



Hubbard Day  
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## HUBBARD COVID-19 SAFETY PLAN & PROTOCOLS

*August 2020*

Hubbard Day's return to school in September will be in-person with options for remote learning for those students whose families feel they need it either intermittently or consistently until it is even safer to receive in-person services. In other words, families have the option to select remote learning programs for their children who are medically fragile, whose underlying health puts them at greater risk in the judgment of their guardians or who simply prefer distance learning for the time being. Families will have the option to adjust their decisions if and when the public healthcare landscape in Connecticut changes. Barring these individual decisions and exceptions, Hubbard will be delivering its educational, instructional and therapeutic programming in person, beginning in September. And this document outlines all Hubbard's COVID-19 protocols, which will be followed to the best of our individual and collective abilities. We encourage suggestions and recommendations for taking additional measures that would reasonably improve the safety of our facility and welcome ideas for best practices to maintain a secure work environment. To report a possible case or recent contact with an individual exposed to COVID 19, immediately contact Jonathan Trichter at 646-573-9928.

### BEFORE OPENING

We are establishing communication lines with parents and local health officials in order to rapidly correspond with our stakeholders and health officials in the event we need to. We will decline to treat those students at our center for whom COVID-19 presents a higher risk for severe illness (e.g., medically fragile, immunocompromised etc.) while continuing to offer remote services for those children. Similarly, we will ask those staff for whom the disease presents an especially high risk to remain at home. We will continue to consult the most recent federal guidance for school programs, including ongoing mitigation strategies, as well as prevention, support, and communication resources.

### PROTOCOL FOR POTENTIAL EXPOSURE

If one of our onsite staff or children contract COVID-19 or are exposed to someone who has exhibited symptoms or tested positive for COVID-19, Jonathan Trichter will notify Connecticut State and local health agencies and officials and cooperate with contact tracing efforts while

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maintaining confidentiality required by State and federal law. We will then follow the Center for Disease Control (“CDC”) guidance for schools and programs like ours. The CDC outlines that these programs “should be prepared for individual exposure events to occur regardless of the level of community transmission.” And in the event a person infected with COVID-19 has been in our building, “The facility might need to implement short-term closure procedures.” Specifically, the CDC recommends these steps, which we would follow:

- **Notify others if a child is sick.** Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation and ensure that children are all safe and not left without adult supervision, even those who may be presenting symptoms. Those children with symptoms should be isolated and cared for by staff with proper distancing and PPE until they are picked up by their parents or a guardian.
- **Dismiss students and most staff for at least 2-5 days.** In the event we must do this during school hours, we would require parents to pick up their kids during the day. We will remain with children to keep them safe, isolated and emotionally cared for until parents arrive. The dismissal allows time to assess the situation and its impact and determine appropriate next steps, including whether additional closure is required. For the duration, staff, students and families should be discouraged from socializing and remain home for at least 2-5 days and possibly more, including the likelihood of 14-day quarantines.
- **Communicate with staff, parents and students.** Communicate dismissal decisions and the possible COVID-19 exposure, and “plan to include messages to counter potential stigma and discrimination. In such a circumstance, it is critical to maintain confidentiality as required by the “Americans with Disabilities Act and the Family Education Rights and Privacy Act,” and we will adhere to all HIPAA Privacy Rules and FERPA Regulations.
- **Clean and disinfect thoroughly.** Close off areas used by the individuals with COVID-19 and, if possible, wait up to 24 hours before beginning disinfection to minimize potential for exposure of the cleaners. Cleaning staff will disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing on frequently touched surfaces. Facilities can be re-open again safely within a few days.
- **Ventilation.** Open outside doors and windows to increase air circulation to the maximum extent possible at all times we are at our indoor premises.
- **Commence remote learning.** Incorporate dismissed students into the remote learning program we have established, and “Continue providing necessary services for children with special needs.”

While we are taking every precaution to prevent exposures, adjusting to the new public health landscape requires all of us to prepare for it as a possibility and make logistical arrangements should it materialize. Our parents should therefore prepare in the event an immediate pick-up is required and they will be made aware of this contingency as well as that a subsequent short-term shutdown may follow. Once shutdown, we would follow public

health procedures before reopening and would only do so with staff and students who have been cleared.

