



School Reopening Plan

for

***Chatham and Ho-Ho-Kus
Campuses of ECLC of NJ***

(amended August 24, 2020)

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Introduction

The NJ Department of Education has issued guidelines for the re-opening of school buildings in September 2020 in response to improving conditions following the COVID-19 pandemic. <https://www.nj.gov/education/reopening> Those guidelines provide for the opportunity of each student to return to school for on-site instruction, on a modified basis where appropriate. The Department of Education guidelines incorporate recommendations of the Center for Disease Control, and requirements of the NJ Department of Health New Jersey.

Our Reopening Plan is designed to provide in-person instruction and related services to the maximum extent possible, while ensuring the safety of students and staff. Changes have been made to certain ECLC practices and procedures to incorporate these new requirements and recommendations and to minimize the potential spread of COVID-19 in our buildings.

I. Instruction

1. Overview

ECLC of New Jersey is scheduled to begin the regular school year term for students on Thursday, September 3, 2020. **The school day will take place between 8:45 AM until 12:45 PM, Monday through Friday.** After an initial hybrid week, we will be receiving students for on-site instruction during this school day for all five days of the school week, commencing after the Labor Day holiday on Tuesday, September 8, 2020.

Traditionally, the first two days of school begin with half-days in order to facilitate staff in-service requirements. Nearly seven months will have elapsed since our classroom staff provided instruction in our school buildings and in close physical proximity. Our staff will need to become familiar with changes to our school buildings and classrooms, and re-acclimated to working together again in a classroom environment prior to receiving students. **We will therefore begin the school year in a hybrid model. During the first week of school, we will provide remote virtual instruction for ALL students on the Thursday and Friday prior to the Labor Day holiday (on Thursday, September 3, 2020, and Friday, September 4, 2020).**

Starting Tuesday, September 8, 2020, and continuing thereafter until further notice, ECLC will continue virtual remote instruction for those students who are unable to participate in on-site instruction in our schools.

To minimize the risk of exposure in the school, students receiving instruction on-site will remain in their assigned classrooms the entire day, except to the extent needed to receive specialized related services such as speech, OT and PT, and for physical education, and to use the bathroom or for sensory breaks.

Students who do not attend in person will receive a live video feed of the classroom teacher providing the instruction. The provision of related services and therapy sessions to full-time remote students will take place by Zoom or similar video conference service.

2. Length of the School Day

The school day will last for four hours, from 8:45 AM to 12:45 PM for both on-site and our remote instruction students in accordance with the minimum requirements of the regulations of the New Jersey Department of Education.

This duration of the school day is appropriate for implementing a student's IEP to the maximum extent possible, allow for some socialization opportunities to our on-site students, and facilitate the delivery of related services, while also enabling ECLC to avoid enhanced exposure risks that might arise from interaction among classroom groups if we reverted to our traditional school day.

In determining the appropriate method and schedule for delivering instruction and related services, we were particularly sensitive to the educational challenges of our student population that may limit the efficacy of distance learning. We determined that incorporating distance learning for all students on a regular, part-time basis would impose educational hurdles to our students' educational program without materially limiting exposure risks.

Virtual instruction imposes barriers for immediate feedback between student and staff that is so essential for maximum learning opportunities for our

student population. It also lacks the structure and routine that many of our students crave, and limits direct access to therapists, social workers and behaviorists – in addition to teachers and paraprofessionals – who are so essential to support their educational program.

Because of the specialized needs of our students, we therefore determined that a regular daily routine of on-site instruction, provided on a five-day per week basis, would best promote the educational, social and physical development of our students.

At the same time, the need to limit contact between the classrooms groups, and our temporary cancelation of extra-curricular and club activities, militated against returning to our normal school day between 8:45 AM to 2:45 PM. Requiring the students to remain in a single classroom for the full duration of our traditional, regular school day would present emotional and behavioral challenges to our students that we concluded would outweigh the benefits of a longer school day.

ECLC's initial, daily four-hour schedule will remain in place in the foreseeable future. We anticipate returning to our regular school day length when the coronavirus pandemic conditions improve sufficiently to remove the need to prevent contact between the classroom groups.

3. Alternate Remote Instruction

ECLC will afford each student who either desires or needs to receive their educational instruction remotely on a full-time basis to participate in their assigned class via remote video transmission to their homes. To promote the privacy of our on-site students, however, the video transmission will only present the classroom teacher. If the student has a one-to-one paraprofessional, the para will remain online with the student throughout the school day to assist the student in following the course instruction. If the student is unable to view a live-stream of the course instruction, a recording of that day's lesson will be available for later viewing.

