



## **Plan of Action for the 2020-2021 School Year**

**The following plan outlines learning options, safety measures, and best practices for daily operations at The Rich Center for Autism as of August 12, 2020. Adherence to state and local regulations remains a priority and may result in amendments to this plan.**



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Rich Center Families, Teachers, and Staff,

Since mid-March, we have been faced with unprecedented times as a world, nation, and school community. Flexibility, patience, and new learning have been themes throughout this time period and continue to be dominant ones as uncertainty remains quite prevalent. As a school community, we thank you for your continued understanding and trust.

Families, please continue to trust us in making your child(ren)'s school experience a safe and meaningful one. In addition, we are asking for your continued partnership in carrying this out. Please review our guidelines and procedures for returning to school in September. In doing so, we ask that you exercise a great deal of caution in regards to illness, and most importantly, signs and symptoms of COVID-19. Please keep your child(ren) home if they, and/or other members of your household have been exposed to or come in contact with individuals who have been ill, diagnosed with COVID-19, and/or experiencing associated symptoms including a cough, elevated temperature, chest pressure, and shortness of breath. Cold and flu season will be approaching, so we are asking everyone to take necessary precautions when it comes to school attendance.

Our options for the upcoming school year include both in-person and remote delivery formats. Details are included as a part of the following packet. There is no pressure to select one format over the other. We will support your decision. Again, we are asking you to place trust in us and we in you. No matter which format you select for your child(ren), we ask that you adhere to all of the processes, procedures, and guidelines associated with your selection.

Once you have determined the learning option for your child(ren), please complete the following [Learning Options Form](#). All learning format decisions will be final by **August 24, 2020**. There will be opportunities to change your selection prior to returning to school in January, 2021. Do not hesitate to contact us with any questions.

Lastly, we continue to ask your patience and understanding as we navigate the uncertainty that lies ahead. Thank you for your continued partnership in promoting an optimal and safe education experience for your child(ren).

Stay safe and stay healthy,

Gregory Boerio, Interim Executive Director



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## Section I. Learning Format Options

### **Option I: Monday – Thursday In-person/In-building**

Students will attend school programming in-person four days per week, Monday through Thursday.

**\*Update:** From September 8, 2020 through December 18, 2020, programming will take place for Early Childhood, Primary, and Intermediate Departments in the Beeghly College of Education (McKay Auditorium, 1<sup>st</sup> floor). Additionally, during this time period, Middle School, High School and High School 3 Department programming will take place in the Phelps Building (2<sup>nd</sup> Floor). On September 3<sup>rd</sup> and 4<sup>th</sup>, families who select in-person learning will have an option to visit the temporary learning spaces. Please be sure to mark your preferences for this visit on the [Learning Options Form](#).

- **Phelps Building** – located on the corner of Lincoln and Phelps Streets. More information to come regarding drop-off and pick-up arrangements for this location.
- **Beeghly College of Education** – located at 250 W. Rayen Avenue. More information to come regarding drop-off and pick-up arrangements for this location.

**Drop-off** will be from 8:30 – 8:50 AM and **pick-up** from 2:30 – 2:50 PM at both locations. Once details are finalized with YSU, specific instructions for drop-off and pick-up will be shared with all families and staff members.

We are anticipating a full return to **Fedor Hall in January 2021**, but will finalize the date for our return later this fall. This decision will be based on the renovation schedule, moving furniture, and classroom set-up. All Rich Center in-person programming will occur in **Fedor Hall** following safety renovations that are set to take place from August – December 2020.

At any point, due to orders from Youngstown State University, the Department of Health, and/or Governor DeWine, the number of in-person days could be reduced. Additionally, there could be a move to full-time remote learning, if ordered to do so. Online and paper packet options will be available in such instances.

**Please review Section II. Health and Safety Guidelines for In-Person Learning (p. 5)**

*As a reminder, plans are “at this moment,” and we will continue to re-evaluate based on evolving conditions, data about the status of the pandemic, and recommendations and guidance from public health authorities and the scientific community.*



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## Option II: Remote Learning Provided by Rich Center Teachers and Staff Members

Families and caregivers who select remote learning for Rich Center students will receive weekly materials through a combination of online learning via Google Classroom and other resources, as well as paper packets/materials. Families and caregivers are expected to adhere to the following expectations:

- Establish a learning environment at home which optimizes learning opportunities.
- Ensure your child(ren) is completing assignments on time.
- Communicate with your child(ren)'s teachers regularly via email, Google Classroom, and virtual check-in meetings.
- Pick-up weekly assignment packets on Fridays (or other arranged time) and drop-off the previous week's work for grading, review, etc.

Instructional materials will be based on the Ohio's Learning Standards – Extended for the content areas of Mathematics, English Language Arts, Social Studies, and Science.

If you are interested in setting up in-person or teletherapy for speech and/or occupational therapy, please indicate this preference when you complete the [Learning Options Form](#). Arrangements will be made on a case by case basis between The Rich Center for Autism, Kids Choice Therapy, and families.

At any point, due to orders from Youngstown State University, the Department of Health, and/or Governor DeWine, there could be a move to full-time remote learning. In such instances, students already participating in this learning format will continue to use the same protocols.

