

# **BERGEN COUNTY SPECIAL SERVICES**

**Norman A. Bleshman Regional Day School**

## **RESTART & RECOVERY PLAN**



*Board Approved August 27, 2020*

## **Bergen County Special Services Restart and Recovery Plan**

### **Introduction:**

Bergen County Special Services School District is committed to the health and safety of our students and staff. This is our number one priority. The BCSS Restart Plan was developed to define clear guidance for the reopening of schools that aligns with the regulations developed in collaboration with county, state and national health professionals and organizations. The BCSS Restart Plan can be found at the following link (scroll down to the Coronavirus (COVID-19) section on left side):

<https://www.bergen.org/Page/11>

The areas outlined in this plan represent major considerations our district is addressing to reopen schools safely and to sustain their reopening. Based on the guidance herein, Blesman Regional Day School's Pandemic Response Team (PRT) customized the Conditions for Learning component of the plan to meet the more specific health and safety needs of the students and staff within our very unique educational environment.

As with every plan right now, this document is fluid and will change as necessary based on guidance from the district, the state, the Bergen County Health Department and considerations to our families and our staff.

We strongly believe the actions brought forth in this plan are in the best interests of our students, staff, families and communities.

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### **The Bergen County Special Services Restart Committee included the following members:**

- ▶ Central Office
- ▶ Building Level Administrators
- ▶ Board of Education President
- ▶ Teacher
- ▶ Nurse
- ▶ Association Presidents
- ▶ Parent Representative
- ▶ Operations Supervisor
- ▶ Transportation Supervisor

### **The Blesman Regional Day School Pandemic Response Team included the following members:**

- ▶ Principal
- ▶ Facility Operations Supervisor
- ▶ Teacher(s)
- ▶ Nurse
- ▶ Teacher Assistant
- ▶ Occupational Therapist
- ▶ Physical Therapist
- ▶ Speech Therapist
- ▶ Case Manager
- ▶ Secretary
- ▶ Association Representative
- ▶ Parent

**The NJDOE Restart and Recovery plan for Education requires that ten Critical Areas of Operation be addressed under the Conditions for Learning. The BCSS Restart Plan addresses these ten areas globally for the district. Below, you will find specific information related to those 10 Critical Areas of Operation for Bleshman Regional Day School.**

**Schedule**

Bleshman’s Pandemic Response Team has worked diligently to determine the most effective and safe plan for the reopening of our school for students and staff in October 2020. In an effort to maximize student-teacher/therapist contact time, while simultaneously following the guidance from the NJDOE and NJDOH for a safe instructional environment, Bleshman will institute a hybrid schedule. This plan will limit the number of students present in a class to 50%, which will allow for social distancing within each classroom.

Students will be assigned into either Group A or Group B. When students in Group A are attending school in person, students in Group B will be attending school through the remote learning model. When students in Group B are attending school in person, students in Group A will be attending school through the remote learning model. Wednesday will serve as the “additional day” for each group on a weekly basis. A two-week example is provided below:

Week 1	In Person	Virtual		Week 2	In Person	Virtual
Monday	Group A	Group B		Monday	Group A	Group B
Tuesday	Group A	Group B		Tuesday	Group A	Group B
Wednesday	Group A	Group B		Wednesday	Group B	Group A
Thursday	Group B	Group A		Thursday	Group B	Group A
Friday	Group B	Group A		Friday	Group B	Group A

- ▶ Students have the option to attend in person instruction for a full instructional day (8:30 - 2:15) as noted above in the hybrid model
- ▶ Students have the option to receive instruction through the remote learning model five days a week for the mandatory minimum of 4 hours set forth by the NJDOE.
- ▶ Students/families who opt for the full time remote learning model will notify the administrator in writing. There will be an option to return to in-person instruction. For students/families wishing to return to in-person instruction, you must notify the school by the 15th of the month for the ensuing month. For example, if you wish for your child to return to in-person instruction in November, you would notify the school by Thursday, October 15th. If the 15th falls on a weekend, please notify the school prior to the weekend. For example, if you wish for your child to return to in-person instruction in December, you would notify the school by Friday, November 13th.
- ▶ If the NJDOE provides guidance to revert to full remote instruction, all students will receive instruction through the remote learning model five days a week for the mandatory minimum of 4 hours set forth by the NJDOE.

## CONDITIONS FOR LEARNING

Below are the procedures and considerations determined by the Norman A. Bleshman Regional Day School Pandemic Response Team. Each of these items further addresses the standards set forth in the BCSS Restart and Recovery Plan which is aligned to the NJDOE Road Back Guidance.

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

#### 1. **Critical Area of Operation # 1: General Health and Safety**

##### a. **Entrance into the School for Staff**

- i. Staff will complete a health screening at least one hour prior to coming into work.
- ii. Staff will wear a face covering upon leaving their vehicle.
- iii. Staff will adhere to social distancing guidelines.
- iv. Staff will use the touchless hand sanitizing station located in the front lobby upon entrance into the building.
- v. Staff will utilize Frontline to record daily attendance.
- vi. Staff members exhibiting COVID-19 symptoms should remain home.