The provision of related services such as speech, OT and PT will also be provided directly to the student via remote video instruction.

a. Procedure for Requesting Full-Time Remote Instruction

- Parents/guardians who elect for their student to begin the school year by receiving remote instruction in lieu of on-site learning will need to initiate a request in writing to the school principal no later than August 17, 2020.
- The principals and assistant principals will serve as the point of contact for addressing any parental questions and concerns.
- After inception of the school year, other than for an emergency withdrawal, ECLC must receive in writing at least ten school days in advance from a student's parent or guardian with a request to transition to full-time remote learning. Upon receipt of written notice, ECLC will convene a meeting with the parents/guardians to discuss supports and resources to assist families to transition to remote services.
- Any notice provided by a parent/guardian electing to receive full-time remote services should specify the availability of internet access and any technology aids (computer, laptop, tablet or smart phone) to the student to assist in remote learning. This notice should also identify any assistance that may be needed to overcome technology deficits.
- If necessary, ECLC will communicate with the parent/guardian for measures to overcome any technology deficits and prioritize the providing of technology needed to effectively participate in distance learning.

Parents/guardians are responsible for communicating with their student's child study team for a determination if the election of full-time remote learning will require modification of the student's IEP.

b. Procedures to Transition from Full-Time Remote Learning to In-Person Services

- ECLC will attempt to minimize any delay to a student transitioning from full-time remote instruction to on-site instruction.
- Any parent/guardian seeking to transition from full-time remote learning to on-site instruction should provide written notice to ECLC as soon as possible, but in no event less than ten school days prior to the student's anticipated return date.
- The principals and assistant principals shall serve as the point of contact for the transition, and shall convene such additional support staff as may be needed to effectively transition the student to on-site instruction.
- Parents/guardians are responsible for communicating with their student's child study team sufficiently in advance of the student's return to school for 1) a determination if the election of full-time remote learning will require modification of the student's IEP, and 2) arranging for transportation to ECLC.

c. Reporting

ECLC will report to the New Jersey Department of Education data regarding participation in fulltime remote learning. Data will include number of students participating in fulltime remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

d. Procedures for Communicating with Families

ECLC will periodically communicate with parents/guardians to help ensure that flexibility for full-time remote instruction is as readily accessible as possible. Communication will include, at a minimum, information regarding:

- Summaries of, and opportunities to review, the ECLC's fulltime remote learning policy;
- Procedures for submitting fulltime remote learning requests;
- Scope and expectations of fulltime remote learning;

- The transition from fulltime remote learning to in-person services and vice-versa;
- ECLC's procedures for ongoing communication with families and for addressing families' questions or concerns; and
- Technology needs for students receiving remote instruction.

4. Attendance Policies

In accordance with the code requirements of the New Jersey Department of Education, students will be required to participate in the school day in order to receive credit for being present for that day. This requirement will apply equally to those students who attend school on-site and those who participate via remote video instruction.

A student who arrives at the school but is not permitted to enter the classroom because of our screening protocol, will be able to "make-up" that day's class by viewing a recording of that day's lessons. In addition, while in isolation, the student will be logged into that day's lesson until transportation home takes place.

5. Disability Accommodations.

- All students attending ECLC will receive accommodations for their disability as set forth in their IEP's.
- Students will receive additional accommodations to the extent necessary to participate in their educational program that may be necessary due to safety measures implemented in this Reopening Plan. Provided, accommodations of a material nature that may affect a student's educational program will be reviewed with the student's Child Study Team before implementation to determine if a revision to the IEP is necessary.
- Students with a known enhanced risk to complications from covid-19 will be discussed with families and the Child Study Team to determine if any additional accommodations should be made to limit exposures, or if the student should be transitioned to all

or partial remote instruction. (As examples of an additional accommodation, such a student may be designated for i) social distancing greater than six feet to help avoid inadvertent contact with others, or 2) the use of a restroom after it has been thoroughly cleaned and disinfected and before it is accessible to other students.)

- Reasonable accommodations will also be made for staff who are at higher risk to covid-19 in accordance with the Families First Coronavirus Response Act (including the Emergency Paid Sick Leave Act, the Emergency Family and Medical Leave Expansion Act), the Family and Medical Leave Act, the Americans with Disabilities Act and other relevant federal or state laws and regulations.

6. Return to All-Remote Instruction.

Our ability to provide instruction as set forth above will depend on the stability of, or improvement to, current pandemic conditions. Nevertheless, future pandemic conditions in New Jersey may deteriorate, as is currently happening in many states, leading to an emergency order requiring the cessation of on-site instruction. In the event this happens, we will provide remote virtual instruction generally consistent with the procedures set out in our School Closure Contingency Plans (for the Chatham Campus, see <http://www.eclcofnj.org/downloads/chatham-school-contingency-plan-2020.pdf>; for the HoHoKus Campus, see <http://www.eclcofnj.org/downloads/school-contingency-plan-2020.pdf>.)

