

P.G. Chambers School Plan to Re-Open Following Extended School Closure

This plan is designed to provide students who attend P.G. Chambers School appropriate education and related services during a period of extended school closure and transition to on-site services. This plan for re-opening in September reflects lessons learned during Extended School Year during which services were offered both on-site and virtually and is based on continued guidance from the New Jersey Department of Education, the New Jersey Department of Health, the New Jersey Governor's Office and the Centers for Disease Control (CDC).

P.G. Chambers School (PGCS) is an Approved Private School for Students with Disabilities providing education and related services to students ages 3-15. Students participate in small classes designed to meet their instructional, social, and practical learning needs. Every student has an IEP in place prior to attending PGCS which is implemented by PGCS certified professionals with the support of paraprofessional and business staff. All implementation, instructional, related services and social issues are communicated to the LEA through a system of on-going e-mail, telephone, and virtual discussions. All evaluation and IEP meetings are coordinated by the LEA and attended by PGCS certified personnel working with the child.

Six Week Extended School Year (ESY) 2020: July 6, 2020 through August 14, 2020

P.G. Chambers School offers a six week extended school year for eligible students. Approximately 99% of our students attend ESY; all are considered eligible.

In response to Governor Murphy's announcement on Friday, June 12, 2020, P.G. Chambers School decided to offer a hybrid option for Extended School Year (ESY) 2020. The first week of ESY beginning July 6, 2020 continued as a virtual week to allow for personnel to complete all requirements for building opening, ensuring PPE availability, and completing personnel training. As of July 13, 2020, the following options were made available to families:

- continue to participate in remote learning and related services
- attend ESY on site for instruction and related services
- engage in a combination of both remote learning and on-site services

P.G. Chambers School notified school districts and families of this decision and collaborated with sending school districts to contact families to make the best choice for each child. All decisions were made in compliance with procedures outlined in N.J.A.C. 6A:14.

All guidelines outlined in the P.G. Chambers School Protocol for Prevention of the Spread of Illness were approved by the Hanover Township Department of Health and are being strictly followed.

On-site hours for Extended School Year returned to regular school hours of 9:00-3:00. Remote instruction continued from 9:00-11:00 and 1:00-3:00 with telehealth therapy hours scheduled at hours determined between the therapist and the family. Six students attended on-site for some days and participated in remote instruction on others. Three students attended virtual instruction and participated on-site for related services. Thirty three students attended on-site, five days per week from 9:00-3:00. Seventy-five students participated in virtual instruction and related services.

Lessons learned from ESY 2020

- Given student medical challenges, motor skills and information processing status, consistent use of masks by students is unrealistic and, in many cases, contra-indicated. All staff was provided with KN95 and surgical masks which they were required to wear while in the building. In addition, face shields, gloves and smocks were provided to staff for direct, hands on contact situations.
- Requirements for social distancing between students mandated that classroom furniture and supplies be minimized. Given social distancing requirements, no more than 7 students can be accommodated in each classroom.
- Prior to the pandemic, most classrooms at PGCS shared a bathroom located between two classes. On-site classes have been configured to eliminate bathroom sharing between groups. Adjacent classrooms have been designated for Speech Therapy and Occupational therapy in order to further reduce student movement around the building and cross contamination of spaces. Physical therapy is offered in one of the three motor gyms. All treatment spaces and equipment are thoroughly cleaned between students and supplies are not shared between students.
- Given the impact of the above on the availability of classroom space, slightly less than half of the student population can be safely accommodated on-site.
- The provision of on-site services during this period of continued viral pandemic is intensely challenging for personnel given the need: to wear masks and face shields all or most of the day, foster social distancing and ensure sanitized environments. Continued provision of on-site services five days per week would likely lead to significant staff burn out and employee absence and vacancies.

Plan for re-opening September 2020

This updated plan reflects the anticipated need to plan for extensive precautions related to the COVID-19 pandemic for the duration of the 2020-2021 school year. It is a plan that can be sustained over this extended period and can accommodate a growing number of our students on-site. It also allows for an easy transition to all virtual services should NJ need to close schools again. The P.G. Chambers School plan is similar to plans established by several local public school districts. P.G. Chambers School will continue to monitor guidance from the CDC, Department of Health and the Department of Education and will adjust this plan accordingly.