##### b. **Entrance into the School for Students**

- i. Parents/Guardians will assess their child's health prior to being transported to the school.
- ii. Students who are exhibiting COVID-19 symptoms should remain home. Parents/Guardians should contact the School Nurse to alert the school to the absence as well as the reason for the absence.
- iii. Students will be met at their mode of transportation by an assigned staff member.
- iv. Students should wear a face covering prior to entering the school unless doing so would inhibit the individual's health, has a documented medical condition or disability as reflected in an Individualized Education Program (IEP).
- v. Students will be screened prior to entry into the school (see screening procedure below).
- vi. Students will wash their hands upon entry into the classroom.

##### c. **Entrance into the School for Visitors**

- i. Visitors will be severely limited into Bleshman.
- ii. All visitors to Bleshman will ring the outdoor bell and establish communication with the office. Visitors will identify who they are and the purpose of their visit.
- iii. Visitors will adhere to social distancing guidelines upon waiting for entry into the building.
- iv. All visitors must wear a face covering on school grounds. If a health condition prevents a visitor from wearing a face covering, that must be identified through the communication with the office.
- v. If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, entry to the school/district facility may be denied.
- vi. Visitors will answer contact tracing questions prior to entry into the building.
- vii. Any visitor must use the hand sanitizer at the lobby hand sanitizer station upon entry.

- viii. Visitors must use their own pen to sign into the visitor log.
- ix. Visitors will wait in a designated area, adhering to social distancing guidelines.
- x. Visitors will not be allowed to enter any area other than the lobby area, main office and/or nurses office, dependent upon the reason for entry.
- xi. Student Meetings will be held using the Zoom virtual platform or another platform as determined by the local district.
- xii. All deliveries will be received outside of the building.

**d. General Health Guidelines**

- i. Signage will be utilized to identify behaviors that can reduce the spread of COVID-19 (e.g., social distancing guidelines, hand washing techniques, proper ways to wear a mask, one-way hallways, hand sanitizer locations)
- ii. Staff will follow guidelines on the proper use of PPE. Staff will wear a face covering, face shield and gowns. Staff will use gloves. Staff will discard non-reusable PPE after use.
- iii. All classrooms have access to soap/hand washing stations. Staff will wash hands according to the recommended guidelines.
- iv. All classrooms have access to a hand sanitizer. Staff will use hand sanitizers according to the recommended guidelines.
- v. Teachers and Therapists will assist students with washing hands and use of hand sanitizer.

**e. Staff at Higher Risk**

- i. Staff at higher risk will provide medical documentation.
- ii. Determination will be made about remote work.
- iii. Staff will utilize PPE in addition to the mask mandate.

**f. Students at Higher Risk**

- i. Face coverings are to be worn by all students unless doing so would inhibit the individual's health, has a documented medical condition or disability as reflected in an Individualized Education Program (IEP).
- ii. Staff working with students who require physical assistance throughout the day will wear face masks, face shields, gowns and gloves.
- iii. Staff will ensure that students are following social distancing guidelines (between students).
- iv. Barriers will be utilized in the classroom as an additional layer of safety in between students.
- v. The students' Bleshman educational team will meet to ensure student and staff safety during instruction and behavioral interventions
  - 1. Behavior Intervention Plans will be reviewed with the Bleshman Behavior Specialist. Modifications will be made, as necessary, in order to maximize compliance with COVID specific safety protocols.
  - 2. If PPE is not enough protection for staff, a meeting will be held to discuss instructional options in order to comply with COVID specific safety protocols.
- vi. Parents/guardians can request a full time remote learning option for their child.

**2. Critical Area of Operation #2: Classrooms, Testing, and Therapy Rooms**

**a. Classrooms**

- i. To promote social distancing:

1. Excess furniture will be removed from the classroom to increase space within the classroom.
  2. Utilization of larger spaces within the school.
  3. Utilization of two adjacent rooms.
  4. Utilization of outdoor areas.
- ii. Within the classroom
1. All staff are required to wear masks unless it will compromise the individual's health.
  2. Staff will utilize additional PPE in accordance with provided guidance (face covering, face shield, gown and gloves) since students will require physical assistance throughout the day.
  3. The hybrid model reduces the numbers of students attending school in-person each day. Staff will be assigned to work with a specific student during the day to reduce contact between staff/students.
  4. Face coverings are required for students, if it is possible for the student to wear the mask. In Bleshman, as well as many BCSS programs, students cannot wear masks. Students are required to wear a face mask unless doing so would inhibit the individual's health, has documented medical conditions or disability as reflected in an Individualized Education Program (IEP). Some students may be able to wear a face shield for some protection.
  5. Removal of collaborative work areas (large tables). Students will have an individual workstation. Utilize wheelchair/activity chair trays or desks.
  6. Since students may not have the ability to wear a mask, a protective barrier will be used to add an additional layer of protection in addition to distance between students.
  7. Students will be seated, facing the same direction (not sit across from each other at a table).
  8. Staff will position students to ensure social distancing throughout the day.
- iii. Students will enter/exit classrooms one at a time.
- iv. Sharing of objects/materials will be severely limited. If sharing of equipment is necessary, it will be cleaned and disinfected in between uses.
1. Students will have individual bins for materials used during the school day.
- v. Student belongings will be stored within the classroom in individual bins/cubbies.
- vi. Students will remain with their peers in their classroom throughout the day. Specials and lunch will occur in the classroom.
- vii. If a student can not use the restroom in the classroom, the student will be brought to a designated changing area within the school. The changing area will use a disposable lining and be sprayed down after use. The sling used for transitioning students from his/her wheelchair must be disinfected after use. The sling will be washed on a daily basis.
- viii. Classrooms have handwashing stations. Areas will be prepared with soap and water.
1. Students will be assisted to wash hands for at least 20 seconds, at regular intervals throughout the day such as upon entry into the classroom each morning, before/after eating, after using the bathroom, when returning from outdoors, after blowing his/her nose/coughing/sneezing, after placing hands in his/her mouth/nose.
  2. Staff will wash hands upon entry into the classroom, in between working with students, after blowing his/her nose/coughing/sneezing, after assisting a students with blowing

