

# *Tips & Ideas for your PAES lab*



**In-Lab**



**Remote**



**Hybrid Learning**

## **The PAES Lab has several advantages when it comes to social distancing and hygiene:**

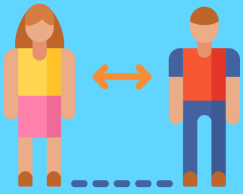
- The PAES Lab is inherently a social distancing environment when compared to typical classrooms. Students work at individual workstations that are spread apart.
- Pupil to Teacher ratios are very low in the PAES Lab, typically ranging from 4-5 students per teacher for students with moderate to severe disabilities, and lower numbers for students with more significant needs
- Through the Conduct Rules, Workplace Skills and Incentives around maintaining proper professional work skills, students in the PAES Lab are already discouraged from interacting with other students in the room
- The PAES Daily Points form can be customized to include goals that cover what your school requires for personal protective equipment or disinfection routines.

We do not provide specific disinfection routines or PPE requirements, because we expect each facility will be subject to different requirements; whether from their management or local governments. We have collaborated internally to develop this guide to help keep your PAES lab safe along with some remote and hybrid learning ideas that we provide as a suggestion.

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## 1 . ) MAINTAIN SOCIAL DISTANCING



Stagger "employees" entering the lab to limit bunching up around the time clock and shelves.

Work stations 6 feet apart when possible.

Distance while "supervisor" is checking completed work.

Consider appointing a check-in station attendant, like a responsible student, para professional or job coach. Students line up while distancing to get to the check in station just like the retail stores are doing. The attendant could be responsible for locating the student folders, then getting the job card for the employee to go find their materials and equipment and go to their station.



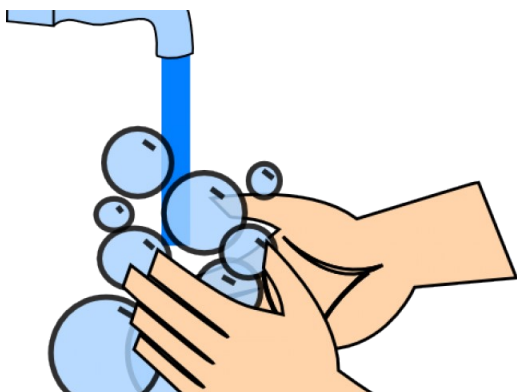
Consider creating sanitizing caddy's that contain things like a mask, hand sanitizer, sanitizing spray, and sanitizing wipes for each employee including the check in station attendant.

## 2 . ) PERHAPS SOME PPE ?



Follow your building and district guidelines regarding wearing gloves and masks.

## 3 . ) MAINTAIN GOOD HYGIENE



Make sure "employees" have access to running water to wash hands and/ or hand sanitizer.

Post reminders to cough or sneeze into elbow or tissue and toss immediately.

Keep tissues accessible.

## 4. ) SANITIZE

Have "employees" sanitize items and tools during the disassembly process.

Supervisors should wipe down shared surfaces between shifts.



## 5. ) Check your District and Building Guidelines for Changes



As we learn more, needs may change.

PAES is a simulated work environment; so, learning how to work safely now, will support participants on the job in the community.

## IDEA FOR HYBRID LEARNING

As you know, for 100% onsite learning, PAES recommends that employees participate a minimum of four days a week, but five is best. Each day of the week, each employee works in a different one of the five PAES components during each work shift. If your students are hybrid with 2-3 days on, and 2-3 days off (or similar to that) consider still rotating your workers through one of the five components each day they are “at work”. Then focus on their Workplace Skills (soft skills) on the days they “work from home”. Do this by working to identify their strengths and barriers to success, as community based placement options increase as minor/major barriers improved. Use your Workplace Skills Inventory Guide and Inventory forms that are provided to you in your PAES Master Files. If you need help locating this guide and forms contact your TAI rep or contact TAI. You can conduct virtual group sessions with all of your PAES employees by reviewing the various workplace skills that are typically monitored in the PAES lab. Then conduct individual sessions with each employee using the PAES workplace skills guide, inventory form, checklist, and individual goals form. You can also give writing assignments, or pair the students off to write and act out role plays to their co-workers based off of the various workplace skills areas.

# PAES IDEAS FOR REMOTE LEARNING

Conducting the PAES assessment at home to collect data is NOT an option as parents or other support persons would not know the assessment process well enough to get valid data.

However, the PAES staff could make a list of tasks that can be done at home. These tasks can be similar but not exact replicas of PAES jobs. As with any student, skills they learn at home and are able to transfer to PAES jobs is great. It's just not ok for them to do actual PAES jobs at home.

In other words, it's not ok to send home copies of PAES Job Cards. You can use job descriptions on the last five pages of the Performance Summary Report for ideas.

