up by parent or guardian. The Light House will not transport a participant displaying symptoms of COVID-19.

Any participant who is sent home with *suspected* COVID-19 symptoms is required to follow Appendix D.

Fully-vaccinated participants do not have to self-quarantine or be tested following an exposure, in program, as long as they meet the following requirements: are *fully vaccinated*; are two weeks removed from receiving their second dose (or 2 weeks removed from receiving their one dose of a single-dose vaccine); are within 3 months following receipt of the last dose and have remained asymptomatic since the current COVID-19 exposure. A participant's parents, guardians and care-providers should monitor them for 10-days for symptoms following exposure.

If a participant tests positive for COVID-19, that individual is to follow the guidelines of their healthcare provider, Appendix D, and the Department of Health. The Light House, while abiding by confidentiality guidelines, will inform staff, parents, guardians, and districts of a positive case of COVID-19 when necessary.

All Light House staff who were in *close contact* with that participant will be required to be tested at the behest of their healthcare provider and self-quarantine for 5 days and have a negative test taken five days after exposure to allow for incubation time, unless *fully-vaccinated*. This length of the quarantine may be extended due to the on-set of symptoms and the recommendation of their healthcare provider. Participants who were in *close contact* with that participant will be required to quarantine for 10 days, unless *fully-vaccinated*.

Post-Exposure to Confirmed Cases of COVID-19

As outlined above, The Light House will follow CDC guidelines for returning to work or program. A mandatory 10-day self-quarantine with a negative test result, is our preferred method for participants returning to work following a positive case, unless *fully-vaccinated*. This, however, may be extended due to on-set of symptoms and recommendations of their healthcare provider.

In the event an employee is NOT *fully-vaccinated* that employee returning to work must be cleared by their healthcare provider and meet CDC required guidelines which include resolution of fever and improvement in respiratory symptoms.

A participant who is NOT *fully-vaccinated*, is not allowed to return to in-person program until 10 days have passed following a positive COVID-19 case, or 7 days with a negative test, as long as they obtain the test 5 days after exposure.

Due to the nature of our programs, we fall under Priority Testing and can register at - <https://www.chc1.com/covid-19-testing/>. Testing is done between the hours of 4PM – 5PM, all staff must have their name badges and identify themselves as working at The Light House.

Contact Tracing

Following a confirmed case of COVID-19, as stated above, all Light House employees, parents, guardians, caregivers, related service providers and nurses will be notified as well as Ledge Light Health District and State of CT Department of Health. All contact tracing protocols as outlined by the CDC will be followed including:

- Case Investigation: LH management, in consultation with the agency nurse and public health staff (Ledge Light), will cross reference attendance records, employee time clocks, and daily screening logs to determine contacts for notification. The Light House COVID-19 Response Team will be notified as well. The Light House COVID-19 Response team will consist of the Education Director, Health and Safety Compliance Liaison, senior manager in Facility's Department and staff from each site.
- For COVID-19, a close contact is defined as any individual who was within 3-6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

Cancellation of Class, Remote Learning and Reopening Plans

In the event program buildings have to close, remote learning will be offered to all participants. Only the Education Director, Executive Director or the State of CT can mandate a closure of programs. The Department of Education will be notified immediately in the event program needs to close. In the event of a shutdown, facilities will begin an immediate deep clean of the location. All program staff, including support staff, will be responsible for enacting the remote learning plan. Any materials needed for continuity of learning will be provided to the participants either prior to the shutdown, or transported to their home. In the event of any future closures, all plans will be communicated to families through e-mail, on The Light House's website, and delivered home with participants when possible. In the event the State of CT orders the closure of programs, only the State of CT can decide when they reopen.

VIII. Staff Training

All staff will undergo training in accordance with CDC guidelines that cover proper PPE usage, physical distancing strategies, cleaning and disinfecting procedures, hygiene, and symptom identification. Staff

will also be retrained on each individual's health and safety guidelines in the context of enhanced safety protocols.

All signage is posted in compliance with both the State of CT and CDC. This includes correct hand washing measures at every sink, symptoms of COVID-19 at every entrance, correct ways to put on and take off masks, contact tracing, and social distancing practices throughout the building. More detailed signage is also posted in the employee break area.