his/her nose/coughing/sneezing, before and after assisting a student with feeding, before and after assisting a student with toileting.

- ix. Classrooms have hand sanitizing stations. Areas will be prepared with alcohol-based hand sanitizers (at least 60% alcohol)
    - 1. Students will be assisted to use hand sanitizer if soap and water is unavailable.
  - x. Staff will prepare lessons that utilizes technology within the classroom (student provided iPads) to reinforce concepts of remote instruction in the event the NJDOE provides guidance to revert to full remote instruction.
  - xi. Students will not participate in close activities such as reading circles.
  - xii. If students are using paper during activities, they will not be shared between the students and will only be handled by the assigned staff and student.
  - xiii. Disinfectant wipes will be available in the classroom for spot cleaning of surface/objects if needed.
  - xiv. Additional PPE will be available in the classroom.
  - xv. Ensure that Bleshman indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate (See Policy #7421 Indoor Air Quality Standards)
    - 1. Recirculated air must have a fresh air component
    - 2. Filter(s) for A/C units will be maintained and changed according to manufacturer recommendations.
    - 3. Ionization units have been added to HVAC units.
  - xvi. Any deliveries/mailings to be sent home will be placed in the folder outside of the classroom.
  - xvii. Procedures related to the classroom will be evaluated on an ongoing basis to ensure the highest standard of health and safety is being met. Feedback will be sought by classroom staff. The Pandemic Response Team will meet regularly to review.
- b. Therapy Rooms (Speech Therapy, Occupational Therapy, Physical Therapy)**
- i. Speech and occupational therapy sessions should be conducted in the extended classroom space.
  - ii. Therapy teams will be created to limit the amount of therapists working with students in the classroom, as best as possible.
  - iii. Speech Therapy and Occupational Therapy sessions will be scheduled back to back within the classroom setting to limit movement of therapist between classrooms.
  - iv. Interdisciplinary schedules will be coordinated to minimize additional persons within the classroom.
  - v. Sharing of objects/materials/equipment will be severely limited. If materials need to be shared, they will be disinfected in between use.
  - vi. Students will have designated materials for individual use in speech therapy and occupational therapy; individual bins will be assigned.
  - vii. Physical therapy will be conducted in the school gym to allow for social distancing between equipment used (e.g., mat table, vestibular swing, treadmill, stairs).
  - viii. Equipment is often shared in physical therapy (ie: gait trainers, adaptive bikes etc..). Therapists will identify the students that use specific piece(s) of equipment. Equipment will not be used back to back by students. Equipment will be cleaned and disinfected in between use.
  - ix. Physical therapy will be conducted outside, weather permitting.
  - x. Time will be built into the therapy schedules to allow for cleaning/disinfecting of objects/materials.

- xi. Weather dependent, therapies can be provided in outdoor settings. Tables will be set up under overhead protection.
- xii. Therapists are required to wear masks unless it will compromise the individual's health.
- xiii. Therapists will utilize additional PPE in accordance with provided guidance. Additional PPE will be available in all therapy locations.
- xiv. Sneeze guards and protective barriers will be used as needed.
- xv. Disinfectant wipes will be available to clean materials/equipment/surfaces.
- xvi. Procedures related to Speech Therapy, Occupational Therapy, and Physical Therapy will be evaluated on an ongoing basis to ensure the highest standard of health and safety is being met. Feedback will be sought by therapists. The Pandemic Response Team will meet regularly to review.

c. Music Class

- i. Music class will be held in the classroom or outside, weather permitting.
- ii. Lessons should be planned in a manner that does not have students using the same materials when traveling from one class to the next class.
- iii. Sharing of music instruments will be severely limited. Cleaning/disinfecting will occur in between use.
- iv. Schedule will take into consideration movement between classrooms within each wing of the school prior to moving to another area of the school, when possible.
- v. The Music Teacher is required to wear a mask unless it will compromise the individual's health.
- vi. The Music Teacher will utilize additional PPE in accordance with provided guidance.
- vii. If assisting one student, the Music Teacher will wash his/her hands prior to moving to the next student. The staff in the class should continue to work with assigned student during music class.
- viii. Protective barriers will be used as needed during music class.
- ix. In-person chorus class will be discontinued at this time.
- x. Disinfectant wipes will be available to clean materials/equipment/surfaces.

d. Art Class

- i. Art class will be held in the classroom or outside, weather permitting
- ii. Classrooms will be supplied with various art materials at the start of the year (e.g.: paper, scissors, paint etc...) that can be utilized during class.
- iii. Sharing of materials will be severely limited. If sharing is needed, materials will be disinfected between use.
- iv. Schedule will take into consideration movement between classrooms within each wing of the school prior to moving to another area of the school, when possible
- v. The Art Teacher is required to wear a mask unless it will compromise the individual's health.
- vi. The Art Teacher will utilize additional PPE in accordance with provided guidance.
- vii. If assisting one student, the Art Teacher will wash his/her hands prior to moving to the next student. The staff in the class should continue to work with assigned student during art class.
- viii. Protective barriers will be used as needed during art class.
- ix. Disinfectant wipes will be available to clean materials/equipment/surfaces.

