

**Bergen County Special Services Restart and Recovery Plan**  
**Brownstone School**  
492 Saddle River road  
Saddle Brook, NJ 07663

**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 aims 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 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 here, each of our school's Pandemic Response Teams are customizing this plan to meet the more specific health and safety needs of the students and staff within each of our very unique educational environments.

As with every plan right now, this document is fluid and will change as necessary based on guidance from 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.

**BCSS Restart Committee Members include: Central Office & Building Level Administrators, Board President, Teacher, Nurse, Association Presidents, Parent Rep, Operations & Transportation Supervisors**

**Sourcing Best Practices:**

- **NJDOE The Road Back, Restart and Recovery Plan for Education**
  - **Guidance & Protocols from the Bergen County Department of Health**
  - **Maryland's Recovery Plan for Education**
  - **Strong Schools NC – Public Health Toolkit (K-12)**
  - **American Academy of Pediatric Planning Considerations: Return to In-person Education in Schools**
  - **Learning Policy Institute's Policy Brief, Reopening Schools in the Context of COVID-19: Health and Safety Guidelines from other Countries**
- a) **Following CDC's <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>**
- b) **Promoting behaviors that reduce spread:**
- Stay home when appropriate
  - Hand hygiene and respiratory etiquette
  - Face coverings
  - Signs and messages
  - Proactive supervision from all staff

- **Bathrooms**

- a) Therapy – OT, PT, ST**

- Severely limit the sharing of equipment (OT, ST)
  - Provide cleaning and disinfecting protocol for shared equipment (mainly for PT)
  - Include time in schedules as needed to clean/disinfect materials/equipment in between students
  - IEP should indicate location where service should be provided
    - Do sessions back to back within a classroom or instructional area when possible to limit the movement of students within cohorts to other areas. ( This applies mainly to OT & ST)
- Therapist will use breakout rooms to see their students during zoom and the TAs will review with the students that have missed the class lesson. Please use 8:15- 9:00 to coordinate with your staff and prep them for the day.

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

- a) When BCSS buses are being utilized to transport students the following protocols will be implemented:**

- Students/adults must wear a mask to enter the bus
  - Staff and bus drivers wear masks on the bus
  - Students/adults enter the bus, one at a time, and fill up the back seats first
  - Have one student in each row on each side of bus
    - Would allow more students on bus, but would still not be 6 ft. apart
    - This is why masks for all are required
  - Have bus windows open for air circulation weather permitting
  - CDC is not recommending field trips or other outside activities and we should consider safety
    - Have remote internships
    - Review transition support for internships
  - Provide masks/face shields for drivers as needed

- b) Transportation Cleaning**

- Deep cleaning is needed on a daily basis
  - District has spray guns to disinfect buses
    - Takes 5 minutes to spray
    - Should wait half hour to dry before re-entering bus

- c) BCSS a Receiving School District**

- As a receiving school district BCSS does not transport students from home to school and back
  - Local districts contract for or utilize their own buses to transport their students to our programs
  - BCSS will review the transportation protocols we receive from local districts and/or various bus companies
  - *Brownstone will monitor buses upon arrival at school to ensure and/or report breaches in protocols to the bus companies and the districts contracting for those buses.*

- Implementing social distancing on buses may increase the number of buses coming to our schools. In addition, parent transport may become more prevalent as parents may not wish to have their child on a bus; therefore, we may need to develop different procedures for student arrival and departure. The school's PRT will determine the process if necessary.
- **Critical Area of Operation #4: Student Flow, Entry, Exit, and Common Areas:**
  - When physical distancing (six feet) is not be maintained for individuals entering or exiting a building, face coverings/masks must be utilized
  - Provide physical guides, such as tape on floors or sidewalks and/or signs on walls, to help ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one-way routes" in hallways).
  - Minimize interaction of students between drop-off and entrance to school facilities.
  - Maintain social distancing in hallways. Staff will be assigned to hallway duty.
  - Create student cohorts as an effective strategy to limit exposure and contact
  - No large group gatherings.
  - Continue to have signage around school buildings to provide hygiene advice and reminders (*CDC offers printable resources and handwashing posters*)
  - Increase frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).
  - 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 (e.g., reception desks).
  - Limit access, if at all, to cubbies to keep students from congregating in one area either in the hallway or classrooms

