

## APPENDIX B

### Piscataway Regional Day School

Below are the procedures and considerations determined by the Piscataway Regional Day School 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

- Any visitors to the school, including, but not limited to, parents, district case managers, delivery personnel, etc. will access the school surveillance system on the left side of the main entrance to alert the main office of 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. **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.**
- Lobby furniture will be placed at least 6 ft. apart to adhere to social distancing. Non-cloth furniture placed in the lobby to be conducive to easy cleaning.
- 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.
- Before 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.
- 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.**
- 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 pod entrance or instructional area (Gym, Frank's Café, Workshop,) in all bathrooms, in Pod kitchen areas, outside of the entrance to the Child Study Team room and outside of the staff lounge entrance.
    - Teachers, the case manager and social worker will develop lesson plans that address the above procedures to be reviewed daily by classroom staff and during social skills groups. Daily review of the procedures will be recorded on class schedules.
    - Teachers will engage students in discussion regarding safe practices using student appropriate strategies and check for comprehension.
  - 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 contract tracing.
  - b) Use of Additional Spaces for Social Distancing**
    - Classes will be organized for the 2020-2021 school year to utilize additional spaces in each pod to aide 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 individual lockers or bins. Staff will maintain student data each day using the same writing utensil.
  - e) Cleaning of Student Materials**
    - Student materials will be cleaned daily using approved cleaning products provided by the school custodian or in the school dishwasher. 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.

- Student materials used for feeding will be cleaned daily using the dishwasher in Frank's Café or the kitchen.
- If food coming from home requires processing using the classroom food processor, it will be thoroughly cleaned between each use.
- Speech Therapists serving students with dysphagia, will discuss proper processing of food and require parents to process student meals for students during school hours. Parents will receive a memorandum requiring this practice.

**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.

**g) List of Difficult-to-Clean Instructional Materials**

- **Difficult to clean items include, but are not limited to:**

- o Sand;
- o Beans;
- o Sensory vibrators;
- o Certain switches;
- o iPad Covers; and
- o Switch activated toys.

- These materials should be limited whenever possible, to individual students.

**h) Delivery of Related Services, Speech Therapy, Occupational Therapy, Physical Therapy and Counselling**

- 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 for the entire day or half the day accordingly.
- 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.

**i) 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 substance 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.

**j) Delivery of Instruction by Specials Teachers (i.e., APE, Art, Music, Voc. Ed.)**

- 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 and in-person instruction will be staggered according to the group of students to allow for proper cleaning of materials and/or surfaces. If a class receives virtual APE on one day, they will receive in-person instruction the next. All materials used will be thoroughly cleaned between classes if shared or at the end of the day.
- **Art** – Art instruction will be provided virtually or in-person as the lesson permits. Virtual and in-person instruction can be staggered throughout the day if the lesson involves sharing of materials. If the Art teacher provides instruction in-person in various classrooms, materials must be thoroughly cleaned prior to use by other students.
- **Music** – Music instruction will be provided virtually or in-person as the lesson permits. Virtual and in-person instruction can be staggered throughout the day if the lesson involves sharing of materials. If the Music teacher provides instruction in-person in various classrooms, materials must be thoroughly cleaned prior to use by other students.
- **Pre-Vocational/Vocational Education** – Activities, (jobs) as appropriate, currently provided by the Vocational and Community Education Teachers in the workshop will be implemented within the classroom setting as appropriate. Students will have the opportunity to receive instruction in the workshop for a half day period per week to generalize skills addressed in class. The Vocational and Community Education Teachers will be scheduled to provide virtual and in-person instruction between the workshop and classrooms, as appropriate. Any materials that must be shared with other students, must be thoroughly cleaned in accordance with procedures previously described.

**k) 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.
- While using the playground, staff will closely monitor students to ensure appropriate social distancing.
- Only one class at a time will be permitted on the playground.
- When a class has concluded recess on the playground, the classroom staff will notify the main office. A custodian will then clean equipment surfaces prior to use by another group. 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.
- Students will only be permitted to use one piece of equipment or material for the duration of the activity. At no time are students to share any equipment or any sports materials.
- Staff and students returning directly to classrooms from the playground must use hand sanitizer prior to entering the classroom. Staff will carry pump hand sanitizer for staff and student use when scheduled for the playground.

**l) 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: A2, A3, B3, B4, D2, Frank's Café, the Vocational Room, the Gym and the Media Room.
- Classes that are not separated into another room, will have marked areas in their classrooms to 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.
- These configurations are subject to change based on the numbers of students present for in-person instruction.