3. **Critical Area of Operation #3: Transportation**

- a. Travel outside of the building for field trips, community based instruction (CBI) and/or vocational training will be on hold until further notice.



- b. Once travel outside of the building during the school day resumes, protocols for transportation by BCSS can be found in the BCSS Restart Plan and will be followed.
- c. Morning Arrival
  - i. Custodian / Bus Duty Staff will control the flow of traffic into the school parking lot.
  - ii. Buses will be parked with a spot in between.
  - iii. Bus numbers/parent transportation will be called into the school and announced over the PA system.
  - iv. Staff members will be assigned students to meet at the bus/parent vehicle.
  - v. Students will not disembark the vehicle until a staff member is present.
  - vi. After a bus departs, the next bus will pull into that spot.
  - vii. Staff member will ensure that students follow social distancing guidelines after disembarking the bus and approaching entry into the school / screening area.
  - viii. Bus Duty Staff member will note the students present on the bus each morning (for contact tracing, if needed).
- d. Afternoon Dismissal
  - i. Custodian / Bus Duty Staff will control the flow of traffic into the school parking lot.
  - ii. Buses will be parked with a spot in between.
  - iii. Bus numbers/parent transportation will be called into the school and announced over the PA system.
  - iv. Only the buses that are parked in the school parking lot will be called for students to be dismissed.
  - v. Staff will ensure that social distancing is followed when assisting students to their bus (in the hallway, front lobby area, outside waiting to enter the bus).
  - vi. After a bus departs and the next bus pulls into that spot, the bus number will be called.
- e. Procedures related to morning arrival / afternoon dismissal will be evaluated on an ongoing basis to ensure the highest standard of health and safety is being met. Feedback will be sought by the staff. The Pandemic Response Team will meet regularly to review.

#### **4. Critical Area of Operation #4: Student Flow, Entry, Exit, and Common Areas:**

- A. Student Arrival / Dismissal
  - a. See Critical Area of Operation #3 for procedures for arrival / dismissal as it relates to transportation.
  - b. See Critical Area of Operation # 5 for Screening procedures.
  - c. Physical guides, such a tape on the floors/sidewalks and/or signage on the walls will be used to promote social distancing, “one-way routes” etc...
  - d. Staff will be responsible to ensure that students maintain 6 ft distance outside of entrance into the school and when entering/exiting the school.
- B. Hallways
  - a. “One way routes” will be utilized in the middle school and high school wing of the school.
  - b. Students and staff will walk to their destination on the right side of the hallway when traveling to the pre-school/elementary wing and 18-21 wing of the school.
  - c. Physical guides, such a tape on the floors/sidewalks and/or signage on the walls will be used to promote social distancing, “one-way routes” etc...
  - d. Staff will be responsible to ensure that students maintain 6 ft distance in the hallways.
- C. Lobby Area / Office Area

- a. Seating in the lobby area will promote social distancing (e.g., seats marked, distanced).
- b. Visitors to the building will be severely limited (See Policy # 9150 School Visitors). Please see Critical Area of Operation 1.c regarding visitation to the building.
- c. Parents transporting their child to/from school will be met by a staff member outside of the building in a designated area. The parent should be acknowledged by the bus duty who will call their arrival into the office, which will be announced into the classroom.
- d. The current reception area can maintain social distancing with the natural barriers already established. The door will remain closed throughout the day. Staff will have to alert the Secretary to their presence outside of the door prior to entering the room.
- e. A mailbox will be placed outside of the office area for any paper deliveries to the office.
- f. Classroom needs can be addressed by calling the office.
- g. Deliveries will ring the bell to alert the office/custodial staff. Deliveries will be picked-up outside of the school building and coordinated with the custodial staff to bring into the building.
- h. The Student Greeter desk will not be used at the start of the year. Use will be re-evaluated by the PRT at intervals throughout the year.

#### D. Common Areas

- a. Multi Sensory Room - will be limited in use. Signage will be used to signify “in use”, “available”. The room will be available for use after it is cleaned / disinfected. A “red” sign / “green” sign will be used to alert staff to cleaning needs. If the sign is “red”, the room has not been disinfected and is not available for use.
- b. Makerspace Room - will be limited in use. Signage will be used to signify “in use”, “available”. The room will be available for use after it is cleaned / disinfected. If the sign is “red”, the room has not been disinfected and is not available for use. \*If a schedule is used to allow time for each class to use the room, entry into the room can be from the backyard.
- c. Career Awareness Center - will be limited in use. Signage will be used to signify “in use”, “available”. The room will be available for use after it is cleaned / disinfected. If the sign is “red”, the room has not been disinfected and is not available for use.
- d. School Store - will not be used at the start of the year. It will be considered for an additional individual therapy space if the students’ needs can’t be met in the classroom and/or outside. Signage will be used to signify “in use”, “available”. The room will be available for use after it is cleaned / disinfected. If the sign is “red”, the room has not been disinfected and is not available for use.
- e. Cafeteria - will not be used for student/staff lunch. The space will be utilized for other reasons as determined by program need.

