



Health and Safety Guidelines for In-Person Programming

Revised 9/22/20

Before returning to in-person programming, High Point Village is requiring families and Villagers to:

1. Commit to practice the minimum recommended health guidelines for all individuals, as outlined in The Governor's Report to Open Texas.
2. Practice the habit of hand washing for 20 seconds at least 6 times a day. This is the minimum number of times Villagers will be doing this when they return to day programs at High Point Village. Avoid being in a group larger than 10 individuals (including those within the individual's household). Within these groups, minimize in-person contact with others not in the individual's household to the extent possible. When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as wearing a face covering or mask, washing or sanitizing hands frequently, and avoiding sharing utensils or other common objects.
3. Inform High Point Village via email or other written method that your Villager has been fever and symptom free (including cough and difficulty breathing) for 10 days before returning to High Point Village. A fever is defined as 100.4°F or higher by the CDC.

Once the Villager returns, the family or caregiver will be required to:

1. Take the temperature of your Villager 15 minutes before arriving at High Point Village each day and immediately inform High Point of a fever temperature reading.
2. Continue to commit to practicing the Governor's minimum recommended health guidelines for all individuals to limit exposure within the family unit until State and local restrictions become significantly relaxed or lifted altogether.
3. If, after returning to High Point Village, any temperature or sickness becomes apparent your Villager will be separated from the rest of the Villagers until they can be picked up. They may not return for at least 10 days and only after testing negative for the COVID-19 virus or presenting a note of clearance from a physician.

Practical implications for returning to on-site programming:

1. Returning Villagers in the day programs will be assigned to groups totaling no more than 11 (including teachers).
2. Dream Big and Reach High Villager groups will use their own entrance/exit (including drop off/pick up), Music Therapy will use the same entrance/exit as Reach High – the main entrance.
3. Each Villager group will remain together throughout the day except during activities in the Great Room when Villager groups will be separated in accordance with TEA Guidelines.
4. Physical contact will be avoided for all Villagers (i.e., hugs, high fives, handshakes, etc.)
5. All Villagers in the day programs and staff will be required to wash their hands for 20 seconds at least 6 times a day - upon arrival, before and after each class, before and after lunch, and before going home. Additionally, they will be required to wash hands after using the restroom.
6. Music Therapy clients, staff, and interns will wash their hands for 20 seconds before and after each session and after using the restroom. Staff and interns will disinfect each instrument before next use.
7. Staff and Villagers will use separate restrooms within the building, and water fountains will be disabled. Villagers will need to bring their own labeled water bottles.
8. Upon a Villager's first day back to High Point, parents will sign their waiver at the main entry vestibule.
9. If any member of a Villager group tests positive for COVID-19, the entire group will be sent home and quarantined for 10 days. Villagers within the quarantined group may return before the 10 day period if they provide documentation of a negative COVID-19 test result and are not tested until 4 days after last exposure to the Villager who originally tested positive.



Health and safety guidelines for employees, Villagers, Board Members, contractors, and others:

1. All employees will be trained on appropriate cleaning, disinfection, hand hygiene, and respiratory etiquette. Employees will ensure all individuals who enter High Point Village's Enrichment Center are following recommended hygiene and social distancing guidelines.
2. All individuals entering the building are required to be screened, have their temperature taken, and wash or sanitize their hands (stations are set-up at designated entrances/exits). Villagers arriving on time for programming will remain in their cars until screenings have been completed by High Point Village staff.
3. Any individual who has any of the following signs or symptoms will be asked to leave:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Fever $\geq 100.4^{\circ}$ Fahrenheit
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Contact with COVID positive individual
4. Individuals with new or worsening signs or symptoms listed above will not be allowed to return until:
 - In the case of an individual diagnosed with COVID-19, the individual may return when all four of the following criteria are met: at least 3 days (72 hours) have passed fever free (without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); at least 10 days have passed since symptoms first appeared; and confirmation of a negative COVID-19 test result; or
 - In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and may not return until they have completed the same four-step criteria listed above; or
 - If the individual has symptoms that could be COVID-19 and wants to return before completing the above self-isolation period, the individual must obtain a physician's note clearing the individual for return based on another medical diagnosis.
5. An individual with known close contact to a person who is lab-confirmed to have COVID-19 will not be allowed to return until the end of the 10-day self-quarantine period from the last date of exposure unless the individual provides documentation of a negative COVID-19 test result and is not tested until 4 days after last exposure to the person with COVID-19.
6. All individuals must maintain at least 6 feet separation from other individuals and, with the exception of Villagers, must wear face coverings/masks (exceptions include eating, drinking, being outdoors, or having a diagnosed medical condition). Other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation of high touch surfaces must be practiced by everyone.
7. Employees who can work remotely and request to do so must first gain permission from the Executive Director.

Enrichment Center health and safety guidelines:

1. Any regularly touched surfaces such as doorknobs, fitness equipment, tables, chairs, common areas and restrooms will be cleaned frequently and disinfected throughout each day by staff.
2. Hand sanitizer, disinfecting wipes, soap and water, or similar disinfectants will be made readily available throughout the building.
3. Once daily (Mon. – Thu.), High Point Village's contracted janitorial service provider will thoroughly clean and disinfect the entire Enrichment Center, with special emphasis on high contact surfaces.
4. Visible signage will be placed throughout the building to remind everyone of best hygiene practices and social distancing guidelines.
5. Clear Plexiglas barriers will be placed in designated areas to further prevent exposure.
6. The Executive Director and Office Manager will be responsible for ensuring health guidelines are practiced.