



SPAULDING YOUTH CENTER

March 14, 2020

Dear Parents, Guardians and Partners of Spaulding:

Serving our children and families in the safest way is of the utmost importance to the staff at Spaulding. The appearance of the new coronavirus COVID-19 in this country is presenting us with some new challenges and as this situation evolves, we want you to be aware of our emergency response and actions we are taking.

Universal protocols have been in place for several weeks including everyone being advised to:

- Wash your hands frequently.
- Avoid being within 6 feet (close contact) of a person who is sick.
- Avoid shaking hands or even fist bumps. People will use various parts of hands to replace touching items with fingers.
- Cough or sneeze into your elbow or better yet into a tissue that you throw away after each use.
- Disinfect frequently touched surfaces.
- Avoid sharing drinks, smoking or vaping devices, or other utensils or objects that may transmit saliva.
- Stay home and avoid public places when sick.

In addition, we have tripled our daily disinfecting protocols, installed many additional hand sanitizer stations and purchased a significant volume of disinfectant wipes which have been widely distributed. Our supply of personal protective equipment and gloves has been greatly increased.

We want to assure you we have a robust plan of action focused on keeping our residential and day students healthy, as well as staff and others. By strictly maintaining the protocols noted below, our goal is to prevent the spread of any viral illness, including the COVID-19 virus.

RESIDENTIAL STUDENTS

Any child displaying either of the below symptoms will be closely monitored by our nursing staff and medical director. Students displaying such symptoms will be isolated in their rooms until symptom free for 48 hours.

- Moist productive cough
- Fever 100.6 or higher

Any of the following symptoms will also warrant monitoring and may also require isolation to cottage.

- Sore throat
- Vomiting or diarrhea
- Generalized malaise
- Stomach upset



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If a residential student begins to display any of the above symptoms during an off-campus home visit, we require that children be kept at home until they are symptom free for 48 hours. If this occurs, we will happy to make arrangements for medication to be delivered to you if needed. Currently, if a student returns to campus with any symptoms they will be screened by a member of Health Services prior to returning to their respective residence. If the student displays any symptoms, Spaulding maintains the right to ask that the child be taken home.

DAY STUDENTS

Day students will also be subject to the same protocol. If a child is experiencing any of the symptoms above, please do not send them to school and call the school with your child's symptoms by calling 603-286-8901 and we will direct your call accordingly. If a child comes to school with symptoms, we reserve the right to send them home until they are symptom free for 48 hours. They will also be screened upon return to the school.

We have plans describing how education will be provided if our school should need to be closed, to either day and residential students, and those plans will or have been communicated to those who require this information.

ADDITIONAL MEASURES

1. We have posted staff and visitor virus protocol notices at entry doors around campus. If someone actively exhibits signs of illness, staff may ask them to leave.
2. All Spaulding staff are being updated daily on the health status for every student, as well as that of their co-workers for planning purposes.
3. Travel restrictions and Return to Work protocols for all staff have been instituted.
4. We are in contact with all student transport vendors regarding their virus control procedures and to alert them to our expectations.
5. Parent and Guardian letter updates continue to be sent as the situation and our protocols change.
6. We expect some changes to food services as we adjust to open serving ranging from access to the salad bar to perhaps minimized fresh food options. This may result in less food selections available, but these changes will ensure that the food available to students and staff on campus is safe.
7. The rate of new student admissions and new staff onboarding may be reduced.
8. We are actively canceling visitor meetings or trainings on campus, replacing many with conference calls or ZOOM meeting options.
9. We may see traditional student events on campus impacted too, and notifications will be provided as each date approaches.



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There are many other measures we have taken and efforts underway daily related to our preparedness efforts and we will provide relevant updates as they come along. Meanwhile, please ask your contacts at Spaulding about any questions you may have.

Please know we are closely monitoring the changing status of the situation here on campus and will follow recommendations issued by public health authorities or government agencies as needed. This is a challenging time for many people, and we thank you in advance for your cooperation.

Sincerely,

The Leadership Team and Staff at Spaulding Youth Center

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