Executive Summary

The May Center provides a comprehensive school program for children with brain injury and neurobehavioral disorders, using proven methods of treatment and teaching based on the latest clinical and applied research. Our mission is to provide students with the opportunity to learn skills and competencies which will allow them to reach their maximum potential. In spite of the public health crisis created by the COVID-19 pandemic, the May Center remains dedicated to these standards.

Our school specializes in serving some of the most high needs students in the Commonwealth. May staff are working diligently to ensure that all students continue to have the opportunity to learn and excel. The summer of 2020 has been spent preparing our school to reopen safely and efficiently. The school has developed a Reopening Plan which includes a detailed outline for how teaching and learning will take place for the fall of 2020-2021. Our plan was developed to ensure equity for all students while meeting their unique needs.

This plan is subject to change as new directives are issued by the Commonwealth and the public health situation evolves. COVID-19 presents an unprecedented challenge.

Andrea Potoczny-Gray
apotoczny-gray@mayinstitute.org
August 14, 2020
Contents

Letter from the Executive Director .................................................................................................................. 2
In-person learning model: ................................................................................................................................. 3
Hybrid learning model: ........................................................................................................................................ 3
Remote learning model: ...................................................................................................................................... 3
Out-of-school time plan: ..................................................................................................................................... 4
Student supports and professional learning: ....................................................................................................... 4
Other:................................................................................................................................................................. 6
Certification of health and safety requirements: ............................................................................................... 6
Letter from the Executive Director:

Dear Parents,

The May Center School for Brain Injury and Neurobehavioral Disorders is pleased to share our fall re-opening plan. We have worked diligently in recent weeks and months to ensure all safety measures are in place. We have secured PPE (Personal Protective Equipment) for staff, modified the classroom and school environments to ensure social distancing, enhanced our cleaning procedures to occur frequently throughout the day, and trained staff on all of these new protocols and more.

To ensure the health and safety of our students and staff, we have determined that starting the fall semester on September 8, 2020 with a hybrid model of instruction is the best option at this time. During this model of instruction, students will receive a combination of in-person instruction and remote learning until it is safe to increase the number of students in our building and integrate day and residential cohorts. You will be receiving information directly from our school regarding your child’s schedule no later than August 20, 2020.

Please know that it is our goal to increase the in-person learning opportunities for all students as we navigate new requirements and expectations for both in-person learning and remote learning. Starting this fall, we will be reporting attendance to your school districts for both in-person and remote learning. If your child does not participate in these activities consistently, we are required to notify the school district of their absence. It is imperative that you ensure your child is able to participate in all learning activities offered for him/her moving forward. Please let school know if you have specific challenges with this and we will work together with you, and your district if needed, to attempt to resolve them.

As we begin this new phase/schedule of learning for all of our students, we commit to keeping you informed of our progress toward more in-person learning as appropriate. We appreciate your patience and understanding as move forward in a thoughtful and safe manner.

If you would like to see our full re-entry plan, please visit our website:

https://www.mayinstitute.org/brain-injury-school/brockton/about/our-school.html

Please feel free to reach out if you have any questions or concerns.

Sincerely,

Andrea Potoczny-Gray
Executive Director
In-person learning model:

Full in-person instruction, Monday through Friday as indicated in the school calendar, will resume with advanced health and safety requirements once barriers identified in the feasibility study have been resolved. Due to our students’ complex medical needs, all staff and students will be screened prior to coming to school and will be seated 3 feet apart in the classrooms. Staff will wear facemasks, face shields/goggles, and any additional recommended PPE. Students who will tolerate wearing a mask will be expected to wear them, except during periodic mask breaks. Facemask tolerance programs will be implemented for any students who do not tolerate facemasks.

Meals will be provided in the classroom. Common areas will not be utilized, with the exceptions of the gym and library on a scheduled basis. All common areas will be cleaned after every use. Each classroom will be cleaned a minimum of three times a day, including regular electro-static spraying.

