

# NWSRA Support Decision Process for Programs/Camps During COVID 19



# Registration & Assessment Process during COVID 19

- Guardian/participant(s) register online or email/mail registration forms with signed Consent Assessment Letter
  - If signed Consent Assessment Letter is missing, registrar makes contact with family and explains why we cannot accept the registration form
- Program Leader & their Manager are notified of registration from Senior Manager or Day Camp Manager. Manager & Program Leader connect with family and set up virtual zoom assessment
- Scheduled virtual zoom assessment takes place
- NWSRA staff (with manager) reviews COVID 19 Decision Process to determine if the participant can safely and successfully participate in conjunction with the Virtual Zoom Assessment
  - Consider sensory needs, behaviors, spatial concerns, etc.
  - Consider if the participant can follow CDC & PPE guidelines
  - Staff must note and communicate on the Master Face to Face Grid if the participant is successful or unsuccessful
- If YES and successful zoom assessment, the participant will be added to the program and charged a program fee
- If NO and unsuccessful zoom assessment, the participant will be dropped from the program and refunded, if necessary - virtual programs will be recommended. Written documentation will be sent to family with a copy given to the Superintendent of Administrative Services

# What does the ADA say about offering services and programs during a Pandemic?



The ADA requires park districts, special recreation associations, cities, villages, and counties to support people with disabilities and health conditions by making reasonable modifications.

Keeping COVID-19 in mind, the act does not require an entity to create a direct threat of safety to its employees or patrons OR to place its employees in a dangerous setting to implement a modification(s).

**Our Goal: Safe Participation by people with and without disabilities.** If safe participation is jeopardized, NWSRA will instead consider alternative programs, such as virtual programs.

**Safety and Health & the ADA must coexist.**

# Per Title II of the ADA...

If participation is denied, something in “writing” must be created. It can be something simple that says why the request to participate was denied. EXAMPLE: If, participant shows inappropriate physical behavior (scratching staff) it would be because participation is a direct threat to others (must be based on objective evidence, like a stack of incident reports that say this kid is a spitter or scratcher).

A handwritten note on a pink background that says "Reminder!" in black ink. The word "Reminder" is written in a cursive, slightly slanted font, and is underlined with two thick black strokes. An exclamation point follows the word.

Postponed participation is **NOT** permanent. When the participant no longer exhibits ‘x’ behavior that disallowed him/her from joining the program in the first place, he/she is welcome back to the program.

Before you deny participation, access the following slides to evaluate safe and successful participation. You may need to look at more than one slide based on the needs of the individual (i.e., they may have a cognitive delay in addition to aggressive behaviors).

If you can support them safely in one area, but not the other, they will not be able to participate and the NWSRA support decision process stops.

**Please note:** Staff should identify the participant(s) needs (using Personal Care Form, Medical Information Form, past PIF's and/or conversation with the family) before setting up a zoom assessment. A conversation/phone call will need to be made to the family to review new COVID participant requirements and guidelines. Review the following slides if familiar with past behaviors/needs or unsure (in conjunction with the zoom assessment) to determine if participant can successfully demonstrate the new participant requirements and guidelines.



### **Breakdown of abilities/needs to evaluate:**

- Physical, Visual, and/or Hearing Delays
- Cognitive Delays
- Sensory Breaks
- Elopement/Controlled Wondering
- Aggressive Behaviors
- Personal Care Needs
- Medical Needs

Does the Participant Have a Physical, Visual, or Hearing Impairment?  
(Based on the Participation Information, Medical Conditions Form and Assessment)



If your answer is “No”

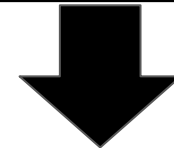
***How will support look?***

- The Program Leader will review the class list as well as PIF (if applicable) and support participant as necessary
  - Program Leader may reach out to guardian(s) for more information
- Are there any other other needs that need to be addressed? If so, go to next chart



If the answer is “Yes”

- Can the participant safely wear PPE?
- Can the participant safely practice social distancing with verbal prompting, or visual cues?
- Can participant safely follow NWSRA guidelines with modifications/support plan?



## Physical, Visual, or Hearing impairment Continued...



If your answer is “**No**” to any of the above questions,

**STOP.**

NWSRA will send an email or letter notifying of unsuccessful assessment, drop the participant from the program/camp, refund, & contact participant/guardian on why and provide other solutions.