**m) Bathroom Use**

- Students in D Pod or those receiving instruction in the Vocational Room or Frank's Café for the day, will use bathrooms outside of the classroom and open to others in the building.
- Students will be monitored for proper handwashing techniques when finished in the bathroom. When the student enters the classroom, they will be required to use hand sanitizer.
- A staff member will use cleaning substances provided to clean surfaces after student use.

**n) Hand Sanitizing Stations**

- Alcohol-based (at least 60%) hand sanitizing stations will be prepared and maintained in the following locations:
  - In each classroom/instructional area;
  - All entrances and exits of the buildings;
  - Near the lunchroom and bathrooms;
  - The Health Office;
  - The Child Study Team Room;
  - The main office;
  - Frank's Café; and
  - The staff Lounge
- All students will be closely monitored when using hand sanitizer.
- Existing handwashing stations will continue to be equipped with soap, water and hand sanitizer.
- Students should wash their hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing or sneezing.
- Use of hand sanitizer will be based on the appropriateness for individual students. Students will then require handwashing as the alternative.

- Staff and students returning directly to classrooms from the playground must use hand sanitizer prior to entering the classroom. Staff will carry pump hand sanitizer for staff and student use when scheduled for the playground.

### 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, or if in a seat with another student, 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 are observed not adhering to safety guidelines, designated staff will complete an incident form indicating the bus company, route number, district responsible and students transported. The form 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.

Staff will **ONLY** escort students in the building within their own classroom to the greatest extent possible.

##### - 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.

#### b) Community Based Instruction Trips

- When Community Based Instruction (CBI) trips resume, they will occur adhering to the following procedures:

- Prior to boarding the vehicle to and from job sites, all students and staff must use hand sanitizer and wear a mask.
- When departing for a CBI trip, all staff and students must wear a mask while on route to their destination and for the duration of the job experience.
- The faculty leading the trip will record the students and staff on the vehicle for that trip.
- The total number of students permitted to attend a trip will be based on the ability to properly social distance in the vehicle.
- When returning to school, all students and staff must use hand sanitizer prior to entering the building.
- The vehicle surfaces will be cleaned by the CDL driver prior to a different group of students and staff entering the vehicle.

#### 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.
- Students who are assigned to classrooms in A and B Pods will enter and exit each day from the main entrance to the building.
- Students who are assigned to classrooms in C Pod or the D1 classroom will enter and exit each day from the rear door of the building facing the administrative offices.
- Students who are assigned to the D3 classroom will enter and exit each day from the outside classroom door in the front of the building.
- **Playground access: Students and staff scheduled for the playground from A, B, or C Pods will enter and exit using their rear classroom door. Students and staff from D Pod will enter and exit the playground using the doorway adjacent to the workshop.**
- 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/email 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.

##### 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 staff lounge and the Child Study Team Room.
- Tape will be placed in the hallway to designate specific travel areas and the designated direction. Tape will also be utilized in the hallway to ensure that students remain 6 ft. apart.

- Tape will be placed on classroom floors to designate specific placement of desks to ensure that they are placed 6 ft. apart. Desks will also face in one direction only.
- Dividers will be utilized in classes that contain a larger grouping in order to minimize contact between persons.

**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.
- The main hallway will display designated areas with arrows for travel to and from areas of the building. Each side of the hallway will contain arrows pointing in one direction only. The arrows will also be placed 6 ft. apart to aide in social distancing.
- The following procedures will be implemented to reduce extensive traffic in the building at a given time:
  - o Physical Therapy will be provided in the area outside of the gym and workshop, or in the gym when not utilized, for activities requiring student movement.
  - o Students will eat lunch in their daily designated classroom/instructional area.
  - o Faculty and staff lunch schedules will be devised to limit extensive hallway traffic.
  - o Faculty and staff in C and D Pods will have the option of taking their lunch in the gym during non-instructional time each day.
  - o Faculty and staff in A and B Pods will have the option of taking their lunch in the staff lounge each day.

**Nurse Visits**

- o Students who are scheduled to receive daily medications and treatments; will either be seen in their own classroom, or in the health office. The location will be determined by the nurse and teacher, and communicated on the schedule.
- o The nurse will call the classroom to let the teacher know when the nurse is available to administer the medication/treatment and the location for that day.

**Classroom Visit**

- o The nurse will gather all supplies to take to the classroom. Before entering, the nurse will visually check if a student can be at least 6 feet from other students or staff while they receive their treatment. The teacher will move the student to a designated area of the classroom that gives sufficient room for the nurse to work with the student. If the treatment requires privacy, the area should allow for such, using a screen or divider.