PGCS will operate on an A/B schedule beginning on 9/3/2020. Students in A group will attend classes on-site on Monday and Tuesday and participate virtually Wednesday, Thursday and Friday. Students in B group will attend classes on site on Thursday and Friday and will participate virtually Monday, Tuesday and Wednesday.

Related services will be provided on-site for two sessions per discipline during student on-site days. Additional sessions will be provided via telehealth.

During days deemed unsafe for travel due to inclement weather, instruction and related services will be offered virtually.

Classroom, bathroom, and therapy suites have been created to allow students to remain in their cohort, isolated from other student groups. This redesign of space limits classroom availability to seven suites which must be cleaned, sanitized, and prepared for alternate A/B students each Wednesday and weekend.

Playgrounds are closed to classes with the exception of outdoor music class. Recess is supervised in each classroom.

All families will have the option of continuing all virtual instruction and related services.

Wednesdays and weekends will be used for:

- thorough cleaning and sanitizing of all surfaces, and shared equipment between student groups
- transitioning student equipment in and out of classes with appropriate and thorough cleaning and sanitizing between two different student groups.

The P.G. Chambers School Protocol for Prevention of Spread of Pandemic Illnesses Plan will be followed for all on-site services. See Addendum 1. A Pandemic Response Team has been gathered to coordinate compliance with and regular updates for this plan. The team includes: PGCS Executive Director, Principal, Assistant Principal, Director of Nursing, lead Physical Therapist, Social Worker, Maintenance representative and a parent.

None of the students who attend PGCS are **English Language Learners**. Translation services have been instituted to support family involvement in class lessons and related services sessions. These services are provided by paraprofessional personnel.

All students bring lunch to school and have **not qualified for free or reduced lunch**. P.G. Chambers School Social Worker maintains direct contact or contact via treating teams with all families in the event there are food or mental health challenges. Should food access challenges arise, they will be reported to the LEA.

The Social Worker regularly posts **information and resources** for families related to COVID-19 and to mental health issues. She has opened a **virtual support group for families** to join as they see fit which will continue into the fall.

Our nursing department hosts a **virtual nurses' office** daily for an hour each morning. Families can access nursing and social supports during these sessions. These virtual sessions will continue into the fall.

Communication

This plan will be communicated with **families** via e-mail from the Principal of P.G. Chambers School before the close of the second week in August 2020. The Principal will be available for all questions from families. Families will be informed of their option to remain virtual for instruction and related services. Those choosing to remain virtual will be asked to submit this preference in writing to the Principal of P.G. Chambers School and to the LEA case manager. Families will be given their group assignment; PGCS will be as flexible as possible in collaborating with families on assignment to A or B group.

This plan will be forwarded to each of the **LEA sending districts** before the close of the second week in August 2020. The Principal and PGCS case managers will be available for all questions from sending districts.

This plan will be shared with all **PGCS personnel via a virtual staff meeting** before the close of the first week in August. PGCS will be as flexible as possible in collaborating with personnel on assignment to A or B group.

The plan will be posted on the PGCS website.

Ongoing communication with families is conducted via the secure Go-to-Meeting platform and e-mail. All personnel have access to voicemail and access to notes and curriculum information using a secure VPN.

Administrative personnel (Executive Director, Business Office) work both on-site and from home. On site work supports the option of telephone communication with families. The Principal is available on-site. P.G. Chambers School will continue to minimize the number of personnel in the building to essential personnel for instruction and related services. Other school personnel will continue to work remotely to provide virtual instruction and telehealth to students continuing to receive services from home, to complete administrative duties and to collaborate via meetings.

Communication with LEA personnel is conducted via the secure Go-to-Meeting platform, or other LEA preferred platform, e-mail, and telephone. Each student at PGCS is assigned an in-house case manager who communicates regularly with the LEA. In addition to regular communication, all LEA Directors of Special Services have been sent updated emergency management plans as they evolve. All LEA case managers have received detailed correspondence regarding parent preferences for telehealth and frequency of related services. All requests for additional information regarding student progress have been honored by the assigned case manager. All requests for updated information regarding use of personnel have been honored by the Principal.