If your answer is “**Yes**” to all of the questions above, see below.

### ***How will support look?***

- The Program Leader will review the class list in addition to the PIF (if applicable)
- The Program Leader will communicate with guardian(s) and set a brief meeting before program/camp if any modification needs to be modeled/reviewed in person
- A personal support plan will be created and shared with assisting staff in the program

**Does the Participant Have Cognitive Deficits?**  
(Based on the Participation Information and Medical Conditions Form and Assessment)

If your answer is **“No”**

***How will support look?***

- The Program Leader will review the class list as well as PIF (if applicable) and support participant as necessary
  - Program Leader may reach out to guardian(s) for more information
- Are there any other other needs that need to be addressed? If so, go to next chart

If the answer is **“Yes”**

- Can the participant safely wear PPE?
- Can the participant safely practice social distancing with verbal prompting, or visual cues?
- Can the participant be verbally redirected?
- Can participant safely follow NWSRA guidelines with modifications/support plan?



## Cognitive Deficits Continued...



If your answer is “**No**”  
to any of the above  
questions,

### **STOP.**

NWSRA will send an  
email or letter notifying  
of unsuccessful  
assessment, drop the  
participant from the  
program/camp, refund,  
& contact  
participant/guardian on  
why and provide other  
solutions.

If your answer is “**Yes**” to all of the questions above, see below.

### ***How will support look?***

- The Program Leader will review the class list in addition to the PIF (if applicable)
- The Program Leader will communicate with guardian(s) and set a brief meeting before program/camp if any modification needs to be modeled/reviewed in person
- A personal support plan will be created and shared with assisting staff in the program

Does the Participant Need Sensory Breaks? (Based on the Participation Information and Medical Conditions Form and Assessment)

If your answer is “No”

***How will support look?***

- The Program Leader will review the class list as well as PIF (if applicable) and support participant as necessary
  - Program Leader may reach out to guardian(s) for more information
- Are there any other other needs that need to be addressed? If so, go to next chart

If the answer is “Yes”

- Can the participant safely wear PPE?
- Can the participant safely practice social distancing with verbal prompting, or visual cues?
- Can the participant take sensory breaks in an individual pop up tent/designated area?
- Can the participant stay within the vicinity of the program during a sensory break?
- Can participant safely follow NWSRA guidelines with modifications/support plan?

## Sensory Breaks Continued...



If your answer is “**No**” to any of the above questions,  
**STOP.**

NWSRA will send an email or letter notifying of unsuccessful assessment, drop the participant from the program/camp, refund, & contact participant/guardian on why and provide other solutions.

If your answer is “**Yes**” to all of the questions above, see below.

### *How will support look?*

- The Program Leader will review the class list in addition to the PIF (if applicable)
- The Program Leader will communicate with guardian(s) and set a brief meeting before program/camp if any modification needs to be modeled/reviewed in person
- A sensory break schedule will be created and shared with assisting staff in the program

## Does the Participant Elope/Wander?

(Based on the Participation Information and Medical Conditions Form and Assessment)

**Elopement defined:** a tendency to leave the property

**Controlled Wandering defined:** wondering in a designated area, within the confines set by staff



If your answer is “No”

### *How will support look?*

- The Program Leader will review the class list as well as PIF (if applicable) and support participant as necessary
  - Program Leader may reach out to guardian(s) for more information
- Are there any other other needs that need to be addressed? If so, go to next chart

If the answer is “Yes”

- Can the participant safely wear PPE?
- Can the participant safely practice social distancing with verbal prompting, or visual cues?
- Can the participant run in a designated running area, within the confines set by staff? (i.e., hallway)
- Can the participant stay within the designated area during a break?
- Can participant safely follow NWSRA guidelines with modifications/support plan?



## Elopement/Wandering Continued...

If your answer is “**No**”  
to any of the above  
questions,

**STOP.**

NWSRA will send an  
email or letter notifying  
of unsuccessful  
assessment, drop the  
participant from the  
program/camp, refund,  
& contact  
participant/guardian on  
why and provide other  
solutions.

If your answer is “**Yes**” to all of the questions above, see below.