### **Health Office Visit**

- A staff member will bring student to the health office and hand sanitizer will be used by student and staff member prior to entering the waiting area. The staff member will wait for instruction by the nurse as to where student will receive their medication/treatment.

### **Unexpected Student Health Concern**

- For a student presenting with any health concern that a nursing assessment is requested, the teacher will call the health office and describe the reason the student should be seen. The nurse will direct the teacher to either bring the student to the health office or the nurse will come to the location to assess the student.
- **At no time should a student be brought into the health office unannounced.**
- **Staff shall carry their own medications including over the counter medications, to minimize health office visits.**
- Classrooms will receive basic first aid supplies for minor, existing cuts & scrapes to minimize visits to health office.

### **e) Guidelines and Limitations for Scheduling**

- If a special class cannot be delivered remotely such as APE or social skills groups, classes will be scheduled to allow for hallway transitions and cleaning of areas prior to students transitioning from their classrooms.
- 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 gym, Frank's Café, the Staff Lounge, the workshop and the Child Study Team 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 taking their lunch in school areas designated in **"Transitions in the Main Hallway"** above.
- **Tape will be placed on bench seating in the staff lounge and gym indicating a 6 ft. distance.**
- Cleaning supplies will be available in both locations for use following an individual's lunch.
- Faculty and staff are to clean their individual area (table and chair) 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.

**i) Physical Barriers**

- Plexi-glass barriers would be beneficial in the main office at the receptionist's desk.

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

**a) Procedure for staff and student arrival**

- Nurses and office staff will be assigned to each building entrance daily to check students' temperature.
- A touchless thermometer will be used by a nurse (other staff member will be trained by a school nurse. After taking each temperature, **if any contact occurs with the student**, the thermometer will be wiped with alcohol and hand sanitizer will be used.
- Any temperature elevation of 100.4 or greater requires assessment by the school nurse. The nurse will be contacted by Walkie Talkie. The student will be taken to the health office and parent contacted.

**b) Staff Sign-In Procedures**

- Staff will be using a daily screening tool before coming to school.
- Administrator or designee will monitor the information. Staff member with symptoms or possible exposure to a person positive for COVID 19 will be directed to stay home and contact their health care provider. They will contact Principal regarding the reason for their absence. A school nurse will follow up with the staff member for more information. Current CDC and DOH guidelines will be used, as well as the health policy of ESCNJ to guide their return to work.

**c) Isolation Area for Students/Staff Presenting with Symptoms**

- Any student or staff with fever or symptoms, will be assessed by the nurse in the area of the health office containing a privacy screen.
- If more than one person requires assessment for symptoms, another area to be used will be the gym located near the nurse's office. This will be set up with chairs, a privacy screen and PPE supplies.

**d) Isolation of Symptomatic Staff or Student**

- Following student assessment, if any COVID related symptoms such as fever or upper respiratory symptoms are present, the parent will be called to pick up the student.
- A staff member wearing recommended PPE will remain with the student until a parent arrives.
- School Nurse will continue to monitor staff member or student. If symptoms worsen, 911 will be called immediately.

**e) Procedures for Emergency Pick-up**

- If unable to reach primary Guardian, will continue to call emergency contacts until a parent or guardian is reached.
- Documentation of student's visit in Genesis, with notification of Middlesex County DOH if appropriate according to their guidelines.

- When a parent/guardian arrives to pick up their child, they will contact the main office. They will be directed to park near the Health Office door where the student will be escorted to the vehicle.

**f) Procedures for Visitors**

- **Please see “Procedures for Visitors.”**
- A visitor will be screened with a questionnaire on arrival, and should not be in the building if they have symptoms. \*If symptoms develop, they will be asked to leave the building immediately or 911 will be called if warranted.

**g) Location for storing PPE**

- Gloves will be stored in the Health Office.
- Other PPE such as masks, face shields and gowns will be stored in the office of the school Custodians.

**h) Distribution of PPE**

**Face Shields**

- Each staff member will receive a face shield on their first day of work. This will be labeled with a permanent marker and kept on while at work and will travel back and forth with staff member. Face shield is to be cleaned with soap and water at the end of each day as well as washing after any encounter that emits splatter onto the shield. If the face shield is damaged, a new one will be given to them.
- Staff should wear face shields when working with unmasked students or when working with students who have the potential to expel bodily fluids.