To promote an all-remote environment, we will implement the following procedures and protocols:

- Certified staff will receive training on the implementation of Zoom and similar remote access technology to improve the teaching environment for students and their families.
- Prior to implementing an all-remote learning environment, we will survey families to ensure that students have adequate access to technology required for remote instructions, and take appropriate

measures and supply needed equipment permitting students to take part in remote instruction.

- Instruction via Zoom or similar remote technology will be interactive between staff and students.
- Instruction for students will continue to comply with their IEP requirements to the extent practicable.
- Students will continue to receive a minimum of four hours of instruction per day. Provided, we may adjust the hours of the school day for some or all student cohorts to allow for “Zoom breaks” and as may be necessary for the welfare of the students, families and staff.
- Staff will utilize on-line instructional resources to reinforce and supplement classroom instruction.

II. Staff Accessibility

Most staff will report to our schools for the traditional, regular school day from 8:30 AM until 3:30 PM. However, to facilitate advance screening of staff before the arrival of students, there may be slight adjustment to their normal schedule.

Staff will remain at school following student dismissal at 12:45 PM to facilitate ease of access by parents, and provide time for lesson plans and similar preparation.

III. Student Support

1. Academic Support

- ECLC will continue to provide frequent communication to parents and a student’s Child Study Team to review academic progress and to address any difficulties that may require intervention.
- Classroom staff will generally be available to parents/guardians and staff to discuss student concerns after student dismissal.

- ECLC will continue providing academic progress reports at least three times in the regular academic year.
- Conferences with parents/guardians will take place via remote video conferencing.

2. Non-Academic Support

- ECLC staff includes nurses, school social workers, counselors, behaviorists and crisis team members to assist students to achieve their IEP goals. Staff will continue to be available for student support upon resumption of on-site instruction in September. Staff will also be available to provide support needed by students receiving full-time remote instruction.
- ECLC's internal child study teams will also convene weekly to review student progress and address extra supports needed to ensure continued student progress.

IV. Limitations on School Activities and Use of Facilities

Until further notice, ECLC will be suspending all clubs, athletics and other extra-curricular activities unrelated to direct instruction and related service activities. This suspension will extend to off-site community-based instruction as well as off-site job sampling and other activities taking place outside the classroom.

In addition, ECLC is suspending all on-site alumni activity as well as the utilization of our building by community groups.

By taking these measures, we limit exposure risks relating to those activities that are likely to implicate contact among our student groups and the community at large. Limiting the use of our building will also facilitate our cleaning and disinfecting protocols.

St. Luke's has advised that they will be conducting their CCD classes remotely for the foreseeable future, and will not utilize the classrooms at our HoHoKus campuses for this instruction.

V. Health Screening

The safety guidelines set forth below were established upon review of the guidance issued by the New Jersey Department of Education, recommendations of the Center for Disease Control and consultation with the local health departments of each school.

1. Signs & Symptoms of COVID-19

- People infected with COVID-19 have had a wide range of symptoms reported. Some people may not experience any symptoms, and other people may have mild to severe illness.
- Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:
 - ✓ Fever 100.4 degrees or higher
 - ✓ Sweats or chills
 - ✓ Cough
 - ✓ Shortness of breath or difficulty breathing
 - ✓ Fatigue
 - ✓ Muscle or body aches
 - ✓ Headache
 - ✓ New loss of taste or smell
 - ✓ Sore throat
 - ✓ Congestion or runny nose
 - ✓ Nausea or vomiting
 - ✓ Diarrhea
- If you, your child, or a family member experience any of these signs or symptoms, ***do not send your student to school***, and contact your primary care provider.

2. Health Screening Prior to Entering the School Building

- Students arriving in the building will be required to wear masks as they attend to the screening process to enter the building and after they enter the building, unless a recognized exception applies.
- All students and staff will complete a COVID-19 Risk Assessment questionnaire ***on a daily basis*** prior to entering the building or riding the bus on our web-based or mobile application created for that purpose. The questionnaire will include a checklist of symptoms, exposure and travel risk indicators. (See <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>)
- Parents should use a thermometer to assess for fever and document on the Paradigm questionnaire.
- Some local school districts may arrange for separate screening before allowing a student to board the bus to ECLC. Because we do not have access to their data, this will not be a substitute for our own screening procedures. ***You will still need to perform the COVID-19 Risk Assessment.***
- Students or staff who develop a fever at home or in school must stay home until fever free for 24 hours ***without the use of fever reducing medication*** (Tylenol, Acetaminophen, Motrin, Advil, Ibuprofen, Aleve) and must have documentation of clearance to return to school from their healthcare provider in accordance with the student readmittance policy below.
- Students and staff will undergo temperature screenings before entering the building. Temporary tents will provide shelter for inclement weather and space for social distancing during temperature screenings. Screenings will be conducted by a school nurse or staff delegee. A tablet will be used to input temperature readings and for taking attendance. Health assessments will include visual observation for signs of illness.
- Students or staff members who have a temperature of 100.4 degrees or higher will need to go to a separate area apart from others where they will later be retested to ensure the abnormal temperature reading is not the result of an unusually hot car or bus ride to school.