#### E. Nurses Office

- a. BCSS has developed Health Office Guidelines which will be implemented by the staff with regard to the care, health and safety of the students.
- b. Nurses will utilize a medication cart to dispense medications in the classroom to limit the numbers of students/staff entering the nurses office.
- c. Staff will follow procedures set forth with regard to bringing students to the Nurses Office for non-Covid related symptoms (alert the office, utilize appropriate PPE).
  - i. Staff will contact the Nurses Office to alert the Nurses to the situation requiring the attention of the School Nurse.
    - 1. The Nurses will determine if the student should be brought to the Nurse's Office or if the Nurse will tend to the student in the classroom.

2. The Nurses will alert the staff member to where the student should go within the nurses office.
  - ii. A designated area will be provided for nebulizer treatments which will allow for privacy, ventilation, is outside of the classroom and away from others.
  - iii. Staff/health care providers delivering care to a student with a tracheostomy or one in need of suctioning, all recommended PPE is required, including a long-sleeved gown, surgical face mask, eye shield, and gloves.
  - iv. The school nurse will determine the location of a student g-tube feeding.
    1. G-tube feedings will require PPE of gloves, facemasks and or face shields to prevent fluid crossing from the student to the provider in the forms of spillage, drainage, or splatter from feeding or gastric fluids. All supplies used for the feeding (formula or nutritional feeding, tubes, syringes, etc.) can be managed with the provider using just gloves and facemasks and or face shields.
    2. A towel or a disposable covering around the stomach to catch any drainage should be used to catch drainage and spilled feeding or gastric contents.
    3. Since this procedure does not aerosolize particles, no further PPE may be recommended.
  - v. The Nurses office will not be used for changing students as it has been used in the past.
- F. Student Bathrooms
- a. Bathrooms will have seat covers, disinfectant spray and/or wipes, soap dispensers and paper towels. Staff will spot clean, if needed. Staff will call for custodial assistance, if needed.
  - b. If a student can not use the restroom in the classroom, the student will be brought to a designated changing area within the school. The changing area will use a disposable lining and be sprayed down after use. The sling used for transitioning students from his/her wheelchair must be disinfected after use. The sling will be washed on a daily basis.
  - c. Use of “occupied” / “vacant” signs.
  - d. Rooms will be on a rotation for regular custodial cleaning (documented by date/time).
  - e. Staff will wash hands prior to and after changing a student.
  - f. Students will wash hands prior to and after toileting self.
- G. Staff Bathrooms
- a. Bathrooms will have seat covers, disinfectant spray/wipes, soap dispensers and paper towels. Staff are responsible to clean after herself/himself in the bathroom.
  - b. Use of “occupied” / “vacant” signs for this shared space, if needed.
  - c. Rooms will be on a rotation for regular custodial cleaning (documented by date/time).
  - d. Two bathrooms in the main corridor of the school are designated as staff bathrooms (210, 301); the bathroom in Room 113 is designated as a staff bathroom.
- H. Staff Lunch
- a. Weather permitting, staff should eat outdoors at tables set up in the backyard or under the front awning.
  - b. Staff may leave the building to eat lunch in their car.
- I. There will be no large group gatherings / school wide events where the students are together.
- J. Signage will be placed around the school to provide hygiene advice and reminders (CDC offers printable resources).
- K. Cohorts (wings of the school) will be used as an effective strategy to limit exposure and contact.

- L. If feasible, install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart.

5. **Critical Area of Operation #5: Screening, PPE, and Response to Students and Staff**

**Presenting Symptoms**

**A. Policy for Screening Students and Employees**

- a. BCSS has revised a policy to include screening students and employees for symptoms, including temperature checks and history of exposure. (See Policy # 5310M Health Services). See BCSS Restart Plan.
  - i. Employees: will utilize a health check questionnaire each day at least one hour before arrival at school. The questionnaire requires a temperature check and includes basic health questions. Employees who receive a green check will be able to come to work. Employees who receive a red notification must stay at home, contact their supervisor and follow protocol for reentry (See Policy #5310M Health Services)
  - ii. Student Screening at Home: Prior to school, students should be monitored for symptoms of COVID-19. If a symptom is observed, the student should stay home and be monitored. Health letter sent home to parents/guardians August 2020.
  - iii. Student Screening at School: Students will be screened for a temperature prior to entering the building.
    - 1. Staff members will be designated to assist in the screening process. Those staff members will be provided training on the equipment used and associated documentation.
    - 2. Staff members screening students will wear PPE (face coverings, gloves, gowns).
    - 3. If a student does not have a temperature, he/she will enter the school.
    - 4. If a student has a temperature of 100.0 or more, he/she will be brought to a separate space/room in order to isolate until he/she is picked up to go home.
    - 5. Results will be documented within the nursing records.
    - 6. Parents/guardians/group home supervisors will be notified of the dismissal procedures and advised to pick up their child. Notification of dismissal procedures sent to parents/guardians August 2020.
    - 7. Re-entry protocols will be followed after a student has exhibited COVID-19 symptoms (See Policy# 5310M Health Services).
- b. Accurate information must be provided on the Student Emergency Form for parent/guardian/adult client group home supervisor contact.
- c. Parent/guardian/adult client group home supervisor must have a means to pick up their child/resident if their child/resident presents symptoms. Child/resident must be picked up within one hour.
- d. Guidelines will be disseminated to parents/guardians/adult client home supervisors prior to the start of the school year. A signed copy of the guidelines will be returned to school to confirm that the guidelines have been read and agreed to comply.