The infected employee/child will have to remain home until they are cleared via testing or released by their medical provider or local health provider. All employees and children who worked closely with that employee/child may also have to remain home until cleared via testing or released by their medical provider or local health provider. Infected employees/children will also identify all individuals who worked in close proximity for a prolonged period of time (10 minutes or more) with them during the 48-hour period before the onset of symptoms to ensure there is a full list of those who should be notified and remain home.

We will utilize one of two methods in determining when it is safe for infected or exposed individuals to return to the center:

1. Test-based strategy. Exclude from work/attendance until:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19.

OR

2. Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy): Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:

- At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least seven days have passed since symptoms first appeared.

**Positive Case.** In the event we have an employee or child who tests positive for COVID-19, we have a plan for cleaning, disinfecting and contact tracing. We have products on site that are graded as effective for disinfection, and we have a professional cleaning crew cleaning the entire facility every evening after we leave and able to deep clean the entire building on a moment's notice in the event of a positive case. We will isolate any potentially contaminated areas from all staff and children and send everyone home as soon as possible, alerting parents to come pick up their children while they remain here in safe locations distanced apart from one another. We will notify the Connecticut State and local health authorities and begin to participate in their contact tracing programs, relying on logs and interviews with staff and parents for potential contacts.

**Action Plan.** Below is our sequential road map should someone test positive for active COVID-19 so we all know what to expect in the event of exposure.

- 1) We immediately isolate any child with symptoms in a safe environment following distancing and health protocols. The child will be in the care of our nurse or another staff member until the child can be picked up and safely transported.
- 2) We will isolate all other staff and children from the exposed individual in separate areas and call parents to pick up children. Children will remain in the care of teachers and therapists until parents can get them. We will practice social distancing and protect everyone via PPE in the interim. We will send staff home as soon as possible. The Hubbard leadership team will be the last ones to leave, remaining with the children whose parents are on the way.
- 3) We will contact Connecticut State and local health agencies and authorities and notify them of the exposure and participate in their contact tracing programs.
- 4) We will abandon the premises for 24 hours after which time we will send in professional cleaners to disinfect the entire facility.
- 5) We will leave the facility empty for 72 hours at an absolute minimum.
- 6) We will think about re-opening after that but only return staff and children who have been tested or cleared by medical professionals.
- 7) Realistically, testing and clearance would likely take a week or longer (likely 14 days) until we could reopen safely.

## PEOPLE

**Physical Distancing.** We must practice social distancing to the greatest extent possible. This means we should limit close proximity to the times when the core functions of our jobs require it. When close distancing is required for work reasons directly related to the treatment of our children, face masks are required.

Therapists/Teachers/Parents:

- We will limit each of our spaces to 50% capacity or less and have plenty of space to do that.
- Except when a room/work area is occupied by one individual, all staff should wear masks. This is especially true when they are within 6 feet of anyone else.
- Proper spacing (6 feet) between student desks and staff areas should be established and maintained. All furniture will be spaced as far apart in the learning environment as possible and no closer than 6 feet at a minimum.
- We will limit in-person gatherings and meetings and, when necessary, hold them in open areas.
- We have established a designated area for drop-off and pick-up that limits contact with outsiders to the extent possible. Parents are not allowed into the facility and when necessary they are only allowed in the waiting area for short periods—and not in the facility beyond the waiting room doors.
- Keep a separate pair of shoes here to change into before entering.
- We will not allow visitors into our building.

- Staff should assess their health every morning and should not come to work if they are feeling sick or showing symptoms. They should likewise monitor themselves throughout the day.
- Staff, students and families will be asked to minimize social contacts at home and in the community when not in school.

Students:

- Encourage to wear acceptable face coverings. Face coverings should not be used for any student who cannot medically or emotionally tolerate one.
- We should warrant that classes include the same groups (i.e., “pods”) of students each day and that the same therapists remain with the same group, if possible and to the best of our ability.
- We will group students by the same class/group of students and teacher (into a cohort<sup>1</sup>) so each team functions independently as much as possible (i.e., “cohorting”).
- Stagger the use of communal spaces and always disinfect high-contact surface areas after and between uses.
- Keep each child’s belongings in individually labeled storage containers and cubbies and clean them each day, if they are used.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (art supplies, equipment etc. assigned to a single child) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- We are staggering arrival times and dismissal times a bit and will implement procedures at both times to limit traffic and log jamming.