Virtual Instruction

P.G. Chambers School will continue to offer a virtual classroom experience to students who opt for this form of instruction. Daily instruction time has been expanded by 30 minutes and will run from 9:00-11:30 and 1:00-3:00 using the Go-to-Meeting Platform. Classroom lessons are taught by the certified classroom teacher or certified specials teacher with support for caregivers available from instructional paraprofessionals throughout each lesson. Additional support is offered by an Instructional Paraprofessional assigned to address both AT and IT issues. One to One Instructional Paraprofessionals will support their assigned students through modifications and caregiver support. General caregiver questions are addressed through the e-platform while student-specific questions or concerns are addressed off-line to maintain confidentiality.

Prior to the introduction of the virtual classrooms on 3/18/2020, family technology needs and access to internet services were assessed. Equipment and internet access were provided to all families with an identified need. Each family also received a hard copy packet of materials and activities. Teachers and related services personnel communicate regularly with families regarding student and family technology needs. Family technology needs will be reassessed prior to school reopening in the fall and P.G. Chambers School, in consultation with the LEA, will provide additional equipment and support as needed. Families receive virtual training in all use of equipment.

Student participation and progress are documented in teacher notes, curriculum based assessment protocols and related services logs. All IEPs scheduled by the LEA are coordinated by P.G. Chambers School coaches and case managers and all required personnel attend virtually. IEP recommendations and PLAAPF updates are forwarded to the LEA prior to each meeting.

Subjects covered daily in 30 minute blocks include:

- Reading Foundations and Comprehension
- Writing

- Literature
- Speaking and Listening
- Civics and informational text
- Science
- Physical Education
- Music and Art
- Group meeting inclusive of weather, calendar, and schedules

*21st Century Skills are woven through the lessons as families are given real-life at home applications of student skills to practice. Many related services sessions emphasize student development of self-care and practical skill development meeting the needs of multiple students. Analysis of daily news and world issues is incorporated into daily classroom meetings and current events.

Students returning to on-site education and related services will participate in individual and small group lessons in all subject areas outlined above and included in the P.G. Chambers School curriculum. Classrooms will be divided to accommodate distancing students 6 feet apart. Instruction will be delivered following a teacher directed approach to minimize student movement throughout the classroom.

The instructional day on-site and virtually will be from 9:00-3:00. Virtual classes will break between 11:30-1:00 for lunch and scheduled telehealth. Flexibility in telehealth schedules before and after school will be maintained. When other options are exhausted, telehealth sessions may be scheduled during instructional time.

Specials will be delivered virtually with the exception of Physical Education. Physical Education will be offered outdoors weather permitting and virtually when outdoor instruction is not possible.

All lessons are based on P.G. Chambers School curriculum resources, student IEPs and the appropriate grade level standards. Accommodations to differentiate instruction are available via instructional design, technology, translator services and paraprofessional support. Family participation is an essential component for students attending P.G. Chambers School and caregivers regularly attend classes with students. This creates an essential opportunity for further home-school collaboration. Teachers and related services personnel regularly reach out to families to access on-going needs and address breaks in participation.

The **preschool** instructional program is guided by the High Scope curriculum which emphasizes active participatory learning. Teachers present concepts and lessons virtually for students to explore at home with parents and siblings using everyday materials. The preschool classes are enriched by time spent enjoying children's literature, music class and movement opportunities.

Grades K-8 relies on a variety of curriculum resources incorporated into the PGCS curriculum.

Curriculum resource choices and instructional design are based on student learning styles and IEP goals/objectives. For many students, the MeVille to WeVille language arts series forms the basis for instruction. The skills and concepts in this curriculum have been adopted for home application and integration into family routines. For other students, phonics and instruction, literature review and creative writing exercises form the base of their language arts experiences. Those students continue to learn and practice fundamental skills while participating in daily literature and writing activities.

EQUALS math is a hands-on curriculum designed to support fundamental skills in mathematics. Materials from this hands-on curriculum have been adapted to include everyday materials that students can access at home.

Science is addressed in all grade levels through experiments, cooking lessons, gardening lessons and even butterfly releases. Social Studies lessons are embedded into circle time and class meetings for all grade levels.