**B. PPE**

- a. Bleshman will ensure that PPE will be available, accessible and provided for use in school.
- b. Staff are required to wear face coverings unless doing so would inhibit the individual's health.

- c. Staff are required to wear gowns and gloves in addition to a face covering.
- d. Visitors to Bleshman will be severely limited; however if a necessary visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, entry to the school/district facility may be denied.
- e. Students are required to wear a face mask unless doing so would inhibit the individual's health, has documented medical conditions or disability as reflected in an Individualized Education Program (IEP).
- f. Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol as per NJDOE guidelines):
  - i. In each classroom (for staff and older children who can safely use hand sanitizer).
  - ii. At entrances and exits of buildings.
  - iii. Near lunchrooms and toilets.
  - iv. Children ages 5 and younger should be supervised when using hand sanitizer.
  - v. For classrooms that have existing handwashing stations, prepare stations with soap, water, and alcohol-based hand sanitizers.
  - vi. Students will be provided assistance to wash hands for at least 20 seconds at regular intervals, including upon entry into the classroom, before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
  - vii. Staff will wash hands for at least 20 seconds upon entry into the classroom, before/after feeding a student, before/after assisting a student with the bathroom, after assisting a student with their nose/coughing/sneezing, when transitioning from work from one student to another student and at any other time necessary.
  - viii. Use alcohol-based hand sanitizer if washing with soap and water is not possible
  - ix. All classrooms, therapy rooms, nurses office, behaviorist office, child study team office, janitorial room and main office will have access to additional PPE, if needed, throughout the day.
  - x. Additional PPE will be stored in Gym storage room # 1. Additional PPE can be requested by contacting the office.
  - xi. PPE usage will be monitored to assess future ordering needs.

**C. Procedures for symptomatic staff and students**

- a. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. Follow current Communicable Disease Service guidance for illness reporting.
- b. If BCSS becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, BCSS must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- c. Bleshman will initiate the district's contact tracing policy (see "Critical Area of Operation #6: Contact Tracing") to the maximum extent possible.
- d. An isolation room will be designated in the building (the back room of the nurses office). Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- e. Bleshman will follow current Communicable Disease Service guidance for illness reporting.
- f. Bleshman will maintain health records, daily attendance and continuously monitor symptoms.

- g. BCSS will establish readmittance policies consistent with Department of Health guidance and information for schools and Department of Health/Communicable Disease Service’s Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19 and written protocols to address a positive case.
- h. Information will be provided to families with regard to signs of illness in their children and to keep them home when they are sick
- D. Training will be provided to Bleshman staff and will include the following:
  - a. Hygiene protocols for staff regarding washing of hands, face coverings, the appropriate use of gloves, etc.
  - b. Hygiene protocols regarding the use of PPEs.
  - c. Signs and symptoms of illness.
  - d. Cleaning/disinfecting protocols.

**6. Critical Area of Operation #6: Contact Tracing**

- A. Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19.
- B. Bleshman will utilize the expertise of their school nurses to educate the broader school community on the importance of contact tracing.
- C. Bleshman will provide information to staff deemed appropriate regarding the role of contract tracing in keeping school communities safe from the spread of contagious disease.
- D. BCSS has revised Policy #8441M Care of Injured and Ill Persons to include contact tracing procedures and protocols.

**7. Critical Area of Operation #7: Facilities Cleaning Practices**

- A. Bleshman Operations Supervisor and Custodial staff will adhere to CDC guidelines when cleaning the school as well as any additional procedures required by the District.
- B. Custodial staff will follow a cleaning schedule of rooms/areas
  - a. Cleaning will be documented date/time
- C. Throughout the day, custodial staff will clean/disinfect frequently touched surfaces/items
  - a. Operations Supervisor will demonstrate cleaning procedures to staff prior to the return of students.
  - b. Staff will assist with spot cleaning of frequently touched surfaces/items (door knob after entering the room, class phone after use etc.).
- D. Cleaning will include but not be limited to daily wiping, spraying and the use of available disinfecting machines (all rooms, desks, equipment, changing areas, commonly touched areas etc.)
- E. Rooms and bathrooms will be stocked with disinfectant wipes to spot clean surfaces/objects, if needed.
- F. Staff can request custodial assistance by calling the office to submit the request.
- G. Rooms that are designated as common areas must be cleaned/sanitized before next class use. Alert staff via use of “red/green” sign.
- H. Staff bathrooms will be cleaned at scheduled intervals throughout the day.
- I. Posters will be posted above sinks noting hand washing practices.
- J. HVAC system filters will be cleaned/changed according to guidelines.
- K. An ionization unit will be utilized with the HVAC system.
- M. The Building Administrator and the Operations Supervisor will meet every morning, and communicate throughout the day as needed, to discuss program needs.