**Face masks**

- (Disposable, surgical masks) Each person will receive a mask supply bag at the start of each work week. These will be placed in the classroom on Monday morning (or first day of that school week) for the teacher to distribute as staff arrive.
- Staff will enter the building with their own personal mask, and may change to the provided masks from school if they so choose. Masks are to be worn during the entire school day. **Staff or students will not be permitted to wear masks with exhalation valves.**
- Masks may be removed for lunch, with 6 feet distancing maintained. Mask to be placed in clean bag when removed. At the end of the work day, the mask will be thrown away. Cloth face masks provided by ESCNJ may also be worn during the school day, these must be washed daily at home.

**Gloves**

- Gloves will continue to be worn for body fluid precautions. COVID 19 is not contracted through the skin, so is not necessary for all contact with students.
- They will be kept in the health office.

- They will be distributed at the beginning and the end of the day.
- The classroom teacher will call or email the nurses office first and coordinate a time to come pick up.
- Boxes of gloves can be left in the outer health office area with room number printed in large black letters, or as coordinated with a nurse and teacher.

**i) Enhanced PPE Distribution**

**Gowns**

- These will be in the health office for the isolation area and for use during treatments which may cause splatter.
- If a staff member has a concern about needing full covering of clothing, please discuss with Principal and school nurses and they will be provided. Some situations that may be appropriate for gown use are: during therapy that requires the therapist or classroom aide to lean over the student, particularly if the student is unable to wear a mask.
- If gowns are warranted, several will be provided directly to the therapist, or to the classroom teacher to store.
- Daily clothing should be able to be laundered. An extra set of clothing is recommended, which can be kept in your vehicle, or if space allows with your personal items.

**j) Positive COVID-19 Cases**

- To ensure that positive COVID cases are addressed as per the DOH & ESCNJ guidelines. Any student or staff member who reports or is sent home for symptoms will be asked to communicate to Principal or Nurses regarding if they have had any close contact with a person diagnosed with COVID 19. Using the classroom lists of persons who have been in that room, they will be contacted as per guidelines.

**k) Parent Contact Information**

- Parent contact information will be verified before the first day of school using the completed emergency cards.
- Verification of working numbers and email can be monitored regularly by classroom teachers, case managers and office staff. Communication will occur reminding parents of the importance of providing any updated contact information.

**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.

- The log will be scanned and/or emailed to the school nurse(s) to be maintained in the Health Office every Friday, or earlier if necessary.
- 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.
- A column will be added to the bus list to reflect parent pick-up/drop off of a student on a given day to determine what students were transported on the bus and which were not. This information will be maintained by the main office staff.

## **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.
- Clipboards with attached writing implements for the purpose of student data collection will be distributed to staff for their sole use.
- 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, following personal use in staff bathrooms and cleaning of any shared materials and/or equipment.
- 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.
- Teachers will designate who uses the classroom telephone and follow cleaning guidelines after each use. Students are not permitted to use school telephones.
- **Gloves must be worn during all cleaning tasks.**

### **c) Collaboration with Custodial Staff**

- Following access to playground equipment, or if cleaning needs present atypical staff cleaning responsibilities require assistance from the custodial staff, classroom staff will contact the main office to access the 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.
- 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.
- 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 or through remote instruction in the classroom.

**b) Delivery of APE**

- Various activities and needs of the particular group of students will dictate delivery of instruction in the gym or remotely in the classrooms.
- The APE teacher will communicate with the classroom teacher regarding options for APE instruction with that particular group of students.
- When students receive instruction in the gym, barriers and rubber markers will be placed on the floor to promote social distancing.

**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.

**d) Multiple Classes Scheduled for APE**

- If more than one class is scheduled for APE, the gym will have a barrier in place to separate two sides of the gym.
- Rubber place markers will be used to ensure social distancing.
- The APE teacher and classroom staff will monitor students closely to ensure appropriate social distancing.
- Activities presented in the gym must be monitored to ensure student benefit of lessons with limited gym access.

**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) Community Based Instruction (CBI) Opportunities In-House**

- CBI experiences will take place in-house until which time community businesses accept students for structured learning experiences.

- Students will practice simulated job activities and activities performed in various community establishments within their classroom, in the workshop during scheduled times, Frank's Café and the Independent Living Skills (ILS) room.
- Instructional activities will be implemented under the oversight of the Vocational Teacher, the Community Education Teacher and the Shared-Time CBI Teacher.
- Materials will be provided to individual students for their sole use. If materials must be shared, those materials will be used in accordance with procedures outlined in **"Procedures for Shared Instructional Procedures."**
- Use of additional spaces included above will be based on a schedule indicating the cohort for that day.