### *How will support look?*

- The Program Leader will review the class list in addition to the PIF (if applicable)
- The Program Leader will communicate with guardian(s) and set a brief meeting before program/camp if any modification needs to be modeled/reviewed in person
- Participant will need to maintain a 6 foot distance around them with visual guidance for the program length to minimize elopement
- Participant Elopement Plan will be created and shared with assisting staff

## Is the Participant Aggressive?

(Based on the Participation Information and Medical Conditions Form and Assessment)



If your answer is “**No**”

### ***How will support look?***

- The Program Leader will review the class list as well as PIF (if applicable) and support participant as necessary
  - Program Leader may reach out to guardian(s) for more information
- Are there any other other needs that need to be addressed? If so, go to next chart

If the answer is “**Yes**”

**NWSRA full time staff will evaluate pre existing information to ensure support can be provided.**

- Can the participant safely wear PPE?
- Can the participant safely practice social distancing with verbal prompting, or visual cues?
- If asked, will the participant be able to take a break within the confines set by staff?
- Can the participant be verbally redirected?
- Can participant safely follow NWSRA guidelines with modifications/support plan?



## Aggressive Continued...

If your answer is “**No**”  
to any of the above  
questions,  
**STOP.**

NWSRA will send an  
email or letter notifying  
of unsuccessful  
assessment, drop the  
participant from the  
program/camp, refund,  
& contact  
participant/guardian on  
why and provide other  
solutions.

If your answer is “**Yes**” to all of the questions above, see below.

- Does the participant bite?
- Does the participant lick?
- Does the participant spit?
- Does the participant scratch?
- Does the participant grab PPE?

NWSRA will use a scalable approach:

1. if the aggression is manifested by slapping of staff or another participant’s face  
– that individual will be unable to be supported at this time.
2. if the participant is laying on the ground and holds their foot out to trip someone  
– typical behavior management support would be implemented.

**There will be zero tolerance for biting, licking, spitting or scratching others.**

## Aggressive Continued...

If your answer is “**Yes**” to any of the above questions,  
**STOP.**

NWSRA will send an email or letter notifying of unsuccessful assessment, drop the participant from the program/camp, refund, & contact participant/guardian on why and provide other solutions.

If your answer is “**No**” to all of the questions above, see below.

### *How will support look?*

- The Program Leader will review the class list in addition to the PIF (if applicable)
- The Program Leader will communicate with guardian(s) and set a brief meeting before program/camp if any modification needs to be modeled/reviewed in person
- The Program Leader will review behavior management, disengagement, and de-escalation with assisting staff
- Supports will be provided based on the information received to minimize negative behavior



**Does the Participant Have Personal Care Needs?**  
(Based on the Participation Information and Medical Conditions Form and Assessment)

If your answer is **“No”**

***How will support look?***

- The Program Leader will review the class list as well as PIF (if applicable) and support participant as necessary
  - Program Leader may reach out to guardian(s) for more information
- Are there any other other needs that need to be addressed? If so, go to next chart

If your answer is **“Yes”**

**Does the participant need assistance in the bathroom?**

If the answer is **“No”**  
Move to the box on the left.

If the answer is **“Yes”**

- Does the personal care put the staff in contact with bodily fluids or break social distancing guidelines?
- Does the personal care put other participants at risk?
- Does the procedure break CDC, or PPE guidelines?
- Does the personal care involve cleaning bowel movements?

## Bathrooming Continued...

If your answer is “**Yes**”  
to any of the above  
questions,

**STOP.**

NWSRA will send an  
email or letter notifying of  
unsuccessful  
assessment, drop the  
participant from the  
program/camp, refund, &  
contact  
participant/guardian on  
why and provide other  
solutions.

If your answer is “**No**” to all of the questions above, see below.

### *How will support look?*

- The Program Leader will review the class list in addition to the PIF (if applicable)
- The Program Leader will communicate with guardian(s) and set a brief meeting before program/camp if any modification needs to be modeled/reviewed in person
  - If the personal care is deemed reasonable, a Personal Care plan will be created and shared with assisting staff

Potential solutions: Send participant in pull-ups and/or offer families a half day option or have guardian(s) come in at designated time(s) and change their participant to keep sanitary but still have the ability to participate.