8. **Critical Area of Operation #8: Meals**

- A. Students will eat in classrooms or weather permitting, outside. Students will face the same direction. Cafeteria will be used other purposes as determined by need, not as a lunchroom
- B. A staff member, from each class, will be responsible to pick up student meals from the cafeteria.
- C. Meals will need to be preordered and prepaid.
- D. Students that self feed will wash hands before and after eating.
- E. Staff that assist with feeding will wash hands before and after feeding. Staff will wear appropriate PPE.
- F. A students lunch will be prepared by the staff member working with the student for the day.
- G. If a microwave or food processor is used, the equipment will be cleaned in between.
- H. Students will have assigned plates, bowls, cups and utensils.
- I. The District food service vendor, Chartwells, will follow all CDC protocols for the cleaning and disinfecting of their food prep areas.
- J. G-Tube Feedings
  - a. G-tube feedings will require PPE of gloves, facemasks and or face shields to prevent fluid crossing from the student to the provider in the forms of spillage, drainage, or splatter from feeding or gastric fluids. All supplies used for the feeding (formula or nutritional feeding, tubes, syringes, etc.) can be managed with the provider using just gloves and facemasks and or face shields.
  - b. A towel or a disposable covering around the stomach to catch any drainage should be used to catch drainage and spilled feeding or gastric contents.
  - c. Since this procedure does not aerosolize particles, no further PPE may be recommended.
  - d. The Nurse will determine where the g-tube feedings will take place.
- K. If students are on a hybrid schedule, each student identified for free or reduced meals (breakfast/lunch) will take home prepared meals for the next day.
- L. During remote instruction, each student identified for free or reduced meals (breakfast/lunch) families/guardians can pick up meals through their local district.

9. **Critical Area of Operation #9 Recess/Physical Education**

- A. The number of groups that will participate in recess will depend upon the size of the space the facility has whether indoors or outdoors.
- B. Designate specific areas for each class during recess to avoid cohort mixing. Staff will provide guidance to ensure social distancing protocols are followed.
- C. Students should have at least 6 feet of open space between them during recess or Physical Education or use physical barriers.
- D. If needed, cones, flags, tape, or other signs will be used to create boundaries between groups.
- E. Weather permitting, PE class should be conducted outside.
- F. Students and staff will always wash hands immediately after outdoor playtime or after Physical Education class.
- M. Classrooms will schedule time for the use of playground equipment. Equipment will be cleaned prior to next use.
- N. Indoor Physical Education class will ensure separation among students.
- O. Physical Education Teacher will develop lessons that do not include the sharing of equipment. If equipment must be shared, it will be clean and disinfect between each use.
- P. Schedule will take into consideration movement between classrooms within each wing of the school prior to moving to another area of the school, when possible.

- Q. The Physical Education Teacher is required to wear a mask unless it will compromise the individual's health.
- R. The Physical Education Teacher will utilize additional PPE in accordance with provided guidance.
- S. If assisting one student, the Physical Education Teacher will wash his/her hands prior to moving to the next student. The staff in the class should continue to work with assigned student during music class.
- T. Disinfectant wipes will be available to clean materials/equipment/surfaces.

10. **Critical Area of Operation #10: Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours**

- A. Field Trips & Community Based Instruction (CBI)
  - a. There will be no field trips or CBI for students at least through December.
  - b. The District has established a CBI committee to develop curriculum and resources to be utilized for CBI, internships and career exploration in school and remotely.
  - c. The Workplace Readiness Facilitator will create a schedule to work with students on an individual basis on school based projects. Any materials/equipment used will be cleaned/disinfected before next use.
  - d. Teachers will plan lessons that incorporate virtual field trips into the community
  - e. Transportation protocols will be followed when field trips and CBI are reinstated.
- B. Extra-curricular Activities
  - a. Bleshman does not provide extra-curricular activities. Bleshman students are eligible to participate in extra-curricular activities within their home district.
  - b. The after school program funded through DCF and housed at Bleshman may not be operational until later in the year. TBD.
- C. Use of Facilities Outside of School Hours
  - a. Bleshman will severely limit or eliminate the use of our facilities after school hours.
  - b. Evening meetings will be conducted via Zoom

● **Social Emotional Learning (SEL)**

Social Emotional Learning is an integral part of instruction for our student population. It is recognized that there will be an adjustment to in person learning after this extended absence from school. Staff will focus on individual student needs as students readjust to school schedules, school based expectations, and changes in the educational environment. The students educational team will individualize the approach taken with each student. Staff will communicate with families with regard to the adjustment period and how the year proceeds.

● **Staff / Student / Parent Training**

- A. Medical & Protocols
  - a. District nurses have developed a training that will address all aspects of COVID-19 from a medical perspective. This comprehensive training will include guidance & protocols regarding the following:
    - i. symptoms
    - ii. spread
    - iii. treatment



- iv. testing
- v. district and building level policies, procedures and protocols (Health Checks).
- vi. importance of and proper hand washing and social distancing.
- vii. appropriate use of PPE, masks gloves, face shields, gowns, etc.
- viii. use of hand sanitizer.
- ix. trainings will be individualized to the needs of our student population.