- Staff who continue to have a temperature 100.4 degrees or higher after a second reading, report symptoms, or have signs of illness must return home and contact their health provider.
- Students who continue to have a temperature 100.4 degrees or higher after a second reading, or who report symptoms, or have signs of illness, will be isolated from other students and staff until parents pick up their child. Students will remain under supervision pending parent arrival.

3. Illness/Isolation

- A staff member or student who becomes ill during the school day will be directed to areas that have been converted for use as isolated “sick” areas.
 - ✓ **Chatham** - basement ADL room
 - ✓ **HHK** - the health office has been relocated to the staff kitchen, and the “sick” assessment area is the former Health Office space
- The nurses must be contacted by phone prior to any health office visit.
- Students must be accompanied to the health office by a staff member.
- If the nurses determine that the student or staff member is ill:
 - ✓ Transportation must be arranged by the family within one hour.
 - ✓ Ill students will not be allowed to ride the bus home.
 - ✓ The student/staff will remain in the isolation room and will exit the building:
 - **HHK** – nearest exit that can be safely cleared
 - **Chatham** - playground doorway at the side of the building
- When caring for a student/staff member with fever or signs/symptoms of COVID-19, the health office and accompanying staff must wear:
 - ✓ KN95 or N95 mask
 - ✓ Face shield
 - ✓ Gown
 - ✓ Gloves
 - ✓ Shoe covering

- Each school will designate alternate isolation areas when necessary to separate students/staff if the number of persons exhibiting signs/symptoms of illness exceeds the capacity of our dedicated isolation areas.
 - COVID-19 School closings after September re-opening - per CDC, State and local Health Department guidance, if there is a positive case of COVID-19 at ECLC, the school building or individual classes will likely close between 2 to 5 days for cleaning/disinfecting and contract tracing.
 - In the event of an exposure incident involving a positive covid-19 test for an individual who has spent time in our facility, we will notify and consult with the local health department for guidance as to additional safety measures that may be necessary, and immediately notify all staff and families.
4. Readmittance of Student After Illness. Any student who is sent home must follow the following guidelines for readmittance:
- i. If a student has a medical note from a physician that indicates that they are COVID-19 negative, or an alternative diagnosis is confirmed, and;
 - ii. The student is fever free for 24 hours without the use of fever-reducing medicine, or;
 - iii. If a student has been isolated for at least 10 days since their symptoms appeared, and;
 - iv. The student is fever free for 24 hours without the use of fever-reducing medicine.

VI. Health Office Staff Responsibilities

The health office staff of each school will have primary responsibility for the following:

- Participate in development of ECLC of New Jersey re-entry plan; review periodically to adapt to changes school and community conditions. Follow CDC, NJDOH, and local health department guidelines related to isolation procedures, COVID-19 diagnosis at school, contact tracing, and revisions to The Road Back recommendations.

- Assess and monitor cleaning/disinfection procedures in consultation with administrator and custodian
- Educate staff and students in infection control strategies:
 - ✓ Handwashing/hand sanitizer
 - ✓ Cough/sneeze hygiene
 - ✓ Face coverings/masks
 - ✓ Social distancing
- Educate staff in daily cleaning and disinfecting procedures for their classroom/office/therapy spaces
- Provide PPE for all staff as needed for interacting with students; reorder supplies as needed
- Monitor use of face coverings and masks
- Monitor COVID-19 screenings for students, staff, and visitors; screen temperature before entering building
- Monitor social distancing measures during the school day
- Monitor absenteeism
- Maintain safe spaces and develop procedures to care for sick/well/injured students and staff:
 - ✓ Require a call prior to any health office visit
 - ✓ Equip “sick” space with nursing supplies to assess and treat illness, PPE
 - ✓ Provide each classroom with first aid kits to address minor issues in the classroom; develop reporting procedure
 - ✓ Administer daily medication in the classroom
 - ✓ Asthma medication may not administered via nebulizer; request prescription for MDI with spacer.
 - ✓ Recommend seasonal influenza vaccine to all students and staff as soon as it is available

- ✓ Provide frequent communication with parents to offer resources and to inform families of any changes in school or community conditions or changes in CDC and NJDOH guidance.