Related Services

Provision of related services using telehealth through the go-to-meeting platform currently in use for virtual classrooms is authorized by the lifting of restrictions on the use of telehealth by NJDOE on 4/1/2020.

The expanded delivery model of related services includes electronic video supported communication between the therapist and the child and parent or designated adult, including:

- Related services via telehealth with therapist and student working together, with parent or guardian present. These sessions are most similar to those held in the school environment.
- Related services via telehealth with therapist working through the parent or designated adult to implement directions and strategies with the student.
- Discussion and coaching with family via telehealth in response to optional video provided by family, therapist observations in e-classroom sessions, etc.
- Consultation via telehealth with the family; brainstorming, troubleshooting regarding identified home or school routines; strategies, techniques, equipment, assistive technology, resources/materials, etc.

P.G. Chambers School completed the following steps to prepare for the expansion of related services to include telehealth:

- Families were surveyed to assess availability for adult supervision and participation in telehealth related services sessions
- Families have been given the guidelines for telehealth and asked to confirm their understanding of the format
- Therapists continue to consult with families who prefer to continue related services through home activity packets and therapist consultation

Students returning to on-site instruction and related services will resume related services with the therapists at school during school hours. Given the A/B schedules, two therapies per discipline will be provided on site with additional therapies provided via telehealth.

Technology Needs

Each family was surveyed to assess their home technology needs. Each student receives the supplies and technology she/he requires to engage in lessons and activities. Families receive written instructions in technology set up and use of individual supports. One hundred percent of students received work packets prior to P.G. Chambers School moving to virtual instruction on 3/18/2020. P.G. Chambers School supported 100% technology access for student homes. Needs will be reassessed prior to the start of school in September 2020 and families will be provided with the tools to access instruction and related services. **Translators** have been provided to all students/families who do not speak fluent English.

Assistive Technology

Students have received all assistive technology outlined in their IEPs including iPads, computers, FM systems, visual supports, hands-on materials, specialized seating, mounts, and communication systems.

Students/families have the opportunity to participate on-site and virtually in our weekly Assistive Technology clinics.

Data Tracking and Attendance

Teachers report attendance to the school nurse daily. Student participation is monitored by her/his teaching and related services team and the assigned PGCS case manager. A team representative maintains regular contact with the families to address barriers to participation and shares problems/solutions with the Social Worker and Principal. All contact is documented.

A student is considered present if: they attend class, attend a related services session and/or parent reports work on the home activity packet that day. Five day absence letters continue to be sent to school districts.

Teachers record student progress in monitoring documents embedded in curriculum resources and daily lesson reflections. Data logs will be submitted to supervisory personnel monthly. Related services personnel log all sessions and parent contact in therapy logs.

All personnel document attendance on the DOE timesheet and submit for supervisory approval bi-weekly.

Graduation

The 2020 preschool and grade 8 graduations were hosted remotely.

This plan was originally developed based on the 3/5/2020 NJDOE Guidance Regarding Requirements for Public Health Related School Closure and the 6/4/2019 NJDOE Delivery of Related Services to Students with Disabilities through Telepractice memo. Updates have been made following NJDOE guidance provided 3/20/2020, again on 4/1/2020 and on 5/5/2020. Re-opening plans for ESY were developed on 6/18/2020. The current plan has been developed on 7/30/2020 and submitted to the Department of Education on 8/3/2020.

Addendum 1

Protocol for Prevention of Spread of Pandemic Illnesses
Plan for COVID 19 as of 7/27/2020

(This plan is compliant with guidance from the Centers for Disease Control; Department of Education; Department of Health and informed by the American Academy of Pediatrics; American Federation of Teachers; Children's Hospital of Philadelphia, the local Department of Health and the PGCS medical director. The plan will be updated as guidelines and recommendations change.)

