

APPENDIX B

Bright Beginnings Learning Center (revised 9/2/20)

Below are the procedures and considerations determined by the Bright Beginnings Learning Center School-based Recovery & Reopening Team (Pandemic Response Team). Each of these items further addresses the standards set forth in the ESCNJ Road to Recovery document which is aligned to the NJDOE Road Back Guidance.

A. Conditions for Learning

Health & Safety: Standards for Establishing Safe & Health Conditions for Learning

1) General Health & Safety Guidelines

a) Procedures for Visitors

- Visitors should call the Main Office to schedule and establish reason for visit to the school.
- Any visitors to the school, including, but not limited to, parents, district case managers, delivery personnel, etc. will call the main office on their cell phone to announce their arrival.
- When the office staff has acknowledged their arrival, they will be permitted to enter the main lobby. Office staff will record the individual's name, date, time and reason for the visit.
- Visitor's temperature will be taken.
- **Office staff will obtain responses to a health questionnaire prior to entrance in the building.**
- Visitors **MUST** wear masks upon entering the building unless they have underlying conditions that preclude them from doing so.
- **Entry into the building will be refused to any individual refusing to wear a mask for non-medical reasons.**
- Specific to the reason for the visit, appropriate staff will be contacted to meet the visitor(s) and escort them to the intended location in the building as expeditiously as possible. This will help to avoid multiple visitors in the lobby area. Staff will remain at least 6 ft. apart from the visitor at all times when escorting them to the intended location.
- If entering a room with students and/or staff, the visitor(s) will be required to access hand sanitizer prior to the visit, located in the lobby and /or outside the classroom.
- The visitor(s), if in a room with staff and/or students, will be seated at least 6 ft. apart during the visit.
- Visitors will be monitored by school personnel for the entire length of the visit until their business has been concluded. **AT NO TIME WILL A VISITOR BE PERMITTED TO ROAM THE BUILDING UNESCORTED.**

- Observation rooms will be used by no more than one visitor at a time with one accompanying staff member. Door will remain open.
- At the conclusion of their visit, visitors will be required to use hand sanitizer.
- Office staff will record the time the visitor(s) has exited the building.

b) Communication of Practices to Reduce the Spread of COVID-19

- Signs regarding appropriate handwashing techniques, a proper way to don and doff a mask and social distancing information will be posted throughout the building. Specific locations include: The main lobby, the outside of each wing entrance or instructional area (Gym, OT/PT room), in all bathrooms, in kitchen area, outside of the entrance to the Conference Room, the Media Center and outside of the staff lounge entrance.
- Teachers and the case managers will develop lesson plans that address the above procedures and reviewed daily by classroom staff and during social skills groups. Daily review of the procedures will be recorded on class schedules.

c) Student Considerations Due to Medical Needs

- A list of students who should not wear masks due to medical conditions will be maintained in the Health Office with a copy provided to all faculty who serve these students.

2) Classrooms, Testing & Therapy Rooms

a) Student/Staff Make-up

- Class groupings (cohorts) will remain consistent throughout the day in order to limit mixing of other students and staff. Names of each member of the cohort will be documented daily by the classroom teacher for the purposes of contact tracing.

b) Use of Additional Spaces for Social Distancing

- Classes will be organized for the 2020-2021 school year to utilize additional spaces to aid in social distancing to the greatest extent possible. Students with significant medical/behavioral needs, who cannot wear masks, have difficulty adhering to social distancing parameters or are in a class where there are increased staff/student levels, will be split into two classrooms each day. They will remain with that cohort for the entire school day. In cohorts where students are masked, student desks will be placed 6 ft. apart and face the same direction.

c) Classroom Furniture

- Classroom furniture will be organized to allow for appropriate social distancing. If specific furniture precludes social distancing from being implemented, it will require removal or reorganization.

d) Student Materials

- Student materials will be kept in individual bins and used solely for that student. All personal items belonging to students and staff will be maintained in bins. Staff will maintain student data each day using the same writing utensil.

e) Cleaning of Student Materials

- Student materials will be cleaned daily, or more frequently as needed, using approved cleaning products provided by the school custodian. The cleaning products provided

must be used as required. If students must share equipment such as a stander or walker, they must be cleaned and prepared prior to the next student's use.