It is not the role of the school nurses to determine whether students or staff may have COVID-19. If you are experiencing any signs or symptoms of COVID-19, listed on page 1, **you should not come to school**. Students/staff with chronic medical conditions that cause COVID-19 symptoms (not including fever) will require documentation from their healthcare provider that they are not contagious and may attend school/work.

VII. Procedures to Reduce Exposure Risks

1. Supplemental Measures for Contact Tracing

- Each school will maintain a single point of entry for all visitors.
- At the point of entry for visitors, the schools will maintain a sign-in log requiring each visitor to provide contact information for tracing, in addition to listing the date, time of arrival and time of departure.
- Each classroom, therapy room or other area (speech, OT, main office, etc.) receiving visitors will also maintain a separate Classroom Visitor Log for contact tracing.
 - ✓ ***An entry is required for each visit of any duration, however brief*** (excluding only staff or students regularly assigned to that room).
 - ✓ The classroom teacher or responsible staff member for each area will ensure the recording of contact information for each visitor.
 - ✓ The log must also identify the visitors name, time-in and time-out.
 - ✓ The responsible staff member will maintain the logs securely and confidentially, unless needed due to an exposure risk.

2. PPE in School

- All staff and school visitors are required to wear a cloth face covering or surgical mask unless use of a mask would inhibit the person's health.

- It is recommended that all students wear a cloth face covering or surgical mask if they are able and use of a mask does not inhibit their health. Disposable face shields will be available for use by students as tolerated.
- KN95 masks will be available for health office staff, the behavior team, PT, and designated 1:1 paraprofessionals.
- Face shields will be available for all staff. (See <https://www.rapidresponseppe.com>.)
- Gloves will be available for all staff.
- Disposable gowns, booties, and head coverings will be available for use by the health office staff, behavior team and physical therapists.
- Plexiglass sneeze guards will be available for speech therapists, occupational therapists, and for close deskwork.
- Clear masks will be available for speech therapists.

3. Social Distancing

- Social distancing of six feet apart will be maintained in all instructional and non-instructional to the greatest extent practicable.
- Hallways- travel in the hallways will be permitted only as necessary. Traffic should move in order to “pass by” others who may be in the hallway; no congregating or loitering.
 - ✓ **Chatham** - first and second floor hallways that make up the “square” will be designated “one way” with orange arrows spaced six feet apart. The 105/106/205/206 and 109/110/209/210 hallway “wings” will be divided in the middle with orange tape; orange arrows will indicate direction on each side (staying to right). Stairways will be designated “up” or “down” direction.
 - ✓ **HoHoKus** - main hallways on first and second floors will be “two way” and divided by tape on the floor. There will be arrows on the floor indicating direction. The basement hallway will be one way only in the direction from arrival/dismissal side, to cemetery side. Stairs will be one way - arrival/dismissal stairs will be up (main stairwell on arrival/dismissal side may switch to down for dismissal), cemetery

side will be down. Hallway leading to health offices will be closed except for use of ladies room and emergencies.

- Student flow: Utilize physical markings to help ensure students remain 6 feet apart as they enter and exit the building, in other areas where it is necessary for students to wait in line, and in the interior of the building. These marking will include floor stickers spaced six feet apart, along with directional arrows and barriers. Students will be required to face coverings unless a recognized exception applies. Students with disabilities who have difficulty complying with social distancing will be accommodated by, for example, having the assistance of a staff member or allotted extra time to move in the building.
- Classrooms - class groups will be self-contained. Student desks will be placed at least 6 feet apart and will be arranged facing the same direction.
- Lockers - students will not use lockers to avoid congregating in the hallways. Use of backpacks will be discouraged; students will bring their belongings in clear plastic bags with handles. These bags, all outerwear, and an extra set of clothing will be kept in the classroom.
- Bathroom use - a toileting schedule will be used (except in emergencies) to reduce the number of students and staff in the bathroom at one time. Use will be limited to 50% of capacity at a single time. Plexiglass shields/barriers will be installed between sinks and urinals, or some urinal will be taken out of service to maintain proper distancing. Bathroom use (scheduled and unscheduled) will be monitored by school staff; toilets and handwashing areas will be cleaned on a regular schedule at least hourly.
- Parents should send in a snack or lunch daily. Before sending in microwavable foods, parents should check with the classroom teacher to ensure availability. HoHoKus will no longer order lunch for students, and the Chatham teaching kitchen will not operate for the foreseeable future. Snack/lunch will be eaten in classrooms; students should bring all food from home in disposable bags.