## Does the Participant Have Personal Care Needs? (Based on the Participation Information and Medical Conditions Form and Assessment)

If your answer is “No”

### *How will support look?*

- The Program Leader will review the class list as well as PIF (if applicable) and support participant as necessary
  - Program Leader may reach out to guardian(s) for more information
- Are there any other other needs that need to be addressed? If so, go to next chart

If your answer is “Yes”  
Does the participant need assistance with feeding?

If the answer is “No”  
Move to the box on the left.

- If the answer is “Yes”
- Does the feeding put the staff in contact with bodily fluids?
  - Does the feeding break social distancing guidelines (can you step back to a 6 foot marker in between bites)?
  - Does the personal care put other participants at risk?
  - Does the procedure break CDC, or PPE guidelines?

## Feeding Continued...



If your answer is “**Yes**”  
to any of the above  
questions,

**STOP.**

NWSRA will send an  
email or letter notifying of  
unsuccessful  
assessment, drop the  
participant from the  
program/camp, refund, &  
contact  
participant/guardian on  
why and provide other  
solutions.

If your answer is “**No**” to all of the questions above, see below.

### ***How will support look?***

- The Program Leader will review the class list in addition to the PIF (if applicable)
- The Program Leader will communicate with guardian(s) and set a brief meeting before program/camp if any modification needs to be modeled/reviewed in person
  - If the personal care is deemed reasonable, a Personal Care plan will be created and shared with assisting staff

**Does the Participant Have Medical Needs?**  
(Based on the Participation Information and Medical Conditions Form and Assessment)

If your answer is **“No”**

***How will support look?***

- The Program Leader will review the class list as well as PIF (if applicable) and support participant as necessary
  - Program Leader may reach out to guardian(s) for more information

If the answer is **“Yes”**  
Do the medical needs need to be addressed during program?

If the answer is **“No”**  
Move to the box on the left.

- If the answer is **“Yes”**
- Is the procedure invasive?
  - Does the procedure put the staff in danger?
  - Does the procedure put other participants at risk?
  - Does the procedure break CDC, or PPE guidelines?
  - Do staff need to take care of medical needs? (i.e. meds)

## Medical Needs Continued...

If your answer is “**Yes**” to any of the above questions,

**STOP.**

NWSRA will send an email or letter notifying of unsuccessful assessment, drop the participant from the program/camp, refund, & contact participant/guardian on why and provide other solutions.

If is answer is “**No**” to all of the questions above, see below.

### ***How will support look?***

- The Program Leader will review the class list in addition to the PIF (if applicable)
- The Program Leader will communicate with guardian(s) and set a brief meeting before program/camp if any modification needs to be modeled/reviewed in person
  - If the medical needs are deemed reasonable, a Medical Plan will be created and shared with assisting staff
  - Designated staff will be trained on medical procedures/plan.

# NWSRA Specific Return to Program Participant Requirements

Please note this is what NWSRA is requiring for participation within its programs

In general, the following requirements apply:

Participant needs to show they can wear a mask independently for an extended amount of time, staff may assist with tying of masks as needed.

- Early childhood, 10 to 15-minute increments
- School age, 10 to 20-minute increments
- Adult, 20 to 30-minute increments

Participants will also need to show the following:

1. They can wash their hands independently or with minimal assistance and/or verbal cue or prompts.
2. They understand not being able to touch others and keeping distance from others with verbal cues and prompts.
3. They must be able to refrain from habits that could increase the spread of illness such as: picking skin, spitting, putting objects in their mouth
4. They must allow a visual health screening upon arrival and departure. Employees will look for the following during a visual health screening: no soiled clothes, no open wounds, no visual symptoms of illness

This process will continue to evolve, we will update when changes are made.

# Levels of Support During COVID 19

At this point, we cannot provide maximum support but we may be able to provide minimum to intermediate support. As with all cases, we assess on an individual basis.

## Maximum

- Hand over hand assistance
- Behavior management
- Medical needs
- Personal care (wiping & changing)
- Within arms length or less of participant
- Consistent rituals and structure
- May use various means of communication with significant staff support (pictures, talkers, etc.)

## Intermediate

- Provide verbal and visual cueing
- Give suggestions to help participant make choices
- Offer positive reinforcement
- Set up play scenarios with participant and peers as needed

## Minimum

- Allow participant to play independently
- Remain near and keep participant in eyesight at all times
- Be available for guidance