f) Limiting Sharing of Instructional Materials

- If students require the use of the same instructional materials such as cards, workbooks, readers, etc., materials will be laminated where possible to allow for appropriate cleaning prior to the sharing of those materials. If materials cannot be laminated, additional materials will be purchased. Gloves will be available for transferring materials between staff members (eg. Direct Instruction). **Staff should have their own pen/pencil to use throughout the day, not to be shared with other staff members.**

g) Delivery of Related Services, Speech Therapy, Occupational Therapy, and Physical Therapy

- Decisions regarding the format for the delivery of related services will be determined based on the needs of individual students.
- Therapists will be assigned to individual classes to avoid working with students in multiple classrooms.
- Therapy will be delivered virtually (tele-therapy) whenever possible and if determined to provide benefit to the student.
- If the determination is reached that a student will not benefit from tele-therapy, the therapist will deliver services to those students in a designated area of the classroom or an area to be determined.
- Therapists will wear PPE at all times when delivering in-person services to students.
- Following delivery of services to a student, the therapist will have time built in their schedule for changing PPE and/or cleaning materials if required for other student use.

h) Procedures for Shared Instructional Materials

- If instructional materials must be shared between students such as textbooks, testing protocols, switches, computers, iPads, etc., They must be scheduled for student use to allow for cleaning according to proper use of the cleaning agent provided. This also includes therapeutic equipment. Equipment such as a stander, walker or other used for physical therapy or occupational therapy, must be scheduled to optimize use in a classroom and allow time for cleaning between use of students.

i) Delivery of Instruction by Specials Teachers (i.e., APE, Art, Music)

- A combination of virtual and in-person instruction will be provided by specials teachers.
- **Adapted Physical Education (APE)** – APE will be provided outdoors with one class/cohort per period, weather permitting. If indoors, virtual or in person instruction will be provided.
- **Art** – Art instruction will be provided virtually. Virtual instruction can be staggered throughout the day if the lesson involves sharing of materials. Materials must be thoroughly cleaned prior to and between use by other students.

- **Music** – Music instruction will be provided virtually. Virtual and instruction can be staggered throughout the day if the lesson involves sharing of materials. Materials must be thoroughly cleaned prior to and between use by other students.

j) Recess

- Students will have the opportunity for recess each day. Weather permitting, students will engage in recess activities outside. A staggered schedule will be devised to avoid any mixing of classes and to allow for surface cleaning.
- Only one class at a time will be permitted on the C and D wing playground. The A and B wing playground can be used by 2 classes if they can safely distance (eg. A-2 and A-4.)
- When a class has concluded recess on the playground, the classroom staff will notify the main office. A custodian will disinfect equipment between class usage. The Office staff will notify the next class scheduled for the playground.
- All students may not have the opportunity to have recess outside on a given day. If a class is not scheduled on the outside equipment on one day, they will be scheduled the following day.

k) Additional School Spaces

- All additional spaces will be utilized throughout the day in order to further social distancing efforts. Currently, the following spaces are available: the Gym, Media Center, Conference Room, and playground alcoves, weather permitting.
- D-4 will be split daily into two rooms. Other classes will be split as enrollment dictates.
- Classes that are not separated into another room will ensure student desks are at least 6 ft. apart.
- If a class is separated into two rooms, a substitute certified aide assigned to the class will cover the other group of students for that day.
- If one group of students is with the substitute certified aide one day, they will be with their assigned classroom teacher the next.
- Quiet rooms, if used, will be cleaned immediately following the student’s transition back to class.

l) Handwashing Protocol

- Students will be monitored for proper handwashing techniques (at least 20 seconds):
 - o Upon arrival to school
 - o When finished with the bathroom
 - o Before and after eating
 - o Before and after transitioning from one location to another
 - o After blowing their nose, coughing, or sneezing
 - o Before dismissal
- Staff will use proper handwashing techniques at the times listed above for students. Additionally, staff will wash their hands before and after toileting/diapering students. Changing tables and toilets will be sanitized after each student use.

m) Hand Sanitizing Stations

- Alcohol-based (at least 60%) hand sanitizing stations will be prepared and maintained in the following locations:
 - In each instructional area where a sink is not available for hand washing

All entrances and exits of the buildings;
Near two entrances to the APE Room
The Main Office
Media Center entrances
Sensory Room
Quiet Rooms
Each wing near the speech offices
Conference Room

- All students will be closely monitored when using hand sanitizer.
- Existing handwashing stations will continue to be equipped with soap, water and hand sanitizer.