4. Program Modifications

- Related services:
 - **Chatham** - services will be provided in classrooms or small group/individual instruction areas using the cafeteria space and appropriate PPE
 - **HHK** - services will be provided in therapist's rooms using appropriate PPE
- Music/Art/ADL/SKIL and Health instruction will be transmitted into classrooms via Zoom or other video conference application, with classroom instructional aide support.
- Physical education may be offered outside when weather permits using social distancing or via Zoom in the classroom; no shared equipment will be utilized. Excessively vigorous activities will be avoided for indoor activities. If more than one class is outside at the same time, areas will be designated for each class so as to avoid cohort mixing.
- Recess – recess as required by law shall be provided for students in the equivalent grade groupings of kindergarten through the fifth grade. Such recess shall be monitored by staff to ensure social distancing is maintained, and shall take place outdoors to the extent possible. A “mask break” may be permitted if recess takes place outdoors, provided social distancing is maintained.
- CBI Trips and Work Experiences - No CBI or off-property work experience. In-house work may resume when it is considered safe.
- Sensory Rooms – if used, will be cleaned after each use.
- Extra-curricular activities and clubs – participation in all clubs and extra-curricular activities is suspended until further notice.
- Unpaid staff - no volunteers, interns or student teachers will be permitted until it is considered safe.
- Visitors - visitors and service providers will be permitted in the building only as needed. Anyone entering the building must complete the COVID-19 Risk Assessment questionnaire and be screened for fever. All visitors to the building must wear a face covering and social distance.

- Parents coming to the school building to pick up their student will remain outside the building and wait for their child to be brought out of the building. Parents are encourage to where masks while transporting their child.

5. IEP Meetings and Testing

- ECLC will make available the technology aids that may be utilized for IEP meetings and student evaluations and testing when virtual procedures are acceptable to the parents/guardians and child study teams.
- In those circumstances where in-person meeting, testing and evaluations are necessary, ECLC will coordinate with child study teams and parents/guardians to make suitable arrangement for safely conducting the session. Visitors and parents/guardians will be required to comply with ECLC protocols for PPE and social distancing.

6. Emergency Drills

- Fire/evacuation drills - follow posted guidelines for exit route from your location. All hallways will be two way- staff will instruct students to line up six feet apart and stay to right side of hallway as they exit the building. All stairways will be “down.” When re-entering the building following emergency or drill, all stairways will be “up” then follow directional arrows to return to classroom.
- Shelter-in-place drills - maintain social distance in classroom or instructional space.
- Lock down/active shooter drills – maintain social distance in classroom or instructional space.

7. Afterschool programs

No upper school or lower school afterschool enrichment; no in-person PAIRS, Unified, alumni activities, or PTO socials or EmpowerU until conditions are considered safe.

8. Infection Control and Cleaning

- A cleaning manual will be developed and available to staff, students, families and the public addressing the school cleaning protocol and schedule.
- Sanitizing stations utilizing alcohol-based hand cleansers will be located in each classroom, at all entrances and exits into the school facility and near bathrooms and other rooms utilized by students during the school day.
- Handwashing - students and staff will wash their hands as soon as they enter the building. Handwashing stations will be equipped with soap and water or alcohol-based hand cleansers. If there is no access to a sink, hand sanitizer will be used. Frequent hand washing (or use of hand sanitizer) will be encouraged:
 - ✓ When entering the building
 - ✓ When entering or re-entering a classroom
 - ✓ Before and after meals
 - ✓ After toileting
 - ✓ After touching face or contaminated surface
 - ✓ After coughing, sneezing, or blowing nose
- Ventilation - increase circulation of outside air as much as possible by opening windows unless doing this poses a safety or health risk; evaluate building to maximize outdoor ventilation.
- Classroom supplies/equipment - minimize/avoid sharing by supplying students with their own work supplies (or provide parent with supply list). Minimize/avoid use of shared equipment; use disinfecting wipes after use and use keyboard covers.
- Toys - remove all plush/stuffed toys from classroom. Collect toys after use and store in covered bin until they can be disinfected. (See <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>)
- Cleaning procedures will follow CDC guidelines (see https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf)

using approved products (see <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>).

- Classrooms will be supplied with disinfecting wipes and/or disinfectant spray and microfiber cloths/paper towels to frequently clean common, frequently touched surfaces.
- Job coaches and bus drivers will be reassigned to alternate duties involving the cleaning common surfaces throughout the building during the school day.
- Teachers, instructional paraprofessionals, and 1:1 PP's will clean all surfaces in their classroom before leaving the school building.
- Specialist and therapists will be responsible for cleaning their work spaces/surfaces before they leave the building.
- Bathroom use (scheduled and unscheduled) will be monitored by school staff; toilets and handwashing areas will be cleaned after each use.
- Transportation – it is not currently anticipated that ECLC's own school buses will be used to transport students for any reason. To the extent it may become necessary to utilize ECLC buses to transport students, we will follow the cleaning protocol set forth at https://www.aft.org/sites/default/files/covid19_info_buscleaning.pdf. In addition, students will be required to wear masks unless a recognized exception applies, and seating will be limit to one student per row.