## **B. Academic, Social, and Behavioral Supports**

### **1) Social Emotional Learning and School Climate and Culture**

- A range of academic, behavioral, social/emotional, and therapeutic assessment tools (i.e., AFLS, Brigance, DASH 3, etc.) 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.

### **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 based on Crisis Prevention Institute (CPI) techniques.
- Staff will wear PPE during any restraint procedure. **If a teacher has a student or students in their class that present with behaviors that may warrant a restraint, long sleeves must be worn daily.**
- If a student is wearing a mask during the restraint, it **MUST** be removed during the restraint.
- Staff implementing the restraint 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, wash their hands or use hand sanitizer and clean any materials (mats, timers, etc.) used 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 are needed to assist with a restraint in the quiet room, staff from other classes will be assigned to respond to those crisis calls.
- At the conclusion of the restraint, staff will change PPE, wash their hands and clean any mats prior to returning to their respective classrooms.
- 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 the Administrator to request assistance.
- The 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 Culture and Climate**

- The School Climate Team will meet in September to develop a survey for staff to assist the team in the identification of goals and strategies to address student and staff well-being.
- The team will meet monthly to discuss implementation of strategies and monitor their effectiveness.
- Staff will be surveyed every month to obtain current information on student and/or staff needs.

**5) Additional Considerations**

**a) Procedures for students needing physical prompts or self-help (i.e., protocols for staff before, during, and after interaction).**

- Students requiring physical prompts, will be instructed by one staff member at a time.
- After working with a student, staff member will remove gloves and wash hands before moving to the next student.
- Students requiring physical prompts should be prompted from behind or to the side whenever possible.



- Before assisting students with self-help, staff members will don additional PPE, as per the PPE section.

**b) Additional procedures for Medically fragile students**

- One to one nurses will be screened using same checklist as visitors.
- When students require changing, paper must be used at all times and after every student's use, as per protocols.
- Students will not share pillows, blankets, or other difficult to clean materials
- Mat tables are to be used by only one student at a time.
- Mat tables are to be disinfected after positioning.
- Tray tables are to be cleaned frequently

**c) Procedures for shared technology use in the classroom/therapy rooms.**

**1) Student Use of Technology/AAC/Adaptive Equipment**

- Students will be assigned school (i.e., iPad) technology daily determined by the classroom teacher and speech therapist and occupational therapist.
- Once a student receives the device/iPad/adaptive technology equipment (i.e., switches) for the day it will not be shared due to the extensive cleaning required (Doc. #1).
- If a student has been given an iPad/laptop during the remote learning period the student will continue to use that equipment.
- Students who have obtained their own AAC device either from the sending district or any other provider will be encouraged to bring their own devices after the cleaning procedure has been sent home to the parent. If a parent or guardian wishes for the device to remain in the school due to their inability to clean the device thoroughly it will be discussed. Arrangements must be discussed prior in the event that a school closure occurs.
- If applicable, iPad coverings will be utilized as needed and assigned when receiving the iPad. Coverings will be cleaned by removing them and following the protocol (Doc.#1.)

**2) Teachers and Staff**

- All technology equipment will remain at the location of the student (i.e, student desk) for the entire day.
- iPads/AAC devices/Communication Wallets and Boards will not be permitted outside of the classroom.
- Those students who benefit from any type of Alternative Augmentative Communication will be provided with appropriate communication **laminated** boards which will be disinfected as determined by the protocol as needed.
- Teachers will develop a schedule to determine who will have access to the desktop computers/instructional iPad/Interactive White Boards /Remotes/Printers and all other technology materials in the classroom.
- Teachers and staff will follow the daily routine cleaning of all materials following the protocol.
- Teachers and staff will not share their assigned iPad with students.
- Teachers and Staff will instruct student's using iPad following safe distancing guidelines. It is encouraged that the staff member model and prompt students using the same program on the Teacher's iPad to reduce contact.