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

- a) **Policy for Screening Students and Employees**
  - 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). Brownstone has assigned the nurse and the administrator to check the temperatures of students during arrival. Employees are to screen themselves as indicated below.
- **Employees** will utilize a health check questionnaire each day one hour before arrival at school
  - The questionnaire will require the employee to check their temperature and to answer basic health questions such as any symptoms (fever, cough, sore throat, etc.)
  - If no symptoms noted then employee receives a green check to come to work.
  - If symptoms noted receive a red notification & the employee must stay at home and contact their immediate supervisor
  - *Employee will need to contact their health care provider and obtain documentation regarding their diagnosis and ability to return to in person work and/or provide a negative result for COVID-19 (See Policy #5310M Health Services).*
  - All employees not assigned to remote instruction are to report to Brownstone at the regular time of 8:15AM. THE OFFICIAL WORK HOURS ARE FROM 8:15am TO 2:30PM.
- **Students screened for symptoms daily**
  - Before entering the building temperature and other symptoms checks
  - If a student exhibits symptoms, identify a separate space/room in order to isolate the student until they are picked up to go home.

- Results must be documented when signs/symptoms of COVID are observed
- Student must show a negative test or obtain information from their health care provider before returning to school (See Policy# 5310M Health Services)
- Provision of “medical cart” to take to classroom for regular meds, etc. to limit numbers of students & staff visiting nursing office for routine matters
- Collect accurate district Emergency Form for parent/guardian/adult client group home supervisor contact
- Revise our Emergency Contact Form – more specific emergency contact information
- Encourage parent/guardian/adult client supervisor to keep student/adult at home if exhibits any symptoms
- Create guidelines and disseminate to parents/guardians/adult client home supervisors. They must sign off that they have read and agree to comply
- Develop procedure to inform all who may have been exposed
- **Procedures for symptomatic staff and students**
  - 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.
  - If Brownstone 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.
  - BCSS will implement a policy to prepare for when someone tests positive for COVID-19 that include written protocols detailing the district’s COVID-19 related response for symptomatic students and staff. Protocols must be consistent with the district’s contact tracing policy (see “Critical Area of Operation #6: Contact Tracing”) to the maximum extent practicable. Protocols will include:
    - Each school must establish an isolation space. 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. At Brownstone the nurse’s room will serve as the holding area pending pick-up from parent.
    - Brownstone will follow current Communicable Disease Service guidance for illness reporting.
    - Brownstone will ensure an adequate amount of personal protective equipment (PPE) will be available, accessible, and provided for use in each school
    - Brownstone will establish methods to assist in contact tracing including records of groups/cohorts, assigned staff, and daily attendance as well as the continuous monitoring of symptoms.
    - Brownstone school will follow established 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.
    - Provide training for families to be on the alert for signs of illness in their children and to keep them home when they are sick.
    - School staff are required to wear face coverings unless doing so would inhibit the individual’s health
    - A student’s documented medical condition, or disability as reflected in an Individualized Education Program (IEP), may preclude the use of face covering.

- *Visitors to Brownstone 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.
- Provide training for staff to include the following:
  - Teach and reinforce use of face coverings among all staff
  - Hygiene protocols for staff regarding washing of hands, face coverings, [the appropriate use of gloves, etc.](#)
- **Critical Area of Operation #6: Contact Tracing**
  - 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.
  - Brownstone will follow all established procedures by the district and CDC regarding contact tracing and follow the applicable district policy.
- **Critical Area of Operation #7: Facilities Cleaning Practices**
  - BCSS building supervisors/custodial will continue to adhere to CDC guidelines to building when cleaning our facilities as well as any additional procedures required by our district
  - The school administrator in conjunction with the PRT will provide staff with information regarding the specific cleaning protocols in their building.
  - Ensure that common areas are cleaned/sanitized before next class use. Alert staff via use of “red/green” sign.
  - Require posters in bathrooms with hand washing practices described
  - Install or create occupied/vacant signs.
- **Critical Area of Operation #8 Meals**
  - 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 areas
  - Meals will need to be preordered and prepaid.
  - PRTs will determine the most efficient & safe protocols for meal services
  - 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.

## LUNCH/ STAFF

- Staff will not be allowed in the staff room to eat lunch. Lunch tables will be provided in the garden and in the cafeteria to allow for social distancing. *ALL staff must wipe down their area after eating and wash their hands in the bathroom before returning to the classroom.* Staff may use their car to eat their lunch. The TA will watch the class while teachers are out to lunch. No toileting of students should occur while the teacher is out to lunch.
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- **Critical Area of Operation #9 Recess/Physical Education**
  - The number of groups that will participate in recess will depend upon the size of the space available indoors or outdoors.
  - Designate specific areas for each class during recess to avoid cohort mixing.