VIII. Cleaning and Sanitizing of Facilities

Custodial staff will prioritize work activities to focus on disinfecting high-touch surfaces, cleaning common areas, and ensuring that hand sanitizer stations, restrooms and hand-washing sinks are operable, well maintained and well stocked. Employees will be provided with necessary materials to sanitize their personal work spaces, including instructions for the safe and proper use of these products.

1. Common Spaces

Stairwells, lobbies, hallways, floors and all other common areas will be cleaned and or sanitized by the custodial staff with special attention to disinfecting high touch surfaces such as the ones listed below:

- Door knobs
- Light Switches
- Counter Tops
- Hand Rails
- Exit and Entrance door handles and push style panic bars
- Electrostatic disinfection on a regular basis

2. Offices and Workstations

Custodians will clean and disinfect sign-in areas located in the front entrance area as well as other high traffic areas. All office employees will need to take responsibility for disinfecting their individual workstations, desktops, phones, etc. However, custodians will provide routine cleaning, vacuuming, disinfecting high-touch surfaces (doorknobs, light switches, etc.) and removing trash. Periodic electrostatic disinfecting will occur as needed.

3. Restrooms

Restrooms will be cleaned and disinfected throughout the day. Hand soap and paper towel dispensers will be monitored regularly and replenished as needed. (Depending on need and ability to maintain cleanliness, restrooms on campus may be removed from use or access **temporarily** during the day). End of the day electrostatic disinfecting will be done.

4. Classrooms

Classrooms will be equipped with the following supplies for use:

- Hand sanitizer dispensers; just inside classroom door entrance
- Hand and hard surface disinfectant wipes

- Disinfectant cleaners in spray bottles along with paper towels and/or microfiber cloths (Spray bottle is to remain locked in classroom closet and only authorized personnel is to use)
- Gloves (Vinyl-powder free)

5. Classroom Cleaning Protocol

- Desks and tabletops are to be cleaned and disinfected by classroom staff or custodians before students arrive in the morning and after the students leave for the day. If cleaning or disinfecting of desks or tabletops is needed throughout the course of the day, students should be removed from the immediate area while the cleaning is being done.
- Computer keyboards and the mouse should be cleaned and disinfected after each individual use.
- Classroom refrigerator handles and microwave display key pads should be cleaned and sanitized after each use.
- All shared books, toys and all other educational items should be cleaned and disinfected after each individual use.
- Classrooms that are equipped with sinks should have faucets cleaned and disinfected as needed throughout the day by classroom personnel.
- Classroom staff will disinfect high touch surfaces after students leave for the day using disinfectant cleaners. Custodians will spray entire classroom using an electrostatic disinfectant cleaner after students and staff leave at the end of the day or when a room is considered unoccupied for the remainder of the day.

6. Sensory Rooms

Our two sensory rooms will be cleaned and disinfected after each use and will be closely monitored by custodial staff each day. End of day electrostatic room disinfecting will be done.

7. Nurse's Office and Bathroom

- Nurse's office and nurse's bathroom will be cleaned and disinfected as needed throughout the day.
- Nurses are responsible for wiping high-touch areas used during and after treatments. If additional help is needed during or after treatment custodial staff should be notified as soon as possible.
- General cleaning and disinfecting of nurse's office and bathroom will be done daily by custodial staff to maintain a sanitary environment.
- End of day electrostatic room disinfecting will be done.

8. Occupational and Physical Therapy Rooms

- Hand sanitizer dispensers are available for use.
- Hand and hard surface disinfectant wipes will be supplied.
- A spray bottle of disinfectant cleaner, as well as paper towels and/or microfiber cloths, will be supplied and should remain locked up and used by authorized personnel only.
- Vinyl gloves (powder free) are available and will be restocked as needed.
- All educational toys and equipment should be cleaned and disinfected after each use.
- End of day electrostatic room disinfecting will be done.

9. Playground Areas

Outdoor playgrounds/natural play areas will receive routine maintenance. Hand hygiene will be emphasized before and after use of these spaces. Outdoor play equipment with high-touch surfaces, such as railings, handles, etc., should be cleaned and disinfected regularly if used continuously. The use of outdoor playground equipment will only be permitted by one cohort at a time, with use staggered to permit cleaning and disinfecting.