## PLACES

**Protective Equipment.** We will supply everyone with gloves, face masks and clear plastic splash-proof full-face protective shields—all available and at no cost to employees and available in each room we are occupying. We have an adequate supply and can order replacements when needed. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded and replaced with a new one that we can supply upon request and whenever warranted. Gloves must be removed periodically and everyone must wash their hands after removing their gloves. Dirty gloves must not be used to touch children. Only fresh gloves or freshly washed hands are appropriate when touching a child. Staff must wash their hands immediately after touching a child and before working with another child and should not touch their face with their hands.

**Hygiene and Cleaning.** We will adhere to hygiene, cleaning and sanitation requirements from the CDC and will maintain document logs. The bathroom cleaning logs are on the doors of each bathroom and other cleaning logs will be kept. Each of our bathrooms will have soap and paper towels. We also have on each floor and in each room large containers of alcohol-based hand

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<sup>1</sup> A “cohort” is a group or team of students and educators with consistent members who stay together throughout the school day.

sanitizer containing 60% or more alcohol for quick use and in areas where handwashing is not immediately feasible. We require our staff to wash their hands at least every 30 minutes and to also make sure each student washes their hands every 30 minutes. We require that our staff conduct regular cleaning and disinfection at least after every shift with a child or more frequently as needed, and clean and disinfect any shared objects and surfaces.

**Communications.** We have posted signage throughout the site to remind everyone to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols. If there are any updates to these guidelines, we will communicate them to our stakeholders and post new instructions and signage to remind and reinforce new practices. Our staff will teach hand washing and covering coughs and sneezes to students. They will reinforce use of face coverings, which are most essential at times when social distancing is not possible. We will clean, sanitize and disinfect frequently touched surfaces (for example, tabletops, desktops, door handles, sink handles, etc.) multiple times per day and shared objects between use. And we will increase circulation of outdoor air as much as possible by opening windows and doors. *We will not open windows and doors if doing so poses a safety or health risk to students.*

**Contact Tracing.** We will keep a contemporaneous log of every staff person and child, including any visitors, who may have close contact with other individuals at our work area, excluding deliveries that are performed with appropriate PPE or through contactless means.

## PROCESS

**Screening.** Upon arriving to work every day, we ask that each employee submit to a temperature check via our thermal no-touch thermometer. Temperatures will be recorded in a log and staff will only be allowed admittance to the premises if their temperature is below 100 degrees Fahrenheit. The same will be true for students. We may also administer temperature readings during the day depending on how people feel and appear. Should anyone check in with a higher temperature reading than 100 degrees Fahrenheit, we would ask that they go home for the day and if symptoms resemble Covid-19 or persist then we would ask that they remain home and get tested. We may begin shutdown protocols after that.

We will also ask you staff and students are feeling at the beginning of each day but will largely rely on staff and students individually to tell us if they are unwell and monitor their own health and whether they are well enough to work or attend school. If during the day anyone begins to feel ill, we would also ask they let their immediate supervisor know and then, if appropriate, leave the premises and begin to evaluate their health more fully.

If anyone on premises experience COVID-19 symptoms at any time (including but not limited to chills, shortness of breath or a loss of taste or smell) or if they find out that they have come in close contact in the last 14 days with anyone who received a COVID-19 diagnosis or was suspected of having a coronavirus infection, we require that they remain home, not come to work and let their immediate supervisor know.

We will also screen students upon arrival and throughout the day for symptoms, if possible, and we will monitor students as we teach and treat them throughout the day for any presenting symptoms.

## GETTING TESTED

**Testing.** We will ask that all staff get tested for COVID-19 and antibodies before returning to the center in September. While health insurance should cover the entire cost of the test, we are nevertheless willing to pay for tests and cover any incremental costs, including any co-pays. In addition, we encourage staff to get tested frequently—as often as they wish and are able to—and pledge to cover the cost of all tests, including co-pays, although—again—health insurance plans should cover everything. If when staff get tested the results are positive for active COVID-19, staff will please report to a supervisor immediately. We will honor your privacy and take appropriate action. If results are negative for active COVID-19 but positive for antibodies, staff are encouraged to report that result to supervisors but certainly not obligated to.