IN ADVANCE OF OUR RETURN TO THE BUILDING for ESY, we have:

- Conducted a deep cleaning and sanitizing of the building, including all floors, walls, bathrooms, blinds shades, furniture, and equipment. Deep cleaning will be completed again prior to opening in September 2020.
- Had our HVAC system cleaned and sanitized, including all evaporator coils and blower assemblies with EPA approved product, flushed, cleaned, and treated all condensate drain pans, and inspected all fresh air intakes, doubled our outdoor air ventilation.
- Revised our janitorial contract to ensure full compliance with government guidance including daily cleaning of surfaces with extra attention to high touch/high contact areas.
- Designated a room in the Nursing Office to serve as our isolation room when needed; added sink and appropriate supplies to support independent use of space.
- Purchased appropriate amounts of personal protective equipment (PPE) so that staff can wear masks, face shields, smocks, and gloves, and have access to ample supplies of cleaning supplies and sanitizer.
- Removed furniture and equipment from classrooms and treatment space wherever possible to maximize floor space in support of social distancing.
- Moved furniture and certain desk locations to ensure social distancing.
- Installed sneeze guards at reception desk and certain desk areas.
- Marked 6' intervals on sidewalks, hallways, and in classrooms.
- Marked hallways and stairwells to create one-way traffic flow.
- Marked treatment areas in gyms that allow for 6'+ separation between students.
- Posted signs encouraging social distancing and rigorous hand washing.
- Posted quarantine/COVID 19 symptom guidelines at all entrances.
https://www.cdc.gov/coronavirus/2019-ncov/downloads/if-you-are-sick/317422-A_Quarantine-and-Isolation_508.pdf
- Conducted staff training on universal precautions, donning/doffing PPE, when to double glove, hand washing, cleaning protocols, social distancing. Additional, in person staff training will be provided prior to September 2020 re-opening. Quarterly training will be provided as a refresher.
- Reviewed staff screening and wellness protocols of the private duty nursing companies that serve our students.
- Assessed family technology needs. Family technology needs will be re-assessed and addressed prior to opening in September 2020.

PARENT COMMUNICATION:

- Families of students returning to the building receive a communication packet from the Director of Nursing:
 - All forms – universal health, updated immunizations, medication permission forms, emergency care and seizure action forms to be returned on or before the first day of person attendance.
 - A note from the student’s doctor authorizing the student to return to a school setting is required on the first day of in person attendance.
- Children will not be required to wear face masks unless they are ill and need to be transported through the school building to the nursing office or to the main exit.
- Dental bibs will be provided for the children who would normally wear cloth bibs to help with containment of secretions.
- Children who have needed nebulizer treatments in the past, are required to have inhalers with spacers (with doctor’s orders), due to the infectious aerosol produced by nebulizers.
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>
- Updates to our protocols and plans will be posted on the P.G. Chambers School website.
- The Honeywell Instant Alert System will provide immediate notifications for schedule changes or re-closure information, as needed.

DAILY – PRE-SCREENING

All parents have the responsibility to assess their child and take their temperature (without medication) BEFORE sending them to school.

All staff members have the responsibility to do a self-assessment and take their own temperature (without medication) BEFORE leaving the house.

Fever is not always present in cases of COVID-19. OTHER SYMPTOMS include:

- Cough
- Shortness of breath or difficulty breathing
- Atypical vital signs – BP, Pulse, Respirations, Pulse Ox
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Rashes
- Unexplained red or pink eyes
- Gastro intestinal involvement.

ANYONE WHO IS SICK AND/OR IS EXHIBITING FEVER OR OTHER COVID 19 SYMPTOMS SHOULD STAY HOME.

ENTERING THE BUILDING

Everyone will be screened:

- Everyone will stop at the screening table outside under the overhang to be screened before building entry.
- Daily temperatures will be taken, and a brief screening will be conducted in a confidential manner.
- Everyone will be asked if they or the student have been experiencing any COVID 19 symptoms or have been in contact with anyone diagnosed with COVID 19 within the last 14 days. If yes, they will be asked to leave for self-quarantine according to the CDC and Hanover Township Health Department guidelines.

In addition, for STAFF, PRIVATE DUTY NURSES AND ANY OTHER ADULT VISITORS:

- Face masks will be donned before entering building.
- All adults will use hand sanitizer.
- No scarfs to be worn to school.
- Long hair to be pulled back and tied up.
- Everyone will be encouraged to bring minimal personnel belongings into the building.

In addition, for STUDENTS:

- Backpacks and multiple bags will be discouraged. Bring lunch boxes/bags only.
- When driven by family (rather than bus), student will be greeted by staff at the car and escorted to the screening area. Parents are asked to exit their vehicles to remove the student from their car.
- Students will wash hands upon arrival in the classroom.