Or, see the examples and ideas in this booklet for at home tasks:

(Note: Links provided are for reference only. If your school or campus has a program you are currently using (example – typing), please feel free to use it)

## Business and Marketing



- Alphabetize a bookshelf, movie cases, record collection
- Help file papers for a parent working from home
- Collate and staple or paperclip printed information
- Write or type a letter to a friend, teacher, or family member
- Fill out an envelope to mail the letter
- Identify coins
- Identify paper money
- Fill out practice checks or account ledger
- “Play” store with a friend or family member (customer service and making change)
- Have a deck of cards laying around? Put them in order by suit and numerical order.
- Check and bring in the mail. Sort by recipient and what is “junk” mail.

# Computer Technology



- Demonstrate ability to open school email account
- Practice typing (use a free online program like <https://www.typingclub.com/>)
- Take pictures with a personal digital camera or phone/ device. Turn the pictures into a collage or booklet, label, and email to your teacher!
- Practice your 10 key on an old school calculator!
- Show you know – open the following doc's on a computer: Word, Excel, PowerPoint. Pick one and write a narrative or tell someone about a time you used the program effectively.

# Processing and Production



- Cut out, color, and do some tangram patterns! <https://filefolderfun.com/TangramGame>, <https://www.education.com/slideshow/tangrams/>
- Unlace and re-lace a pair of shoes [https://misterminit.eu/en\\_rs/blog/thats-how-you-personalize-your-sneakers](https://misterminit.eu/en_rs/blog/thats-how-you-personalize-your-sneakers)
- Cut out some shapes for a collage or scrapbook background
- Have a bin of markers, colored pencils, or crayons laying around? Sort them by color. Put them in groups and wrap with a rubber band.
- Practice reading the analog clock
- Practice reading the digital clock
- Have some nuts and bolts laying around? Count them, put them together and take them apart.

# PAES IDEAS FOR REMOTE LEARNING, Continued

## Construction/ Industrial



- Identify common construction tools is in the home (see scavenger hunt!)
- Practice measuring to the nearest inch, half inch, quarter inch, etc... (if the district has Let's Talk, now is a great time to use it.)
- Identify whole inch, half inch, etc... on ruler
- Are you ready to build something? Collect your materials, create an instructional video, and email it to your teacher. Or have someone take step-by-step photos and make a "how to" document.
- Show you know – Any outlet covers loose around the house or apartment? Use your skills to tighten them up. Be careful not to over - tighten and remember to practice safety!

# PAES IDEAS FOR REMOTE LEARNING, Continued

## Consumer Service



- Help prepare or prepare at least one meal a day for a week
- Do a scavenger hunt for all cooking, sewing, and cleaning tools found in a home. You'll be amazed how many there are!
- Measure and cut fabric to make a pillow.
- Hand sew or machine sew the pillow.
- Make your bed every day this week.
- Sweep and mop the kitchen.
- Vacuum a room each day this week. Roombas don't count!
- Create a "how to" video of how to make your favorite dish (or one you feel comfortable making, even if it's instant oatmeal or a bowl of cereal).
- Set the table at least once a day for a week.
- Sort laundry.
- Fold towels.
- Do you love to fold napkins? Find a YouTube video and up your skills!
- Wipe down the counters in your bathroom every day this week.
- Take out the garbage/ recycling. Make sure you get it to the curb on the right day!
- Hang up your shirts on laundry day.
- Sew a button on a piece of fabric or a shirt (that is missing one!)
- Be the Barista – Make a pot of coffee every morning. Coffee pods are okay too!

# Hygiene and Essential Soft Skills

- Draw a picture of or explain what Social Distancing is and why it is important.
- Smile! Check in with someone to make sure you brushed your teeth today – everyday!
- Teach someone how to wash their hands properly. This can be a family member, friend, or make a tutorial video and share with a teacher.
- Hello Concierge – Practice greeting people when they come home.
- Write or type a script for answering the phone. For example, “Hello, this is the (insert name) residence. How may I help you?”
- What Not To Wear – Make a photo collage of what is appropriate and inappropriate to wear to work for the following: 1) business casual, 2) business professional, 3) casual work environment.
- Be able to explain why it is important to make eye contact when speaking or communicating with someone.
- Demonstrate or create a visual on the proper ways to greet people in different situations. 1) Family, 2) Friends, 3) Teachers and school professionals, 4) people you work with.
- Get dressed like you are going to leave the house every day this week. PJs don’t count!
- Comb/ Brush your hair every day. It doesn’t have to be perfect, but NO bedhead!
- Self-reflection and self-advocacy. Make a list of what helps you to do things on your own. This won’t be the same for every task. Practice politely self - advocating for yourself with family or record yourself and send it to your teacher. For example, “I do better when I can see pictures to follow instead of hearing directions” or “I have a hard time focusing if I get interrupted. It helps me focus if I can listen to music while working and have a place marker to put down if I have to leave a task and return later.”

## TIP:

Existing PAES labs can order ANY of the PAES supplies or equipment for these types of activities. Just contact your TAI rep or TAI to get a quote made up for anything you would like.

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