3) Transportation

a) Procedures for Bus/Parent Arrivals

- **Bus Arrivals**

As busses arrive, designated staff will “check in” each bus and ensure that all students designated for that bus are accounted for. If a student does not exit the bus, the designated staff member will inquire about that student to ensure they were not picked up that morning.

Designated staff will monitor that students have arrived safely in accordance with COVID-19 protocols. Students should have masks as appropriate. Transportation staff are wearing masks when transporting students or are coming in close contact with students or school staff. **In the event that transportation staff is observed not adhering to safety guidelines, designated staff will complete an incident report indicating the bus company, route number, district responsible and students transported. The report will then be submitted to the school administrator to communicate to the information to the sending district.**

Staff will monitor students as they enter the building and until they are inside their classroom/instructional area for the day. Staff will remain at a safe distance whenever possible. However, if staff must physically assist a student to class, the staff member must wash their hands and/or use hand sanitizer prior to assisting another student.

- **Parent Arrivals**

If a parent is transporting a student to school on a regular basis, staff will receive the student outside the building and be checked in similar to procedures for bus arrivals. The parent will be in line with busses and wait for staff to check in the student’s arrival and approach the vehicle to receive the student.

If a parent does not regularly transport the student, they must contact the main office by cell phone upon their arrival to alert office staff that the student is present and how they will be transported home at the end of the day. School staff will be alerted by

office staff that they are permitted to receive the student and assist them to their assigned classroom.

4) Student Flow, Entry, Exit & Common Areas

a) Student Arrival and Dismissal

- Students will enter and exit the building from consistent locations daily in order to minimize traffic through a single doorway and reduce potential person to person contact.
- There will be a designated entrance to the classroom on each wing to lessen congestion at the main entrance.
 - A Wing- will enter the BBLC entrance located next to the Central Office entrance
 - B Wing- will enter the B wing playground doorway
 - C Wing- will enter the main entrance.
 - D Wing- will enter the D wing playground doorway
- For parent drop-off procedures **see "Parent Arrival."**
- If a student requires a parent pick up at dismissal time or any other point in the school day, the parent will follow "**Procedures for Visitors**" upon their arrival.
- **Parents MUST contact the main office or send in a note to the student's teacher the morning of the parent pick up, to alert the school of the individual(s) coming for the student.**
- When the parent arrives, the school office will be contacted from the vehicle and office staff will record the name, date, time of the student pick up.
- The student's classroom will be contacted and a staff member will bring the student to the vehicle.
- All medication(s)will be administered to each student individually in the classroom.

b) Physical Guides

- Signs will be placed throughout the building regarding social distancing rules. i.e., in the lobby, throughout the hallway, in classrooms/other instructional areas, the Media Center, Main Office, Conference Room, and Nurses Office.
- Signage will be placed at intervals in the hallways to remind staff and students of directional flow and 6 ft. distancing
- Classroom desks should be spaced 6 ft. apart and face one direction. Floor tape will be made available for use at the discretion of the teacher.

c) Provision of Written Communication/Information to Faculty and Staff

- All written communication to and from faculty and staff will now be submitted through the ESCNJ email system. Mailboxes will no longer be utilized. Documents such as lesson plans, schedules, announcements, etc. will all be submitted via email. This will minimize person to person contact.

d) Transitions Through the Main Hallway

- **Prior to any transition from one area of the school to another, faculty, staff and students must wash their hands for 20 seconds or use hand sanitizer.**
- Same as under b) above
- The following procedures will be implemented to reduce extensive traffic in the building at a given time:

- Physical Therapy will be provided in the area outside of the gym, for activities requiring student movement, or in the OT/PT room.
- Students will eat lunch in their daily designated classroom/instructional area.
- Faculty and staff lunch schedules will be devised to limit extensive hallway traffic.

e) Guidelines and Limitations for Scheduling

- Activities will be staggered between in-class activities and out of class activities to minimize person contact, provide time for cleaning and reduce the potential for cross contamination.

f) Informational Signs

- Signs will be used in areas of the building to indicate when a room is being utilized, when an area is being cleaned, and when it is safe to enter. These areas will include the APE Room, Conference Room, Media Center, and OT/PT Room.
- Faculty and Staff will look for a particular sign prior to entering the identified spaces.

g) Faculty and Staff Lunches

- Faculty and staff will have the option of eating outside or off campus.
- Tables and Chairs in the Faculty Lounge will be placed 6 ft apart with two staff members at each table.
- The APE room is also available- 2 staff members per table.
- Cleaning supplies will be available in both for use following an individual's lunch.
- Faculty and staff are to clean their individual area following their lunch.
- **Faculty and staff MUST use hand sanitizer prior to transitioning back to their classroom.**
- **AT NO TIME ARE STAFF PERMITTED TO "EAT" THEIR LUNCH IN THEIR RESPECTIVE CLASSROOMS.**

h) Water Fountains

- The water fountain will not be in use until further notice.