IF CLEARED TO ENTER BUILDING:

- Staff will go to work area and wash hands before beginning the day.
- Students will be brought to classroom and have hands washed and any belongings placed in cubbies. All lunch boxes will be stored in individual cubbies and sent home at the end of the day.
- Student medications will be retrieved by nurses upon arrival. Medications will be in a clear bag (provided by the nursing department), labeled with child's name. Medications will be returned to child's lunchbox prior to dismissal.
- Student temperatures will be re-checked mid-day, and more frequently as indicated.

IF ILLNESS NOTED UPON ARRIVAL AT SCHOOL:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

- Anyone with temp of 100.4 degrees Fahrenheit or above or exhibiting other symptoms will be sent home for a minimum of 72 hours fever and symptom free without fever reducing medication.
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html
- Staff will be asked to leave and call their physician. After nursing assessment if it is deemed, they are unable to drive themselves home, they will call a contact to pick them up or be transported to the hospital via ambulance.
- Private Duty nurses will be expected to follow the same protocol. Private duty nurse will be isolated with their student. They will contact their agency. Agency will arrange transportation for nurse. School will contact parent to pick up student.
- Students will don a mask for transport to the nursing office's isolation room for further assessment. Pending symptoms, parent will be contacted to pick student up. If necessary, student

will be transported to the hospital via ambulance. Student will don a mask once leaving the nursing office to exit building.

- Further action will be determined in consultation with the nursing office personnel, who will ensure compliance with the Hanover Health Department and current CDC guidelines.
https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html
- A doctor's note may be required to return to school depending on the diagnosis.

IF ILLNESS NOTED ONCE AT SCHOOL:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

- If staff suspects a student illness, they should call the nurse who will come to the student and make an assessment. If needed, the nurse will place a mask on the student and escort him/her to the isolation room.
- Staff/Student will be placed in isolation room for assessment.
- If deemed necessary to leave the school, the above protocol for staff and students will be followed.
- Guidance from the Hanover Health Department will be followed, once a student or staff has been reported ill with COVID 19 symptoms.

ISOLATION (located in nursing office):

- Once in use – main nursing office entrance will be closed, and
- Alternate entrance (through resource room) will be in use for “clean” visits only
- Back door of isolation room will be opened for ventilation.
- Room may also be used for respiratory treatments/suctioning.
- Once room is unoccupied it will be cleaned and disinfected prior to next use.

RETURN TO SCHOOL:

- In the event of general illness, staff and students are allowed to return after being fever and symptom free for 72 hours.
- If diagnosed with COVID 19, staff and students are allowed to return after being fever and symptom free for 72 hours, having a negative COVID 19 test result and having medical clearance (doctor's note.)

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

In the event of POSITIVE COVID 19 CASE IN SCHOOL:

- We will contact the Hanover Department of Health and will follow their advice and directives re possible re-closure.
- In the event we need to close, we would resume virtual teaching and therapy telehealth for all students for the duration of the closure.
- Current CDC guidance calls for School to be closed for 2-5 days for deep cleaning and ventilation.
- Current guidelines will be followed in consultation with the Hanover Department of Health.
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html#role>
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>
- PGCS Nursing department will execute contact tracing for all positive COVID cases.

CLEANING AND SANITIZING Note: the Pandemic Response Team is in the process of developing a detailed cleaning and sanitizing manual to be used by janitorial staff and school personnel.

- Janitorial staff will be using an antimicrobial disinfectant cleaner (CDC approved Lemon E or comparable CDC approved sanitizer) on all surfaces, bathrooms, floors, light switches, doorknobs, handrails, PT mats, on a daily basis.
- Rugs will be vacuumed daily with an HVAC vacuum.
- Fogging with a CDC approved sanitizer will be used regularly for classrooms, therapy spaces, nurse's office, and other high frequency areas, when space is empty.
- It is essential that surfaces, materials and equipment be cleaned and disinfected between use. All staff will participate in cleaning and sanitizing.
 - Vital oxide will be used during the day on all high frequency used surfaces, equipment, bathrooms, changing tables, computers, phones, etc.,
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589932065842
 - Staff will wash hands frequently, and assist students in washing theirs, with antimicrobial soap. <https://www.cdc.gov/handwashing/when-how-handwashing.html>

