

## The Foundational Reading & Educational Development Center

### COVID-19 Control Guide:

The goal of this document is to guide The Foundational Reading and Educational Development Center in attesting to the guidelines put forth by the Massachusetts Department of Health and assuring the safety of staff and clients. <https://www.mass.gov/doc/covid-19-reopening-control-plan-template/download>

Internal	Protocols	Definitions
<p><b>Staff Monitoring</b></p>	<p><b>Staff should not report to onsite work if they have:</b></p> <ol style="list-style-type: none"> <li>1. Symptoms of Covid-Like Illness</li> <li>2. Traveled outside of RI, CT, VT, NH, NY, ME, NJ in the past 14 days</li> <li>3. Been in close contact with someone who tested positive for COVID-19. Close Contact is defined as within 6 feet of an infected person for at least 15 minutes starting from 2 days before symptoms.</li> </ol> <p><b>Staff may continue remote working sessions during this time.</b></p> <p><b>Staff can return to onsite work after ALL of the following conditions have been met.</b></p> <p><b>FOR SYMPTOMS OF COVID-LIKE ILLNESS</b></p> <ol style="list-style-type: none"> <li>1. 3 days fever free</li> <li>2. Respiratory symptoms have improved</li> <li>3. It has been 10 days since symptoms appeared.</li> </ol> <p><b>FOR TRAVEL OR CONTACT WITH SOMEONE WITH COVID-19</b></p> <ol style="list-style-type: none"> <li>1. 14 days have passed since travel or close contact</li> </ol>	<p><b>Covid-Like Illness</b></p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf</a></p> <p><b>The travel guidelines are constantly changing and require monitoring.</b></p>

<p><b>Building and Worker Safety</b></p>	<ol style="list-style-type: none"> <li>1. Signage placed at the door and in waiting room</li> <li>2. Waiting area has chairs social distanced, removed or blocked off.</li> <li>3. Hand sanitizer is available in the waiting area as well as tutoring areas.</li> <li>4. Staff wear masks during tutoring sessions and remain social distant as much as possible. Consider eye protection as well.</li> <li>5. Surfaces are disinfected in between clients and at the start/end of each day. You must use a disinfecting wipe with 70% alcohol or higher. This includes high touch areas such as door handles.</li> <li>6. Writing utensils are not shared between client and tutor. If markers or other items are shared from session to session, they must be cleaned after each session.</li> <li>7. No food or drink during sessions. Food/Drink should be kept in a separate area.</li> </ol>	<p>Posters for waiting areas  <a href="https://www.mass.gov/doc/compliance-attestation-poster-english/download">https://www.mass.gov/doc/compliance-attestation-poster-english/download</a></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster.pdf</a></p> <p>Example of eye protection that will not fog over glasses <a href="#">Safety Glasses</a></p> <p>Poster for employee area:  <a href="https://www.mass.gov/doc/worker-reopening-poster-english/download">https://www.mass.gov/doc/worker-reopening-poster-english/download</a></p>

<p><b>Client Protocols</b></p>		
<p>Method of Instruction</p>	<p>Based on Client Preferences in person and remote instruction available</p>	

<p>Reporting Illness or Exposure</p>	<p>Clients choosing in person instruction must monitor their families closely.</p> <p>Families must cancel or change session to remote if anyone in their household falls into the following categories.</p> <ul style="list-style-type: none"> <li>• Displaying symptoms of Covid-Like Illness</li> <li>• Traveled outside of RI, CT, VT, NH, NY, ME, NJ in the past 14 days</li> <li>• In close contact with someone who tested positive for COVID-19. Close Contact is defined as within 6 feet of an infected person for at least 15 minutes starting from 2 days before symptoms</li> </ul>	<p><b>Covid-Like Illness</b></p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>
<p>In Person Tutoring Guidance</p>	<p>Clients and families are asked to participate in social distancing (three to six feet) and wearing masks whenever possible. The nature of education instruction does involve times in which social distancing becomes challenging. Hand sanitizer will be used prior to close contact.</p> <p>If masking is not possible due to sensory or other medical issues – please speak further to your tutor to determine the best course of action.</p>	