- Teachers iPhone/Smart Phone usage: refer to school policy and follow cleaning protocol (Doc. #1)
  - All technology will be cleaned at the end of the day following the cleaning schedule guidelines. (Doc. #1)
- d) Develop procedures for parent/ family “check-in” during the first 2-3 weeks of school reopening.**
- Case Managers, with translators as needed, will reach out to the parents during the first 2 weeks of school to address the following:
    - To assure parents that the first two weeks of school will emphasize “Welcoming & Healing” and that their child’s emotional needs will be supported through activities in their classroom on a daily basis.
    - To check in with parents to discuss their experiences throughout the remote learning process particularly any issues/concerns/family experiences that occurred during the time we were not in school. Relevant information will be shared with appropriate faculty.
    - To check with parents regarding their child’s emotional status regarding the return to school and to provide resources as needed. Relevant information will be shared with appropriate faculty.
    - To check with parents regarding their emotional status regarding their child’s return to school and to provide resources as needed. Relevant information will be shared with appropriate faculty.
    - To offer virtual parent groups regarding topics determined by the School Climate Team, school personnel, families and students.
    - To revise Social Skills classes to incorporate topics regarding COVID-19.
    - To offer sample Social Stories to families regarding COVID-19 topics (handwashing, wearing masks, COVID-19) to use with their child at home.
    - To assure parents that they will be notified of any concerns noted at school and encourage communication from families regarding any issues they may see at home.
    - To discuss concerns/questions regarding the Restart & Recovery Plan.
    - To review parent/emergency contact information and update on Genesis if needed.

**Resources:**

- Perform Care - 877-652-7624 Covid 19 Resources for families <https://www.performcarenj.org>
- Mom to Mom Network - 877-914-6662 - 24/7 Peer Support [m2m@ubhc.rutgers.edu](mailto:m2m@ubhc.rutgers.edu)
- The Boggs Center - [rwjms.rutgers.edu/boggscenter](http://rwjms.rutgers.edu/boggscenter) Social Stories in English & Spanish “A Parent’s Guide: Helping Your Child Wear a Face Mask”, “Help Your Child Feel Good about Using and Seeing Others Wearing Face Masks”, “I Can Stay Healthy by Wearing a Mask”
- Autism NJ - [www.autismnj.org](http://www.autismnj.org) Covid 19 Visual Board & Support Understanding Packet
- Youtube video - We Wear Masks - a Social Story about the coronavirus by Mike McGovern Free download of a copy of the story on Teachers Pay Teachers

# Cleaning Frequently Used Materials

## Document #1

The COVID-19 pandemic raises risks for people who use [Augmentative and Alternative Communication \(AAC\)](#). AAC devices may transmit the virus. **Extra hygiene practices need to be put in place.**

AAC and AAC equipment is often hands on. The AAC device may be touched often by many people, not just the AAC user. AAC can be difficult to use effectively with social distance. This makes most AAC tools at high risk for transferring viruses and bacteria, including the coronavirus.

### Disinfect devices

All devices need to be cleaned thoroughly.

The iPad can be effectively disinfected without damage to the device, according to the *Journal of Hospital Infection*. Howell et al. (2014) demonstrated that Sani-Cloth CHG 2% (chlorhexidine 2%/alcohol 70%) disinfecting wipes are an effective disinfectant and do not damage the iPad.

However, the researchers did not study iPads in protective cases. Remove your iPad from any protective case and disinfect it separately from the iPad itself.

### iPad

-To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/Wake button, and then slide the onscreen slider.

-Use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. **Do not use window cleaners, household cleaners, compressed air, aerosol sprays, solvents, ammonia, abrasives, or cleaners containing hydrogen peroxide to clean iPad.**

- iPad has an oleophobic coating on the screen; simply wipe iPad's screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage. Avoid rubbing the screen with an abrasive material will further diminish its effect and might scratch your screen.

### iPad Smart Cover and Smart Case—leather

The iPad leather cover/case is made from natural leather. Its appearance will change as you use it. It might acquire a patina and might change color due to the oils from your skin and direct sunlight, further enhancing the natural look.

Cleaning the leather might affect its color. If you choose to clean the leather, first remove the cover/case from your iPad. Use a clean cloth with warm water and mild hand soap to gently clean the leather. Wipe the outside and the inside with a soft, lint-free cloth to remove any dirt. You can also use a mild cleaner along with a dry clean cloth. Mild cleaners or conditioners might help remove some stains but might also change the color of the leather.

### iPad Silicone Case

To clean your iPad Silicone Case, remove your iPad from the case. Use a soft, slightly damp, lint-free cloth to wipe the outside and the inside of the case. Do not use window cleaners, household cleaners,

aerosol sprays, solvents, ammonia, abrasives, or cleaners containing hydrogen peroxide to clean the iPad case.

All other iPad cases (i.e., BigGrip etc. will be cleaned using the above procedures).

### **Desktop computers**

-First, shut down your computer and unplug the power cord along with other connected devices.

-Then use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer. Do not use aerosol sprays, solvents, abrasives, or cleaners containing hydrogen peroxide that might damage the finish.

-To clean the display on your computer, another clean, soft, lint-free cloth—with water only, and then wipe the screen.