5) Screening, PPE, and Response to Students and Staff Presenting Symptoms

a) TEMPERATURE CHECKS

- When students and visitors arrive on campus, there will be temperature screening conducted to help minimize further spread of the virus. Staff will check their own temp and report it to the BBLC administration/principal.
- Students whose temperature is 100.4°F or higher will go to the Isolation Room, located in the ADL Room for further evaluation by the nurse.
- If the temperature is above 100.4°F, parents will be required to immediately come and pick up their child.
- Students with high temperatures will remain in the isolation room until parent pick up. A Staff member wearing enhanced PPE will supervise the student.
- Parent should pick up student ASAP.
- Student will be escorted from the ADL Room to the main entrance and proceed to the parent's car for departure. A Shelter-in-Place will be implemented during student transport to the car.
- These students would be perceived as potentially COVID-19 positive and would have to follow protocols before returning to school.

- If a staff member's temperature is 100.4 and above, they will need to go home and follow the quarantine procedures.
- Visitors will be required to leave campus if they demonstrate any of the symptoms of the virus.

6) Contact Tracing

- Regular student attendance will be entered by the classroom teacher in Genesis daily.
- A calendar will be maintained in each classroom/instructional area for the classroom teacher to document the cohort for each day.
- In addition, if a person outside of the cohort enters the classroom/instructional area, the classroom teacher or designated staff member will maintain a daily log, including the individual's name, date, time in and time out of the room.
- At the end of each month, the log will be scanned and emailed to the school nurse(s) to be maintained in the Health Office.
- Bus lists will include the names of all students on an individual route. If students are added or removed from a bus, the bus list will be immediately updated to reflect the change.

7) Facilities Cleaning Practices

a) Role of Classroom Staff

- Classroom staff will be responsible for monitoring and cleaning any shared materials and/or equipment prior to any use by another student or staff member.
- Each staff member should have their own pen to use throughout the day for the purpose of student data collection, notes, etc.
- Staff will clean items using substances provided by the custodial staff ONLY, and used explicitly as directed.

b) Staff Schedule for Cleaning

- Each staff member in the cohort will have specific daily responsibility for cleaning surfaces in the classroom, following student bathroom use, and cleaning of any shared materials and/or equipment.
- Staff member will be responsible for cleaning classroom bathroom after personal use.
- A schedule will be devised by the classroom teacher and displayed in the classroom cleaning responsibilities of each staff, if applicable, times of the day and frequency. The staff member will initial the specific cleaning task as completed on the schedule.
- **Gloves must be worn during all cleaning tasks.**

c) Collaboration with Custodial Staff

- Following access to playground equipment, or if staff cleaning responsibilities require assistance from the custodial staff, classroom staff will contact the main office to access a custodian.
- Classroom staff will communicate with office staff when cleaning supplies require replenishing.

8) Meals

a) Contact-Less Meal Delivery

- Custodians will deliver breakfast and lunch to the classrooms daily.
- Before entering the classroom, and prior to leaving each classroom, custodians will use hand sanitizer.
- Meals for a group of students will be placed on a table in a classroom. Staff members will then bring the meal to the student, or if able, the student will be called to retrieve their meal.
- Point of Service sheets will be completed by classroom staff with data sent via email to the lunch aide.

b) Post-Meal Clean-up

- A large garbage can will be provided to each classroom.
- Staff and/or students will dispose of their lunch trash one at a time and place their empty tray on the table in the classroom.
- Custodians will collect trays in each classroom (stack at classroom sink).
- Classroom staff will then clean student desks and table and place garbage can outside the classroom door.
- After any cleaning, staff MUST wash their hands and/or use hand sanitizer.
- Students must wash their hands and/or use hand sanitizer following lunch period.