UNIVERSAL PRECAUTIONS AND PPE:

- All staff members are required to follow universal precautions.
- All staff will be required to wear two-ply cloth face masks in conjunction with social distancing (while entering/exiting the building and in adult-only spaces such as non-treatment offices and adult bathrooms), surgical face masks while walking throughout the first floor, and KN95 masks while working directly with students. Masks will be provided by the school. Staff may wear their own. Cloth face masks need to be laundered daily. Surgical masks must be discarded when wet or soiled, or at least daily. KN95 masks must be discarded when wet or soiled; otherwise, they can be stored in a paper bag and reused.
- A re-usable face shield will be provided to each staff with direct student contact.
- Large T shirt coverings will be provided for toileting a student, feeding, and assisting with up close ADL's.
- Disposable gloves will be provided.
- Shoe and hair covers will be provided to staff use as needed or requested
- Hand sanitizer stations will be located at entry doors and in each office and classroom.

MAINTAINING SMALL GROUPS:

- Students will remain in classrooms with minimal movement throughout the building. Spacing of children will be monitored and 6 feet distancing will be maintained when feasible.
- Distancing guidelines will not be expected during assistance with ADLs and individual student supports.
- Every effort will be made to minimize the number of staff members interacting with each class and minimize the number of classes each staff member supports.
- Specials teachers will provide lessons outdoors or remain virtual.
- Speech Therapy and Occupational Therapy (OT) will be conducted in adjacent classrooms or in class. Speech offices will be used on a 1:1 basis, if needed.
- Physical Therapy (PT) will be offered in the mini-motor gym, PT gym and PE gym. OT may also use the mini-motor gym as needed. These spaces and equipment will be cleaned between students by the treating therapists.

- Bicycling and walking programs to be conducted in large gyms, outside in learning park, the playgrounds, or around the building perimeter.
- Outdoor space will be used as much as possible, weather permitting.
- After therapy sessions hands of student and therapist to be washed before returning to the classroom.
- Changes to teacher, paraprofessional, and therapist student assignments may be required in order to prioritize safety.
- Students will have snack and lunch in their classrooms with seating distanced at a minimum of 6 feet. Students will not use the cafeteria.
- All field trips are postponed until further notice.

TRAFFIC FLOW IN BUILDING

- Traffic flow in hallways and stairwells will be one-way. Markers will be placed in hallways and stairwells to indicate direction.

VISITORS WILL BE KEPT TO A MINIMUM:

- No volunteers, interns, graduate students, bus personnel, non-emergency related repairmen, or non-essential staff will be allowed in the building
- Parent drop off and pick up will be arranged outside.
- District observations will be supported as required.
- IEP meetings will occur virtually as often as possible.
- No in person conferences or educational seminars will be held.
- Kids Count Child Care parents and children will use learning Park doors for drop off and pick up.
- Kids Count Child Care staff will use bathrooms on second floor.
- Essential visitors will be required to be screened as all others entering the building and don a mask, and use hand sanitizer. Such visitors will be given a statement on COVID 19 exposure and will be asked to report any symptom or diagnosis to the school occurring within that 14 day period following their visit.
- Early Intervention services are offered in a separate room with direct outdoor access.

MEETINGS:

- Meetings will continue virtually unless room allows for social distancing.

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589932065842

REDUCING STAFF IN BUILDING/OPTIONAL TELEWORK if applicable to job function:

- High risk staff members may be able to work from home.
- Staff who do not need daily student contact may be able to work from home.
- Early Intervention staff will continue to work from home.

RETURNING LOANED EQUIPMENT TO SCHOOL:

- Prior to returning to the school building, parents will bring equipment (hours/days to be determined) that is owned by School or sending district.
- Electronics will be placed in designated buckets outside of building. Large equipment will be left in marked area outside of building.
- All equipment will be moved inside by gloved and masked staff and remain untouched for 24 hours. After 24 hours, equipment can be cleaned and sanitized accordingly.

STAFF COMMUNAL AREAS (kitchenette, lounge, bathrooms):

- Staff will stagger use.
- Staff will wash hands, wipe down chairs, tables, countertops, between use, as appropriate.
- Community sharing of food in all departments will not be allowed.