-Do not clean the screen of your computer with a cleaner containing acetone. Use a cleaner intended for use with a screen or display. Never spray cleaner directly on the screen. It might drip inside the display and cause damage.

### **Cleaning your iPhone**

-Using a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes, you may gently wipe the exterior surfaces of your iPhone. Do not use bleach. Avoid getting moisture in any openings, and do not submerge your iPhone in any cleaning agents.

--Clean your iPhone immediately if it comes in contact with another person or anything that might cause stains or other damage — for example, dirt or sand, ink, makeup, soap, detergent, acids or acidic foods, or lotions. Your iPhone has a fingerprint-resistant oleophobic — oil repellent — coating. Cleaning products and abrasive materials will diminish the coating and might scratch your iPhone.

### **iPhone case—silicone**

To clean your silicone iPhone case, remove your iPhone from the case. Use a soft, slightly damp, lint-free cloth to wipe the outside and the inside of the iPhone case. Do not use window cleaners, household cleaners, aerosol sprays, solvents, ammonia, abrasives, or cleaners containing hydrogen peroxide to clean the iPhone case.

### **iPhone case—leather**

-The leather iPhone case is made from natural leather. Its appearance will change as you use it. It might acquire a patina and might change color due to the oils from your skin and direct sunlight, further enhancing the natural look. Cleaning the leather might affect its color. If you choose to clean this case, first remove it from your iPhone. Use a clean cloth with warm water and mild hand soap to gently clean the iPhone case. You can also use a mild cleaner along with a dry clean cloth. Leather cleaners and conditioners can change the color of leather.

### **Using a disinfectant on an iPhone**

-Using a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes, you may gently wipe the exterior surfaces of your iPhone. Do not use bleach. Avoid getting moisture in any openings, and do not submerge your iPhone in any cleaning agents.

### **Charger and Cable**

-Unplug all cables and turn off your iPhone/iPad.

-Use a soft, slightly damp, lint-free cloth—for example, a lens cloth. If material is still present, use a soft, lint-free cloth with warm soapy water. Avoid getting moisture in openings. Do not use cleaning products or compressed air.

### **Phone charger**

-Cleaning phone chargers to remove dirt and other impurities, as well as viruses, can be tricky. You can use a can of compressed air and spray the air in short bursts into the port. Otherwise, bring the charger to be cleaned by a professional.

### **Headphones (Headphones are not to be shared)**

-Headphones can collect debris and oil from one's skin, and generally pick up germs throughout the day. Due to their electronic nature, cleaning them can be tricky. One can use a towel with warm water mixed with a drop or two of a mild detergent. A small amount of alcohol may also be used, though depending on the type of headphones being cleaned, alcohol can have damaging effects. If it is used, it should be dried off carefully when done.

### **E-readers/Visual Magnifiers**

-The supply chain for e-reader companies – including Amazon and Sony – was thrown into disarray in January as the virulence of the coronavirus became known. Researchers have discovered that the virus can live for up to three days on plastic and steel, which are commonly used in electronic devices like e-readers. E-readers should be cleaned with products such as Clorox wipes, alcohol-based sanitizers, or soap and hot water to expunge the virus.

### **Laptops**

-Often receiving daily use, laptops can be major carriers of germs, thereby potentially spreading bacteria and disease. A 2018 New York Times article recommended laptop users begin by turning the machine off and removing the battery, if easily done, then cleaning out all of the crevices using canned air. The outside can then be wiped down using a microfiber cloth with a few drops of rubbing alcohol added to it – never apply alcohol directly to the computer. The screen can be wiped using a microfiber cloth dampened with plain water.

### **Mouse and Adaptive Switches: (These should not be shared unless necessary).**

-Like many devices, your mouse can be cleaned using products such as Clorox cleaner and bleach products, Lysol disinfectants, Purell sanitizers, and Zep disinfectants. Before you start cleaning, unplug your mouse, and remove batteries. Researchers have found that the virus can survive for up to three days on plastic and steel, which are commonly used in electronic devices like the mouse.

## **Monitors**

-Computer monitors (non-touch and touch screens must be cleaned after each use. Cleaning agents should not come into direct contact with the monitors and instead droplets of the agent should be applied to a fiber cloth, which can then be used to clean the monitor.

## **KeyBoards**

**Note: Computer keyboards are difficult to clean. All computers will have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. To facilitate cleaning, consider using covers that protect the keys but enable use of the keys.**

**All keyboards will be cleaned after each use either by staff or student.**

## **Keyboard cleaning**

Before cleaning your keyboard, you should unplug it from your PC. You can then turn your keyboard over and remove the debris and dirt by shaking it and tapping it lightly on the back. For cleaning most keyboards, wipes that are moistened with either alcohol or glass cleaner are suitable. It is particularly important not to wipe the keyboard with a cloth that is too wet. Otherwise you could damage the electronics under the keys. We therefore advise against spraying keyboards with cleaning agents. In our experience, the best option is to use a moistened cleaning cloth.