IX. Additional Information

State of CT Travel Restrictions - <https://portal.ct.gov/coronavirus/travel>

Interim Guidance for Responding to COVID-19 - <https://portal.ct.gov/-/media/SDE/COVID-19/Addendum-5-Interim-Guidance-for-Responding-to-COVID-19-Scenarios-in-CT-Program-Districts.pdf>

Interim Guidance for Fully Vaccinated People - <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

Johnson & Johnson Vaccine Fact Sheet – [https://portal.ct.gov/-/media/DDS/COVID-19_2021/JANSSEN Johnson Johnson COVID-19 Vaccine Fact Sheet.pdf](https://portal.ct.gov/-/media/DDS/COVID-19_2021/JANSSEN_Johnson_Johnson_COVID-19_Vaccine_Fact_Sheet.pdf)

Moderna Vaccine Fact Sheet- [https://portal.ct.gov/-/media/DDS/COVID-19_2021/Moderna COVID-19 Vaccine Fact Sheet.pdf](https://portal.ct.gov/-/media/DDS/COVID-19_2021/Moderna_COVID-19_Vaccine_Fact_Sheet.pdf)

Pfizer-BioNTech Vaccine Fact Sheet - [https://portal.ct.gov/-/media/DDS/COVID-19_2021/Pfizer BioNTech COVID-19 Vaccine Fact Sheet revised 2 25 2021.pdf](https://portal.ct.gov/-/media/DDS/COVID-19_2021/Pfizer_BioNTech_COVID-19_Vaccine_Fact_Sheet_revised_2_25_2021.pdf)

State of CT Vaccine Portal - <https://portal.ct.gov/Vaccine-Portal>



Staff Cleaning Expectations

In an effort to follow State of CT and CDC guidelines for reopening, all staff will be expected to assist in the cleaning and disinfecting process throughout the day. In addition to the cleaning and disinfecting procedures outlined below, staff will be required to regularly wash their hands with soap and water. This should be done upon arrival to the facility, before coming into contact with any child or participant, before and after eating, after sneezing/coughing/blowing one's nose, after using the bathroom, before handling food, after touch or cleaning surfaces that maybe contaminated and after using any shared equipment. Staff are encouraged to maintain their own provided supplies and equipment whenever possible, this includes but is not limited to, electronics such as walkies, art supplies and participants iPads.

Throughout the day, staff will be required to clean the following:

- ✔ All touch surfaces they come into contact with, including but not limited to, door knobs and handles, tables, chairs and railings.
- ✔ Any and all shared equipment and office supplies. In an effort to reduce sharing of equipment, all staff will be assigned their own radio when applicable, and each child or participant will have their own designated iPad.
- ✔ Whenever using the bathroom or whenever the staff's participant or child uses the bathrooms. This includes the sink, toilet seat and soap and paper towel dispensers. Bathrooms should be sanitized at least twice a day.
- ✔ Any and all used appliances in the kitchen whenever used are to be cleaned.
- ✔ Staff are also to make sure all of the participants are washing their hands throughout the day at the same frequency.
- ✔ When out in community, all staff are to follow the guidelines of the location they are at when it comes to PPE use and disinfecting.
- ✔ If staff have to use Light House vehicles they are responsible for disinfecting after each use.
- ✔ If staff are using the barn located at Horses Healing Humans, please follow their cleaning guidelines that are posted.

In addition to staff cleaning throughout the day, a deep clean will be done at each used Light House facility at the end of the day. These disinfectant practices will be in accordance with CDC guidelines and the State of CT.



COVID-19 Vaccination Policy

In accordance with The Lighthouse Voc-Ed Center's (The Light House) duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Scope

As individuals providing support to individuals with disabilities, all employees are required to receive vaccinations, unless a reasonable accommodation is approved. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the human resources department.

Procedures

Employees will be notified by the human resources department as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered. The Light House or a 3rd party state administration management (i.e. V.A.M.S) will provide instructions to assist employees in receiving the vaccine. For some classes of employees, state administration management systems (i.e. V.A.M.S) will be used to register and schedule vaccinations directly with employees.

The Light House will pay for all vaccinations if not otherwise funded by the state/federal government or an individual's health insurance.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

Reasonable Accommodation

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a "Request for Accommodation" to the human resources department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause The Light House undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to the human resources department.

Created by KB 12/22/2020

Appendix C



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An Equal Opportunity Employer

Thank you,
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Field Trips / Community Outings Permission Slip

With the increased availability for public vaccination, we are looking forward to resuming many of our community-based activities in the coming months; specifically, for ESY 2021.

Once again, we are partnering with NESS to provide weekly kayaking and marine exploration to our students. In addition, we are exploring the potential to begin returning to shops and job sites within our community. While we will continue to abide by CDC guidelines as it relates to Covid-19 protocols, we want parents to feel good about their students participating in these community activities.

Please take a moment to look at the categories of outings listed below. Please indicate your approval by checking the appropriate box(es), and then sign and return to their teacher. If you have any questions, please reach out to me or your student's teacher.

I approve of my student to attend the following field trips / community outings during ESY 2021.