Hybrid learning model:

Beginning in fall 2020, the May Center will offer an innovative instructional model which blends in-person learning and remote learning. This model allows us to keep students in cohorts and abide by safety guidelines established by the CDC and DESE. The school will implement a combination of remote and in-person learning for day and residential students using an A/B schedule model. Day students will attend school in-person Monday through Wednesday (See attached schedule). A phased approach will allow students to slowly and systematically return to all in-person learning based on COVID data and other key indicators.

The hybrid learning model significantly reduces risk of virus transmission and allows all students to access periods of in-person instruction safely. The May Center School has transitioned to a variety of online platforms for meetings and instruction to ensure access for synchronous learning, and group and individual instruction. All students will continue to receive instruction and related services as agreed upon in the IEP. Robust consultative services will continue. Please see remote learning plan model as a guide for learning at home days.

The May Center School will continue to provide daily and weekly schedules for learning at home. Technology and parent training needs will continue to be assessed and supported to ensure student access on remote days. In this model, parents will still have the option to elect full remote learning. The May Center school will continue to collaborate closely with sending districts before parent directed changes to learning models are made.

Remote learning model:

Remote Learning will adhere to students’ IEPs with the goal to provide a robust education to all students. The quarantine period has provided a unique opportunity for our school community to develop and implement effective systems for service delivery, direct instruction, assessment, progress monitoring, communication with families and districts, and utilization of technology to provide for some of the highest needs students in the state. These processes ensure students have opportunities for continued learning and engagement with their teachers and peers. Remote learning plans for fall are based on guidance from DESE. Students will have access to meaningful, high quality educational materials that align with the Massachusetts Curriculum Frameworks and the supports needed to access those materials.

Our online learning schedules offer opportunities for synchronous and asynchronous learning and flexibility during the school day. Students will have the opportunity to engage in individual and group learning activities that are adaptable to family and student needs. Specific classroom schedules will be provided to parents and students and modified as necessary to meet all instructional hours and IEP service delivery.

Continuation of consultative services will be essential. Individual check-ins by teachers and behavior specialists and office hours for OT, PT, and SLP therapists will be provided to promoted two-way communication between
students, educators, and families. Administrative teams will meet regularly to discuss feedback from staff and families and to adjust structures to ensure that all students continue to have a positive learning experience.

Teachers and related services staff are using digital platforms that may be accessed via multiple types of electronic devices (i.e., cellphones, tablets, or computers). Platforms chosen will be ones that students are already generally familiar with including:

- Email
- Websites and other browser-based activities
- Class Dojo
- Zoom
- Short videos (not live) containing short mini-lessons that are skill reviews and media clips

Other platforms may be added if needed. Every week, teachers and related services staff will share weekly learning plans with students and families. Systems are already in place to record attendance and participation, assessment, and documentation of student progress.

Out-of-school time plan:

The May Center School remains committed to support and collaborate with students and families beyond the classroom. During this ever-changing landscape, ongoing communication and assessment of student need remains critical. The May Center school will continue to provide family consultation outside of school hours. This consultation is in addition to the support and communication during the school day. Resources have also been provided to families to work on generalization of skills to allow students to practice activities in functional settings. Family education and engagement will remain a priority and an integral part of our programming. May staff will be available for support and will continue to provide access to recreational and emergency resources as needed.

Student supports and professional learning:

(a) Safety, wellness, and social emotional supports

The May Center School is committed to the safety, wellness, and emotional well-being of its students, families, and staff. Our community has been presented with unprecedented challenges that have been exacerbated by the COVID-19 pandemic and have immediate and lasting effects. The May Center School has bolstered our support network in alignment with DESE recommendations to ensure the following: engaging families as partners with cultural competency; supporting staff to manage uncertainty and wellness; preparing to allocate time to for classroom and school culture-building; assuming and planning for an increase in mental health needs; and mobilizing interdisciplinary teams to support our community.