## CONCLUSION

This Covid-19 risk mitigation plan for school re-entry at Hubbard is a living document so far as it will evolve as we learn more about the disease, its risks and the safety precautions that can protect us from the virus. As public healthcare experts lean even more and the authoritative government agencies change their recommendations, Hubbard will continue to refine its approach by adopting best practices to protect our students and staff. We currently have in excess of 6,000 square feet of indoor classroom space plus our sensory gym and access to a larger gymnasium, two multipurpose rooms, a large playground and an expansive open field. It is more than enough space to practice social distancing among students and staff. So we feel comfortable are choosing to offer and provide in-person education and therapeutic services for all our students who want them.

## APPENDIX: REMOTE/HYBRID PLAN

In the event we would need to transition to a remote learning plan fully or partially, we have the capacity in an exceedingly short timeframe to deliver our full suite of educational and therapeutic services through electronic platforms and remote programming at the same levels our students were receiving them prior to new disruptions caused by the coronavirus.

To continue offering the same quality and level of services, our remote program is individually designed to match what clients received on site. So just like our on-site program, our remote services provide each client with 30 hours per week of live, synchronous and 1:1 instruction and therapy between the hours of 9am and 3pm every day.

Hubbard's plan will be to carefully take into account the social/emotional and academic abilities and needs of each student when developing their individualized remote programs. We will utilize a password-protected Zoom platform for individualized 1:1 sessions that allows for active two-way audio and video communications between our students and their instructors or therapists. Each student will log in to live instruction and interact with their instructors, teachers and therapists in real time and according to their regular full daily schedule. Also, just as our on-site program offers continuous opportunities to develop socially appropriate behavior and skills, our

remote program will include our full collection of synchronous interactive individual and group activities. We utilize Google Classroom to organize and structure learning materials in coordination with password-protected Zoom screenshare functionality. Together this allows us to deliver our fulsome and interactive therapy and learning experience remotely, effectively and privately.

Staff members would work from their homes to the fullest extent possible and provide instruction using laptop computers, desktop computers, smartphones and/or tablets. Written into their offer letters and employment agreements as a condition of employment is that each teacher, therapist and staff member be able to access the required technology and connectivity within the same Eastern Time Zone in order to connect with our students online in the event they need to transition to remote learning. Students and family members will use technology they have in their homes, including laptops, desktop computers, smart phones and/or tablets. For those families who do not have access to the appropriate technology or who are in situations where there are sibling or other family members who also require time using limited numbers of home devices, Hubbard will provide a device free of charge.

To access our full academic and therapeutic program online, our students will receive links to our online content in our dedicated Google Classrooms. These links will be provided to each student on their daily schedule, which we will distribute to them for each day. Students are similarly provided links to synchronous Zoom sessions for their daily 1:1 sessions, group sessions (including morning meetings, music, art group, clinical nurse access) instructional work, educational lessons and all related services (including speech therapy, occupational therapy, behavioral therapy and physical therapy).

Because we are continuously supporting each student with 1:1 instruction, therapy or support, we have satisfied all paraprofessional requirements in cases where students need a dedicated paraprofessional individual (or IA) to attend to their needs. In addition, our instructors, therapists and support staff are multilingual and able to communicate with our students in multiple languages. We have attached a sample daily schedule as part of this online program description to the bottom of this addendum. Finally, we will offer remote learning to students who are quarantined or temporarily unable or unwilling to attend in-person as an option available to them at all times. And attendance is taken each day for remote students by the professionals treating the child and recorded on each student's master attendance record. Please refer to Hubbard's on-site program description for detailed information regarding all services available to clients. Hubbard program fees and policies remain unchanged.

What follows is a sample schedule of a student receiving services remotely.