- ☐ Vocational work sites (where the public is present)
- ☐ Vocational work sites (where the public is not present)
- ☐ Outdoor public areas (parks, kayaking, beach, etc.)
- ☐ Shopping (community stores such as Stop & Shop or Wal-mart)
- ☐ Indoor/outdoor field trips (i.e. Mystic Aquarium, Mystic Seaport)
- ☐ Light house - Farm
- ☐ All of the above

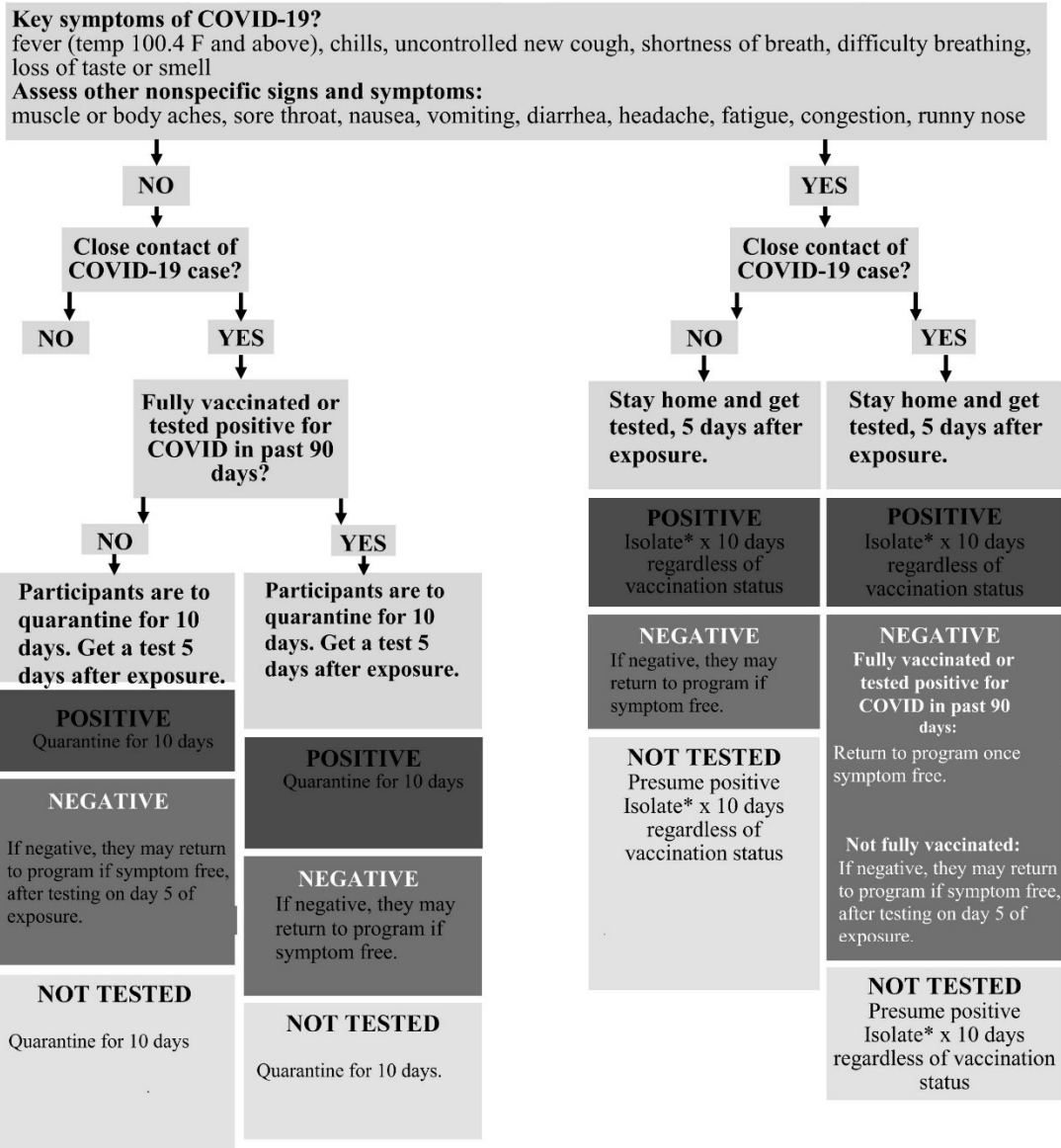
Parent/Guardian Signature

Student Name

Date

To Educate and Prepare for Life

Guidance for COVID-19 Scenarios for Participants



Close contact: anyone within 6 feet for 15 minutes or more (cumulative over a 24 hour period), indoors or outdoors regardless of masks. For students (not teachers or others) in a classroom setting only, if both parties wore masks for entire duration of their contact, a close contact is a student within 3 feet for 15 minutes or more (cumulative over a 24 hour period).

* Isolate for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing meds) and improvement in other symptoms