Communication with staff is frequent, transparent, and sensitive to change. Daily and weekly opportunities to engage with school administration, management, and Human Resources have guided decisions throughout the pandemic and will continue to be essential to our fall plans. The May Center school teaching staff need to feel empowered and safe in their environment in order to create a positive classroom environment. All staff have been provided with school-based trainings as well as more intensive, professional emotional health resources. All levels of staff are engaged in these conversations.

Culturally competent communication with families occurs weekly and more frequently, as needed. Our staff are trained to recognize the impact of social emotional stress that may limit student access to learning. The Parent Advisory Committee remains active and provides opportunities for connection and support. Our licensed social workers are a resource both for our community and to offer connections for
support outside of school. Staff continue to engage in May Center School diversity and inclusion trainings to react sensitively to the impact the recent past has had on families of color.

The May Center School has been preparing our student, family, and teaching community for a “new normal” including: developmentally appropriate social stories; mask-wearing tolerance programs; opportunities to discuss changes during individualized therapy; teacher-led instruction on social distancing and other changes to the environment; pre-teaching and reviewing new student routines; and many other individualized supports. Our program implements three key elements for social emotional learning for all students – relationship building, self-awareness, and self-management. These elements are addressed school-wide and in individualized behavior support plans. The May Center School manages the existing and anticipated increase in mental health needs via our social work team and consulting psychiatrist working closely with families, staff, and students.

The May Center School is committed to the idea that the idea that all members of the school community share responsibility for the social emotional needs and mental health of students and the educators who support them. Throughout the pandemic and when planning for fall, the interdisciplinary team ensured continuity of services.

(b) Planning and Instruction

Student programming is individualized and supports will continue for all team members to fully implement the IEP. The team will ensure students’ families have the resources, training, and capability to implement instruction. The Team will continue to collaborate, assess, and adjust student programming to support academic progress.

(c) Assessment

The May Center School will continue its current practice of working with sending districts and families to ensure compliance with annual review Team meetings and reevaluations, including appropriate assessments. The May Center School follows the guiding principles set for by DESE including: 1) student-centeredness; 2) communication and transparency; 3) parent engagement; and 4) documentation.

(d) Intervention

The May Center School’s individualized, ABA programming is designed to identify, measure through data collection, and modify interventions for both academic and behavioral objectives. The May Center School has well-established models and criteria for identifying and intervening for students with increased risk for social emotional difficulty, academic struggle, behavioral concerns, and medical complexities.
(e) School calendar:

Remote Instruction
In-Person Instruction
Closed

<table>
<thead>
<tr>
<th>SEPTEMBER 2020</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER 2020</th>
<th>22</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

(f) Other: See attached COVID Policy and Procedure and student screening tool

Certification of health and safety requirements:

The May Center School meets the final health and safety requirements issued by DESE. We will implement systems and procedures to support state guidelines. The school has a Prevention Plan, Communication Plan, and Standard Operating Processes to address the following areas of need.

**Mask/Face Coverings**
As the primary route of transmission for COVID-19 is respiratory, masks or face coverings are among the most critical components of risk reduction. All staff must wear face masks as appropriate to the programming and status of their program. Programs must encourage the wearing of masks or cloth face coverings during the school day by all students who can safely and appropriately wear, remove, and handle masks. There is signage throughout the school building(s). Students will have at least two mask breaks per day (e.g., mealtime and recess). See also: *May Institute Prevention Plan, SOP- PPE, SOP-Mask Breaks, Day School COVID 19 Policy and Procedure Summary*

**PPE Supplies**
The organization maintains a supply of PPE and tracks the distribution of the PPE to the various programs.
Physical Distancing
The school will maintain at least 6 feet of distance and limit contact between individuals and groups, whenever possible. Where appropriate, visual cues such as tape on floor and markings to show spacing will be used. Signage is posted throughout the building.
See also: *May Institute Prevention Plan, Day School COVID 19 Policy and Procedure Summary*