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## Section II. Health and Safety Guidelines for In-Person Learning

### **Health Monitoring**

- If a staff member or student has been diagnosed with COVID-19, they should contact The Rich Center (330) 941-1927 or Gregory Boerio (330) 941- 4668/gvboerio@ysu.edu as soon as possible. If an employee has been diagnosed with COVID-19, they should notify their supervisor immediately. The supervisor must pass this on to EOHS (Julie Gentile or HR (Stacey Luce), so that contact tracing procedures can commence. The employee may contact EOHS and/or HR directly if preferred.
- If a student becomes sick, the student will be removed from the classroom setting and relocated to a designated quarantine room. Parents/caregivers will be contacted for pick up.
- Information regarding the student's time out, return to school, and more will be provided.
- Along with YSU EOHS office and the local Department of Health, all guidelines for notification and contact tracing will be adhered to on a case by case basis.
- The school nurse will monitor updates regarding preventative practices and good hygiene as they are recommended by federal, state, local, and university health officials.

### **Social Distancing**

- Student and staff workspaces will maintain 3 - 6 ft physical distancing when appropriate, including any one to one sessions such as speech, OT, and work times.
- Students will be seated in desks 3 - 6 feet or more from each other, or on the same side of long tables 3 - 6 feet or more from each other.
- Common student areas including the cafeteria, gym, sensory, and playrooms will be closed.

### **Cleaning/Disinfecting of Work Areas**

- Regular cleaning and disinfecting will take place throughout the school day in all classrooms, common spaces, and restrooms.
- All toys and regularly accessed student items will be sanitized immediately after the items are used. Toys that cannot be sanitized will be removed.
- After any student uses the restroom, all accessed areas (e.g., toilet, handles, sink, etc.) should be sprayed with disinfectant. Following student usage, staff are asked to wait until after the student has exited the restroom prior to disinfecting.
- Cleaning supplies will be made available and accessible in all areas.

### **Practicing Good Health Hygiene**

- All staff must wear a face covering at all times when working with students. Students are strongly encouraged to wear face coverings.
- Gloves will be worn when delivering edible reinforcements, student snacks, assisting with student toileting needs, and other instances when employees might potentially be in contact with students, including lunch time. Following such instances, staff will thoroughly wash their hands.



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- The use of water fountains is discouraged. Students are to bring their own water bottle/container and label it with the student's name and date.

#### **Additional Procedures/Guidelines:**

##### **Drop-Off Procedures (Monday – Thursday, 8:30 – 8:50 AM)**

- Parents/caregivers, please stay in your car until a staff member approaches to take your child(ren)'s temperature while inside the vehicle.
- Parents/caregivers are asked to wear face coverings during drop-off and pick-up.
- Student temperatures will be taken before exiting their cars. Any individual with a temperature of **100.0 degrees Fahrenheit** or greater and/or cough, chest pressure, and shortness of breath may not enter the facility, and will be sent home according to the ODJFS guidelines.
- If possible, we ask that the same parent/caregiver drop-off and pick-up to minimize adult interactions.
- Your child(ren) will be signed in by a staff member once they have passed the temperature test.
- Once your child(ren) enters the building they will be assisted in washing their hands thoroughly before entering their classroom.

##### **Pick-Up Procedures (Monday – Thursday, 2:30 – 2:50 PM)**

- Parents/caregivers, please stay in your car until a staff member escorts your child(ren) to the appropriate vehicle.
- Parents/caregivers are asked to wear face coverings during drop-off and pick-up.
- Per The Rich Center for Autism Parent Handbook late pick up is highly discouraged as this interferes with meetings, planning for staff, and completing cleaning protocols prior to the day's end. If late pick up times become a habit, families will be invoiced in accordance with the Parent Handbook.

##### **Lunch**

- All students are to bring a lunch daily, labeled with their name.
- If possible, we are asking families and caregivers to reduce the amount of lunch items that may need heated prior to serving. Although we understand dietary restrictions and preferred items may require heating prior to serving, if possible, we ask that this is reduced.
- Students are asked to bring a water bottle, clearly labeled with their name and date daily.

##### **Face Coverings**

- All Rich Center teachers and staff will be required to wear face coverings.
- All students are strongly encouraged to wear face coverings.
- The face covering must fit snugly and secured around the ears or head and be worn over the nose and mouth.



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- Face coverings are supplied by the student. We will have a limited supply of disposable masks available if needed to replace a broken or soiled mask.

#### **Communication**

- We are planning on sending most communications home digitally in an effort to reduce the use of student folders. Information will be shared on Tadpoles (home notes), One Call Now, and email.

#### **Visitors**

- Generally, there will be no visitors to The Rich Center for Autism. In specific circumstances, visitors will be assessed on a case by case basis. All visitors will require face coverings and must adhere to all health and safety protocols.

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### Section III. Calendar Revisions (08/12/2020)

The Rich Center for Autism 2020-2021 Calendar has been revised, effective August 12, 2020. The updated calendar is available under Parent Resources at [www.richcenter.org](http://www.richcenter.org)

Important Dates:

#### **September – December 2020**

- First Day of School for Students: September 8
- No School for Staff and Students: October 12
- Veteran’s Day, No School for Staff and Students: November 11
- Thanksgiving Break: November 25 – 27
- Virtual/Phone Parent Teacher Conferences: December 10 (4 – 7PM) and 11 (9 AM – 12 PM)
- Christmas Break: December 21, 2020 – January 1, 2021

As noted, our return date to Fedor Hall will be determined based on renovations, moving schedule, and classroom set-up. Thank you for your understanding.

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