OUTSIDE WORK:

- We ask all staff to be forthcoming in their exposure to the virus through second jobs or other activities and to be tested and self-quarantine if there has been close contact with a person testing positive for COVID 19.
- Staff in this situation shall be tested prior to returning to school.

TAKE OUT ORDERS AND DELIVERIES:

- Staff and private duty nurses will be encouraged to bring food from home, with ice pack as needed.
- Any deliveries need to be pre-paid when ordering.
- Deliveries will be left outside main door on a table.
- School supply deliveries will be left outside

KIDS COUNT CHILD CARE:

Kids Count Child Care reopened on Tuesday, 7/7/2020. The program is following guidelines from the Department of Children and Families. Kids Count staff and children will use a separate entrance. The School and Kids Count staff and children will not be in contact with one another and will not have opportunity to mix.

STAFF and FAMILY TRAVEL:

We ask that all staff and families consider the CDC guidance on travel and notify us of airline or interstate travel in advance or trip.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Please also be aware of the NJ executive order that requires a 14 day quarantine upon returning from high risk states. Check the NJ State website or dial 511 for the latest list and information. Any staff or student returning from a listed state will be required to self-quarantine and cannot return to the building until the 14 period has concluded.

<https://covid19.nj.gov/faqs/nj-information/general-public/are-there-travel-restrictions-to-or-from-new-jersey-should-i-self-quarantine-if-i-have-recently-traveled>

BUSING:

Any family questions and concerns about busing health and safety protocols should be directed to the sending districts' transportation offices.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

Addendum 2

Essential Personnel are working their regularly scheduled hours with flexibility in scheduling to meet the needs of students and their families.

School Administration Principal, Assistant Principal, Supervisor of Curriculum and Instruction.
Workflow: daily supervision of instruction, daily family communication, oversight of lessons and lesson plans, coordination of related services supports, coordination and communication with DOE, LEA personnel, regulatory compliance

Business Office: Executive Director, Business Manager, Accountant, Human Resources Associate.
Workflow: Organizational leadership, liaison and coordination with board of directors, fiscal oversight and business management, cash flow management, payroll, regulatory compliance, human resources management

Secretarial Staff: Workflow: correspondence and communication with families and personnel, translations, recording of student attendance, clerical duties to maintain flow of business services

Data Coordinator: Work flow: trouble shoot and support all on-line learning and communication

Teachers: Work flow: provide daily on-site and virtual classroom instruction, lesson planning, parent communication, IEP and progress note development, participation in IEPs

Teacher of the Visually Impaired Teacher of the Deaf Work flow: support student accommodations during lessons, caregiver consultations, teacher support

Teacher/Case managers: Support instruction, problem solve access and instructional issues, coordinate with LEA case managers, IEP and progress note development, participation in IEPs

LDT-C Support instruction, problem solve access and instructional issues, coordinate with LEA case managers, IEP and progress note development, participation in IEPs

Social Worker Case management, parent support, personnel support, oversight of social and emotional initiatives for students, families and personnel

Related Services personnel: Parent consultation regarding related services activity packets, classroom and team support for accommodations, interventions and assistive technology, IEP and progress report development, participation in IEPs, therapy program preparation, on-going team meetings, professional development, readiness for tele-therapy should restrictions be lifted

Nurses Work flow: assessment and intervention for student health and safety, coordination of health and safety protocols, parent consultation, staff communication, liaison to local health department, monitoring and distribution of CDC recommendations, student attendance monitoring, IEP meetings, webinars to maintain the latest information on Covid-19.

Instructional Paraprofessionals on-site, in class support for students, Support for each teacher in responding to caregiver questions during lessons, technology support for each teacher during lessons,

creating instructional materials, instructional modeling during lessons, on-line professional development in area of work: student health and safety, behavior management, lessons on paraeducator.com

1:1 Instructional Paraprofessionals Workflow: on-site, in class support for assigned student, on-line presence during lessons to support assigned students, materials development for use with assigned students, on-line professional development in area of assigned student need: student health and safety, behavior management, lessons on paraeducator.com

Custodian building maintenance, repair, and deep cleaning