Cohorts/Group Size
Group sizes must be restricted to the size/space of a room ensuring at least 6 ft of social distancing. Each student will have an assigned desk in the classroom.
See also: *May Institute Prevention Plan*

Screenings/Entry
Screenings are required for all students, staff, and visitors. All persons must be screened before they are permitted to enter the building. Families are required to conduct their screening remotely prior to arrival at the location. Upon arrival at the location, staff must conduct a visual inspection of each student for signs of illness associated with COVID 19.
See also: *May Institute Prevention Plan, Student Screening Tool and SOP, Visitor Screening Tool and SOP, Employee Screening Tool and SOP, Day School COVID 19 Policy and Procedure Summary*

Communication with Families
The school will ensure a robust two-way communication with all families including email, phone, and One Call texting for group announcements.

Monitoring for COVID 19 Symptoms
Staff must monitor themselves for symptoms daily and students, with the assistance of families, must also be monitored daily for symptoms. Staff and students must stay home if feeling unwell. Protocols will be strictly adhered to for any positive or presumed positive cases of COVID 19 within the school community.

Handwashing and Hand Sanitizer
All employees and students will have access to handwashing stations or hand sanitizer. Hand Sanitizer (including but not limited to at least 60% alcohol-based hand sanitizer) will be supplied by the Center. Handwashing routines will be built into the school day. Signage is utilized throughout the school.
See also: *May Institute Prevention Plan, Hand Hygiene Guidelines, Day School COVID 19 Policy and Procedure Summary*

Isolation Room(s)
If a student becomes symptomatic while at the program, the student will be isolated. Programs will have a designated space to isolate an individual who may become sick. This space is separate from the school nurse’s office which is used for routine medical care.
See also: *May Institute Prevention Plan, Day School COVID 19 Policy and Procedure Summary*

Vaccines
Schools will work with parents to ensure that students are current on all standard vaccinations before they return to in-person school.

Cleaning and Disinfecting
All employees will have access to cleaning supplies such as disinfecting spray or wipes, paper towels, etc. All cleaning, sanitizing, and disinfecting solutions will be stored in a safe place that is accessible to staff in each area of the programs, secured where appropriate for the individuals.
High Touch points: all programs will ensure high touch points are disinfected at a minimum once a shift. All day services will disinfect after all students and employees have left for the day. Disinfection may also occur more
frequently as appropriate due to an incident, infection or as per CDC or BOH recommendations. Sites may close to conduct disinfection of a site due to exposure from a confirmed positive case of COVID-19.
See also: *May Institute Prevention Plan, May High Touch Point Cleaning Checklists, Day School COVID 19 Policy and Procedure Summary*

**Ventilation**
The schools will work to increase outdoor air ventilation instead of using recirculated air and increase air filtration as much as possible for the ventilation and filtration system. Facilities perform the following to the HVAC Systems:

a. Check the operation of all HVAC equipment to ensure it is working properly
b. Clean and disinfect all evaporator coils with a hospital grade coil cleaner
c. Check that all the outside air dampers are working properly so we can make sure the HVAC systems are suppling the building with the maximum outside air possible for the unit
d. Check that the general and toilet exhaust fans are working properly and scheduled to run when the building is occupied
See also: *May Institute Prevention Plan*

**Transportation**
To the extent possible, students will remain with the same group each day. Students will be requested to wear masks or face coverings during transport. Students will be screened prior to transportation to programs. Physical distancing should be maintained while in transit, maximize space between riders (e.g., one rider per seat in every other row). Individuals from the same household may be seated together. If possible, windows should be opened to increase circulation. If it is not possible or comfortable to open windows, ventilation system should be set to high. Do not recirculate conditioned air.
See also: *May Institute Prevention Plan, SOP – Infection Control – Vehicle Cleaning*