However, caution is advised, especially with cheap keyboards, because their key labels are often only printed on. Therefore, you should not use strong detergents.

## **Interactive Whiteboards**

- Do not use harsh chemicals or abrasive cleaners on your interactive whiteboard.

To clean your board, follow these steps:

To view dirt or streaks more easily, set your projector to standby (lamp off) mode.

To clean dust, dirt, and finger grease, wipe the interactive surface with a damp cloth or sponge, use a mild soap, if required.

If fingerprints are not coming off, spray non-alcohol Windex cleaner on a cloth and then gently wipe the interactive surface.

Never use isopropyl alcohol, acetone, Lysol wipes or any other wipe.

Never spray directly to the surface of the board. Do not allow excess cleaner to flow onto the frame's reflective surfaces or the cameras in the corners of the frame.

Do not touch the digital cameras located in the corners of the frame. Do not attempt to clean the digital cameras without specific instructions from SMART Technologies.

Remote controls for Interactive Whiteboards, etc.

-The remote control, which can potentially harbor the coronavirus. Among the cleaning agents that are effective for cleaning remote controls are Clorox cleaner and bleach products, Lysol disinfectants, Purell sanitizers, and Zep disinfectants.

## **Printers**

Printers have become ubiquitous in all settings and can also host the coronavirus. Owners of printers are advised to turn them off before cleaning. They should wear protective disposable rubber or nitrile gloves during cleaning. Areas of the printer that can come in contact with humans – control or cover panels, for example – need to be cleaned with a solution of 70%-plus isopropyl alcohol, although 99.9% isopropyl alcohol is recommended. Do not spray the solution directly on the device – put it on a lint-free rag or cloth. Use a glass cleaner for the copying surface. Before powering up, make sure all surfaces are dry.

## **Specific Manufacturers of Augmentative Alternative Voice OutPut Devices Recommendations:**

### **TobiidynaVox**

Before cleaning your TobiiDynavox device, please shut it down and unplug all cables. The device should be cleaned after each use, using a disinfecting or hospital grade cleaning wipe for infection control. The cleaning should be done using a wipe style product only. Wipe only outer surfaces of the device and allow the product to dry naturally to follow the wipe instructions. Do not use spray products which may saturate the device or allow moisture into the unit.

### **PRC-Salttillo Device**

Posted on 2020-03-12 09:22:44 by Admin under News

Just like hand washing, cleaning, and disinfecting your PRC-Salttillo device on a regular basis is an important habit to get into. To aid in the fight against the spread of germs, here are some helpful steps for properly sanitizing your device and other equipment:

-First Step: Put on protective gloves

-Next Step: Clean the device and accessories

-Wipe down the device and accessories with disinfectant wipes (Virucidal, Bactericidal, Pseudomonacidal, Tuberculocidal, Fungicidal) like Metrex CaviWipes™. Follow the disinfectant product manufacturer's instructions for cleaning.

-Take a Q-Tip with cleaner applied (for example, Windex® or another commercial cleaner) and clean inside all cracks and crevices. You may want to use a toothbrush or similar brush.

-Blow the device off with an air hose or wipe it dry.

**IMPORTANT! Make sure all soil is removed from the device and accessories. This is vital before proceeding to disinfecting the equipment.**

-Next Step: Disinfect the device and accessories

-Wipe down the device and accessories with a new disinfectant wipe (Virucidal, Bactericidal, Pseudomonacidal, Tuberculocidal, Fungicidal)—Metrex CaviWipes. Follow the disinfectant product manufacturer’s instructions for disinfecting.

-Make sure to clean inside all cracks and corners, and wipe more than once if necessary, to keep the device wet for a minimum of three (3) minutes.

-Allow the device and accessories to dry.

-Final Step: Wipe the touchscreen

-When the device and accessories are dry, wipe down the viewing area (device touchscreen, TouchGuide, keyguard, etc.) with glass cleaner, so the screen does not discolor.

-Allow the equipment to dry.

#### Additional Resources

<https://ehs.yale.edu/sites/default/files/files/covid-19-cleaning-computers-electronics.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>

<https://us.tobiidynavox.com/pages/coronavirus-resources>

<https://www.prc-salttillo.com/covid-19>