**Sample Student Schedule Report**



First Name:

Last Name:

Student ID#:

Date:

Time	Subject	Activity/Lesson	Staff	Delivery
8:30-9:00am	Pre-learning	Wake up, eat breakfast, get ready for your day!		
9:00-9:30am	Writing  1:1 Session	Writing Prompt- You just found a magic wand! What would you do with it?  Write 5 complete sentences with proper punctuation and capitalization	Ms. Diana	<a href="#">Click for the google classroom link</a> <a href="#">Zoom Meeting ID: 520-998-5487</a> <a href="https://zoom.us/j/5209985487">https://zoom.us/j/5209985487</a> <a href="#">Password:1WGq0U</a>  Username: xxx@hubbardacademy.com Password: happykids
9:30-10:00am	Reading Group	Countries Around the World	Ms. Ryan	<a href="#">Zoom Meeting ID: 895-063-8686</a> <a href="https://zoom.us/j/8950638686">https://zoom.us/j/8950638686</a> <a href="#">Password:317309</a>
10:00-10:30am	1:1 Session	Catch Up on Google Classroom Work	Ms. Diana	<a href="#">Zoom Meeting ID: 520-998-5487</a> <a href="https://zoom.us/j/5209985487">https://zoom.us/j/5209985487</a> <a href="#">Password:1WGq0U</a>  <a href="#">Click for the google classroom link</a>
10:30-11:00am	Science Group	Continue Plants Unit	Ms. Ryan	<a href="#">Zoom Meeting ID: 895-063-8686</a> <a href="https://zoom.us/j/8950638686">https://zoom.us/j/8950638686</a> <a href="#">Password:317309</a>
11:00-11:30am	Music Group	<b>Mondays and Wednesdays Only</b> Break on the Other Days	Mr. Joe	<a href="#">Zoom ID:645-027-3899</a> <a href="https://zoom.us/j/6450273899">https://zoom.us/j/6450273899</a>
11:30-12:00pm		Movement Break:  Go Noodle Just Dance Cosmic Kids Yoga	Ms. Alaina	<a href="#">Zoom Meeting ID: 507-773-8396</a> <a href="https://zoom.us/j/5077738396">https://zoom.us/j/5077738396</a> <a href="#">Password: 476971</a>
12:00-12:30pm	Lunch		Ms. Jelenny	<a href="#">Zoom Meeting ID: 824-428-3853</a> <a href="https://zoom.us/j/8244283853">https://zoom.us/j/8244283853</a> <a href="#">Password: 979123</a>
12:30-1:00	Art Group		Ms. Alaina	<a href="#">Zoom Meeting ID: 507-773-8396</a> <a href="https://zoom.us/j/5077738396">https://zoom.us/j/5077738396</a> <a href="#">Password: 476971</a>
1:00-1:30pm	Math  1:1 Session	Complete boom math activity with Therapist	Ms. Ryan	<a href="#">Zoom Meeting ID: 520-998-5487</a> <a href="https://zoom.us/j/5209985487">https://zoom.us/j/5209985487</a> <a href="#">Password:1WGq0U</a>  <a href="#">Click on the link for Google Classroom</a>  Khan Academy Login Info Username: ryanhh4k Password: rn091711
1:30-2:00pm	Independent Reading	Read Monster Cowboy and complete quiz on Raz Plus  <b>Zoom meeting at 1:45 to share book with the group</b>	Ms. Alaina	RAZ Plus Website Login Info Teacher Username: happyhour4kids2020 Student username: RyanNaranjo3B Password: 091711  <a href="#">Zoom Meeting ID: 507-773-8396</a> <a href="https://zoom.us/j/5077738396">https://zoom.us/j/5077738396</a> <a href="#">Password: 476971</a>
2:00-2:30pm	Spelling  1:1 Session	Unscramble spelling words and complete wordsearch	Ms. Rosa	<a href="#">Click on the link for Google Classroom</a> <a href="#">Zoom Meeting ID: 520-998-5487</a> <a href="https://zoom.us/j/5209985487">https://zoom.us/j/5209985487</a> <a href="#">Password:1WGq0U</a>
2:30-3:00pm	Wrap Up	•Recap of the day with Remote Monitor •Discuss any difficult or incomplete assignments •Prepare for tomorrow	Ms. Ryan	<a href="#">Zoom Meeting ID: 895-063-8686</a> <a href="https://zoom.us/j/8950638686">https://zoom.us/j/8950638686</a> <a href="#">Password:317309</a>