B. Social Emotional Well-Being

- a. District SAC, School Psychologist, and Physical Therapist are developing a training that will address social emotional learning and school culture and climate. This comprehensive training will include:
  - i. Grief, loss, trauma.
  - ii. Mental health and supportive behaviors.
  - iii. Fear and anxiety.
  - iv. Preparedness, hope, and resilience.
  - v. Coping strategies.

C. Bleshman will utilize CST & district SAC to address ongoing mental health issues

- a. Assess students and staff regarding mental health concerns.
- b. Provide resources as needed.
- c. Work with students on an ongoing basis as needed.
- d. Engage families and provide resources as needed.

D. Educator Well-being

- a. Faculty/staff will be allowed to take mental health breaks, go outside, take walks, and engage in other acts of self-care as needed.
- b. Administrators/CSTs will check-in regularly with faculty/staff creating opportunities for employees to share information that may be affecting their wellbeing.
  - vi. In addition, Employee Assistance Program information will be shared with faculty/staff at the beginning of the school year and individually when a need is identified.
  - vii. Information on access to mental health professionals through the health insurance plan will be shared with employees at the beginning of the school year and individually when a need is identified.
  - viii. Links to mental health support resources such as the National Alliance on Mental Illness, CDC, and NJ Mental Health Cares will be shared with faculty/staff.

● **School Culture and Climate**

- In addition to its role in developing, maintaining, and fostering a positive school climate to prevent Harassment, Intimidation, and Bullying, the School Safety / Climate Team along with school nurse and counselors, where applicable, will assess the school climate and develop evidence-based strategies and school-wide instructional programs to address the identified needs. The efforts of the team will be to prioritize the health and emotional well-being of staff and students to promote a safe learning environment.
- Every year, Bleshman has held monthly school wide events to foster socialization within the school community while recognizing and celebrating the diversity that exists amongst us within our school and home communities. Bleshman will utilize technology to continue to celebrate these events as a school community.

- **Multi-tiered Systems of Support**
  - a) **Universal Screening**
    - Teachers administer screening assessments to each student in the areas of English Language Arts & Mathematics. These assessments will be very different depending upon the student population being assessed.
  - b) **Collaborative Problem-Solving**
    - Each student has an IEP team that assesses the data regarding student progress and then makes decisions as to the supports and instruction that student will be provided. It is then the work of the Blesman educational team consisting of CST, teachers, therapists, behaviorist and nurses in conjunction with families to implement the IEP and to continually assess and then adjust the instruction and level of support services accordingly.
  - c) **Family Engagement**
    - Families and students (to the greatest degree possible) are always included in the decision-making process via the IEP and school level educational teams regarding interventions and supports. We work with our families to help to enable them to provide in-home support for the student and provide the supports or accommodations that may be necessary to facilitate family participation, i.e. participation by phone and ongoing communication between the members of the educational teams and families via phone, email, written correspondence, etc. Meetings/conferences will be held via the Zoom platform.
  - d) **Data-Based Decision Making**
    - Data-based decision making involves systematic analysis of data within multiple levels of instruction and interventions to identify students' strengths and areas of need, appropriate interventions and determine the effectiveness of interventions. In each school building in our district a coordinated system for planning and delivering intervention and referral services already exists to assist students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs.
  
- **Wraparound Supports**
  - a) **Mental Health Supports**
    - BCSS has long established procedures for working with students in need of individualized mental health interventions.
    - Schools will utilize CST & district SAC to address ongoing mental health issues .
    - Assess students and staff regarding mental health concerns.
    - Provide resources as needed.
    - Work with students on an ongoing basis as needed.
    - Engage families and provide resources as needed.
  - b) **Primary Health and Dental Care**
    - BCSS school nurses have been continually and will continue to be engaged in meeting the physical health, dental needs of students and families in virtual, hybrid, or in-person school environments .
    - BCSS CST and SAC have been continually involved in meeting mental health needs of students in virtual, hybrid, or in-person school environments.
    - Our consulting school physicians has been and will continue to be utilized in addressing the needs of our students and families in both remote and hybrid scenarios as needed.
  - c) **Family Engagement**

- Throughout reopening, it is important to connect students and families to wraparound services that will be critical in the upcoming academic year such as health care, mental health supports, child care, after-school enrichment programs, and other services to meet day-to-day needs.

**d) Academic Enrichment/Expanded After-School Learning**

- BCSS continues to serve students through ESY programming .
- In addition we will work with LEAs through the IEP process to provide compensatory services if and when it is determined that that they are warranted.

**e) Mentoring**

- BCSS will continue to work with various LEAs to provide home programming for students as required via contracts through our Educational Enterprises division.

● **Food Service and Distribution**

- See Critical Area of Operation # 8: Meals on page 15.
- Cafeteria will be used for social distance learning not as a lunchroom.
- Lunch will be eaten in classrooms or other designated area, when possible outside.
- Meals will be picked up & delivered to the designated area by a staff members assigned to the room.
- Meals will need to be preordered and prepaid.
- Hand washing will be required before and after eating.
- Our food service vendor, Chartwells, will follow all CDC protocols for the cleaning and disinfecting of their food prep areas..=
- If students are on an alternate day schedule, each student identified for free or reduced meals (breakfast/lunch) will take home prepared meals for the next day(s).

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● **Quality Child Care**

- BCSS CSTs will work with families to provide possible resources when it is identified that quality child care is needed.