

Crossroads Community,

As the reported cases of the coronavirus increase nationally and worldwide, we at Crossroads would like to share with you our plan to mitigate the potential problems and risks imposed by the coronavirus. We take our roles and responsibilities of serving others and maintaining a positive and healthy working environment very seriously. Our guidance in establishing these prevention measures comes from the CDC, Massachusetts Department of Public Health, Massachusetts Department of Elementary and Secondary Education, and the Marlborough Department of Public Health. As always, we welcome your feedback.

Thank you to Adam Hudson, MSN-Ed., RN, Director of Nursing, for his guidance during this period. I also want to thank the entire Crossroads Community for rallying together to support these prevention measures to protect our students, staff, and families.

Respectfully,

Mark Dumas, Ph.D.  
President and CEO

### **What is COVID-19?**

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

### **What are the symptoms of COVID-19?**

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:

- fever of 100.4 or greater
- cough
- shortness of breath

### **Below are simple everyday preventive actions to help prevent the spread of respiratory viruses:**

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Get a flu shot, not because it will prevent the spread of COVID-19, but so that you stay healthy and out of the hospital.

### **Steps Crossroads is Taking to Protect Students, Staff, and Visitors**

- We have secured a cleaning solution that verifies that it kills known strains of Coronavirus. Our staff will be utilizing this solution during their daily cleaning of all accessible surfaces, (e.g., doors, desks, tabletops) in addition to the efforts of our cleaning company each night.
- Additional cleaning responsibilities are being assigned to classrooms and departments for common areas and equipment.

- Staff and students will be continuously directed to use the foam hand sanitizer upon entering and exiting classrooms. Special attention must be paid to ensure hand sanitizer is used for students and staff heading to the restroom, lunch, OT, PT, and gym.
- All visitors will be required to wash hands or use Purell upon arrival.
- Handshaking and physical greetings are discouraged during this period of caution.
- We will continue to evaluate and discuss our procedures and follow CDC and Massachusetts Department of Health Guidelines and keep you apprised of any new information.

### **Expectations of Staff**

- At work if staff start experiencing respiratory illness symptoms such as fever of 100.4 or greater, cough, or shortness of breath you will be dismissed from work immediately.
- Outside of work, staff have an obligation to contact Crossroads and report any symptoms of respiratory illness such as fever of 100.4 or greater, cough, or shortness of breath.
- All staff experiencing symptoms of respiratory illness are required to follow-up with their medical provider to be cleared for flu or coronavirus before they may return to work.
- Staff planning to travel to a Level 3 Travel Notice Country should contact Alicia Vaughan, HR Director, to discuss their plans and the following 14-day period. See below for more details.
  - At this time, those countries are China, Iran, Italy, and South Korea.

### **Expectations of Students**

- At school if students start experiencing respiratory illness symptoms such as fever of 100.4 or greater, cough, or shortness of breath they will be immediately brought to the Nursing Office. Caregivers will be contacted and will be expected to pick up their student within two hours.
- If students experience symptoms of respiratory illness such as fever of 100.4 or greater, cough, or shortness of breath at home, parents have an obligation to contact Crossroads.
- All students experiencing symptoms of respiratory illness are required to follow-up with their medical provider to be cleared for flu or coronavirus before they may return to school.

### **Expectations of Families**

- Families are encouraged to contact Adam Hudson, MSN-Ed., RN, Director of Nursing, if any members of their household present with respiratory illness symptoms such as fever of 100.4 or greater, cough, or shortness of breath.
- If anyone in your household experiences symptoms of respiratory illness such as fever of 100.4 or greater, cough, or shortness of breath, families must cancel services or make arrangements with a well caregiver to hold services elsewhere (e.g., community, relatives house).
- If caregivers are experiencing symptoms of respiratory illness such a fever of 100.4 or greater, cough, or shortness of breath, they are expected to reschedule on-campus meetings (e.g., student day meeting, IEP) or request a conference call instead.
- Families planning to travel to a Level 3 Travel Notice Country should contact Kevin Hardy, Program Director, do discuss their plans and the appropriate time for students to return to school. See below for more details.
  - At this time, those countries are China, Iran, Italy, and South Korea.

### **Expectations Regarding Home Services:**

In this heightened precautionary period, we are asking all families and staff to take the additional precautions listed below in their homes to stop the spread of the coronavirus. Thank you for your partnership in keeping our students and staff healthy.

#### **Families:**

- Based on recommendations from the MA Department of Public Health, your Home Services Supervisor will be contacting you daily to confirm no one in your home is experiencing coronavirus symptoms (i.e., fever over 100.4, cough, shortness of breath).
- If anyone in your home is experiencing such symptoms your sessions will need to be held by a symptom-free caregiver in the community or at an alternative site. If such accommodations cannot be made, the session will be cancelled (standard cancellation policies apply).
- Please let your Home Services Supervisor know the best method (text, email, phone) to contact you daily, during this time of caution we will require a confirmation before holding services in your home.
- Spray down work spaces before your child's Home Services session
- Have cleaning supplies available for staff
- Have antibacterial soap available for staff
- Wash your hands frequently

**Staff:**

- Wash hands at arrival and throughout the session
- Practice additional hand washing trials with your student throughout the session
- Use universal precautions

**International Travel**

- Crossroads will follow the CDC Guidelines for International Travel.
- The CDC recommends travelers stay home for 14 days from the time they leave an area with widespread, ongoing community spread (Level 3 Travel Health Notice countries) and practice social distancing. At this time, that list includes China, Iran, Italy, and South Korea. Staff and students traveling to these countries will be expected to remain away from Crossroads for 14 days.

**Quarantine Expectations**

We will be evaluating and determining the quarantine period based on CDC guidance, currently we will be following the 14-day quarantine period for those traveling to Level 3 Travel Health Notice Countries and/or those with confirmed cases of coronavirus.

**In general, if you are sick, to keep from spreading respiratory illness to others, you should:**

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

**Resources:**

[Crossroads Parent Manual](#)

[What You Need to Know About Coronavirus \(CDC\)](#)

[What to Do if You're Sick \(CDC\)](#)

[Travelers from Countries with Widespread Sustained Transmission Arriving in the United States \(CDC\)](#)