9) Recess/Physical Education

a) Alternative Areas for APE

- As described in “**Delivery of Instruction by Specials Teachers,**” weather permitting, APE may be delivered outside, through remote or in person instruction.

b) Delivery of APE

- Various activities and needs of the particular group of students will dictate delivery of instruction remotely or in the classrooms.
- The APE teacher will communicate with the classroom teacher regarding options for APE instruction with that particular group of students.

c) Use of APE Materials and Cleaning

- Students will be given individual materials to practice skills. No materials will be shared between students during the class.
- Types of classes will be staggered between remote lessons and in-person lessons to allow for appropriate cleaning and drying of materials.
- As applicable, a staff member from the class will assist with cleaning materials, 5 minutes before the period ends.
- The APE teacher and classroom staff will monitor students closely to ensure appropriate social distancing.

10) Field Trips, Extracurricular Activities and Use of Facilities Outside of School Hours

a) Field Trips

- All field trips are cancelled through December 2020.

B. Academic, Social, and Behavioral Supports

1) Social Emotional Learning

- A range of academic, behavioral, social/emotional, and therapeutic assessment tools (i.e. AFLS, DASH 3, VB-MAPP, ABLLS, SiLAS, and PEAK) will be implemented with students to determine, if any, level of regression.
- Assessments will be implemented in the classroom, during social skills groups and during speech therapy.
- If students present with any negative behaviors that are consistently disruptive to learning, a Functional Behavior Assessment (FBA) will be conducted by the school Behavior Analyst to determine the function of the behavior and develop a subsequent Behavior Intervention Plan to include strategies to improve behavior.
- An outside consultant for Behavior Intervention Plans will be made available as needed to support social emotional learning

2) Restraint/Seclusion Procedures & Considerations

a) In-Class Restraint/Seclusion

- If a student engages in behavior requiring restraint or seclusion, whenever possible, staff within the classroom where the student is assigned will implement procedures following student's Behavior Intervention Plan, where applicable, and based on Crisis Prevention Institute (CPI) techniques.
- Staff will wear PPE during any restraint/seclusion procedure.
- If a student is wearing a mask during the restraint, it MUST be removed during the restraint.
- Staff implementing the restraint/seclusion will be at a sufficient level to ensure it is performed effectively.
- A timer will be used to provide periodic test-release.
- If a student requires seclusion or a "Time Out" procedure, the student will be prompted to a specific area of the classroom and monitored for the duration of the seclusion.
- Specific criteria will be used to return students to typical instructional activities at the conclusion of restraint or seclusion.
- Both staff and students as applicable will change PPE, clean any mats used, and wash their hands or use hand sanitizer prior to returning to instruction.

b) Use of Quiet Rooms

- Procedures for restraint/seclusion in the quiet room are the same as those stated above.
- If additional staff is needed to assist with a restraint/seclusion in the quiet room, staff from other classes will be assigned to respond to those crisis calls. Respondents will wait outside the classroom or quiet room for directions from the teacher and/or administration, and/or BCBA.
- At the conclusion of the restraint/seclusion, staff will change PPE, clean any mats used, And wash their hands or use hand sanitizer prior to returning to instruction.
- The student's teacher will contact the parent the day of the restraint/seclusion and complete and provide a copy of the district "Restraint/Seclusion" form by the next school day.

c) Staff Training

- Faculty and staff will continue to receive training in CPI techniques and in appropriate implementation of Behavior Intervention Plans for applicable students. Refresher trainings will be provided according to district requirements.

3) Educator Well-Being

- All faculty and Staff will receive permission to take mental health breaks, as needed for self-care.
- The classroom teacher will ensure appropriate class coverage by contacting a BBLC administrator to request assistance.
- A BBLC administrator will check in daily with staff creating opportunities for them to share information that may be affecting their well-being.
- Teachers will have weekly “check-in” meetings with staff regarding self-care practices and to determine if there are any barriers to these practices.
- The school social worker will be available on a case-by-case basis to meet with any staff member before students arrive and/or after student departure.
- Professional development activities will be pursued for staff regarding self-care practices during the pandemic.

4) School Climate and Culture

- The School Climate Team will meet in September to develop a survey for staff to be distributed in October to assist the team in the identification of goals and strategies to address student and staff well-being.
- The team will meet monthly after the survey results are gathered to discuss implementation of strategies and monitor their effectiveness.
- Staff will be updated every 3 months on the progress made in addressing student and staff well-being.