10. Cleaning and Disinfecting Protocol in the Event of Illness of Faculty, Student or Visitor in our Facility

- Close off areas used by the person who is sick
- Open outside doors and windows to increase air circulation in the area
- Wait 24 hours before cleaning or disinfecting; if 24 hours is not feasible, wait as long as possible
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, electronic equipment i.e. tablets, touch screens, keyboards
- Once the areas have been appropriately disinfected, it can be opened for use
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary; continuation of everyday cleaning and disinfecting practices should return to normal as to maintain a healthy environment.

11. Facilities Management During COVID-19 Pandemic

The administration of each school (principal and assistant principal), in consultation with the nurses and facilities manager, will close off and restrict access to any area of the school deemed unsafe or in need immediate or long-term disinfecting throughout the day at the campus. Staff will be notified by signage or an announcement.

IX. Staff Orientation

- Orientation for staff relating to ECLC's COVID-19 policies, procedures and expectations will take place on September 1, 2, 3. Staff must complete John's Hopkins COVID-19 training modules prior to orientation <https://coronavirus.jhu.edu/covid-19-basics/understanding-covid-19>. Staff will meet in small groups in the building; with content delivered via Zoom.
- An industrial hygienist will present to staff in-service on covid-19 risks and safety measures.

X. Student/Parent/Family Orientation

1. Family Orientation and Resources

- Orientation concerning ECLC's COVID-19 safety plan prior to the start of school will be offered to parents/guardians via Zoom prior to the first day of school. Additional resources for families to access at home will be provided in August.
- Families will receive a copy of the COVID-19 safety plan to retain as a reference- an acknowledgment form must be signed, dated, and returned to school prior to the start of school.
- Back to School Night will be conducted remotely via Zoom.
- Mask Webinar <https://youtu.be/SDCLQAeH-dM>
- Mask Lanyards
<https://www.facebook.com/page/161024427248293/search/?q=mask%20lanyard>

2. What Parents Can Do to Help

- Practice wearing face coverings with your children at home. Review and practice hand hygiene, covering coughs or sneezes, and social distancing.

XI. Additional Planning Measures

1. Reopening Committee

- The Committee formed by ECLC to facilitate the preparation of this reopening plan is comprised of two parents, two teachers, two school

nurses, two facilities managers, two principals, two assistant principals and the Executive Director.¹

- The Committee will periodically meet to review school operations to determine if revisions to this plan are necessary to improve functional performance of the schools' educational mission, and to address any changing circumstances that may require or permit adjustments to the educational program.

2. Pandemic Response Team

- The pandemic response team at each school will have responsibility for addressing health conditions at the school. In addition to monitoring trends in the coronavirus pandemic, the team will also be primarily responsible for the handling of exposure incidences at the school.
- The pandemic response team at each school will be led by the school nurse, who will have primary responsibility for monitoring pandemic developments and recommendations from the CDC, the NJ Department of Health and the NJ Department of Education. The school nurse will also have primary responsibility for communicating with the local health department in the event of an exposure incident.
- The pandemic response team will meet periodically to address actual and potential issues requiring advance planning to effectively address.
- At each school, the pandemic response team will include the principal, school nurse, head of maintenance/custodian, parents, teachers, school safety personnel and social workers and additional staff as needed. The Reopening Committee shall serve as the initial pandemic response team.
- In the event of an exposure incident, the following actions shall be taken:
 - ✓ Access to the area of exposure will be closed off immediately to all persons. Outside doors and windows will be opened, and use of

¹ The HoHoKus campus members of the reopening Committee are Jennifer Citro (parent), Greg Haledjian (teacher), Elizabeth Horgan (school nurse), Randy Peterson (facilities manager), Vicki Lindorff (principal) and Steve Collins (assistant principal). The Chatham campus members are Linda Oliva (parent), Judy McGrath (teacher), Anne Fields (school nurse), Joe Domino (facilities manager), Jason Killian (principal) and Allison Clemens (assistant principal).

ventilating fans will be employed to increase air circulation in the area.

- ✓ A list of all persons that came into contact with the exposure risk will be identified.
- ✓ Identified persons will either be sent home immediately, if possible, or kept in isolation from the rest of the school population.
- ✓ Contact the local health department for guidance and direction.
- ✓ Determine the extent to which it is necessary to close the entire school or any part, with a corresponding transition to full-time remote instruction for the period of any required quarantine.
- ✓ Notify staff, families, child study teams, and other agencies and persons as necessary of the nature of the incident, the response taken, the recommended measures individuals should take (e.g., testing) and the duration of any remedial measures.
- ✓ A waiting period of 24 hours, or as long as practical, will apply before beginning cleaning and disinfection.

3. Policy and Funding

- The schools will coordinate and share resources for health and safety and measures, and the acquisition of PPE.
- Application will be made to FEMA and, if available, other grant opportunities, for the additional costs associated with the pandemic response and preventive measures.