- Students should have at least 6 feet of open space between them during recess.
  - Schools will use cones, flags, tape, or other signs to create boundaries between groups.
  - Students and staff will always wash hands immediately after outdoor playtime or after Physical Education class
  - Staggered schedules for the use of playground equipment and frequent disinfecting protocols have been developed by Brownstone's **PRT**.
  - Brownstone will designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet for social distancing)
  - Brownstone does not utilize locker rooms.
  - To mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfect between each use.
- **Critical Area of Operation #10 Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours**
    - a) **Field Trips & CBI**
      - There will be no field trips for students at least through December
    - b) **Extra-curricular Activities**
      - Brownstone does not provide extra-curricular activities. Our students are eligible to participate in extra-curricular activities within their home district.
    - c) **Use of Facilities Outside of School Hours**
      - BCSS will severely limit the use of our facilities after school hours
      - Brownstone is used by other entities after school hours, We will require those organizations to follow district guidance on health and safety protocols.
      - We will supplement the cleaning wherever necessary to ensure our cleaning protocols are completed.
- **Social Emotional Learning (SEL)**
  - **Staff/ Student/Parent Training**
    - a) **Medical & Protocols**
      - District nurses are developing a training that will address all aspects of COVID-19 from a medical perspective. This comprehensive training will include guidance & protocols regarding COVID symptoms.
    - b) **Social Emotional Well-Being**
      - District SAC, School Psychologist, and Physical Therapist are developing a training that will address social emotional learning, school culture, and climate.
    - c) **Schools will utilize CST & District SAC to address ongoing mental health issues as needed such as**
      - Identifying and recognizing our emotions in ourselves and others
      - Understanding the causes and consequences of our emotions
      - Labeling our feelings to allow us to manage our emotions
      - Expressing and learning how to display our feelings
      - Regulating and developing strategies to manage feelings to effectively reach our goals.

- d) **Educator Well-being**
        - Administrators will give permission to faculty/staff to take mental health breaks, take walks, and engage in other acts of self-care as needed.
        - Administrators/CSTs will check-in regularly with faculty/staff creating opportunities for employees to share information that may be affecting their well-being.
        - In addition, information will be provided to employees regarding support services available to them if needed.
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- **School Culture and Climate**
  - In addition to the principal's role in developing, maintaining, and fostering a positive school climate to prevent Harassment, Intimidation, and Bullying, along with the school's clinical team, they 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 is to prioritize the health and emotional well-being of staff and students to promote a safe learning environment.
- **Multi-tiered Systems of Support**
  - a) **Universal Screening**
    - Teachers administer baseline assessments to each student in the areas of English language arts & mathematics. These assessments will drive the instruction in an individualized basis.
  - b) **Collaborative Problem-Solving**
    - Students at Brownstone will engage in collaborative problem solving on a daily basis at all times. 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 to maximize instructional objectives.
  - c) **Family Engagement**
    - Brownstone continually works 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.
  - 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, to determine the effectiveness of interventions.
- **Wraparound Supports**
  - a) **Mental Health Supports**
    - Brownstone has long established procedures for working with students in need of individualized mental health interventions.
    - 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**
  - Brownstone's nurse has 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
- 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**
  - Brownstone 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
- **Food Service and Distribution**
  - 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
  - Meals will need to be preordered and prepaid
  - Our PRTs has determined the most efficient & safe protocols for meal service
  - 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.
- **Quality Child Care**
  - Brownstone's CSTs will work with families to provide possible resources when it is identified that quality child care is needed

**Brownstone's Committee Members:** Adel Kertesz, Tiffany Maria, Claudia Williams, Barbra Neithardt, Teresa Mantone, Debbie Bizien, Lainie Kriendler, Keith Nelson, Nicole Carabetta, David Perez, Patty Day.



## **Student In-Person Schedule**

- Students opting for in-person instruction will attend full time each day
- Student Arrival 8:30
- Student Dismissal 2:15 except during the week of 10/19/2020
- Students will follow their daily bell schedule

## **Student Remote Schedule**

- 9:00 am Provide students with daily independent work that they need to complete before their zoom session (i.e., Do Now or Journal Prompt assigned the night before)
- 9:30 -10:15 am Zoom session for Core Content- (ELA) all students and staff attend- during zoom- assign work to be completed after zoom call
- 10:15-10:45 private zoom calls using aides and teacher to complete or go over work.
- 11:00- Full class zoom call (Math lesson) all must attend
- 12:00 lunch break
- 12:30 Zoom call to regroup and instruct which online activities to perform or Science SS activity- all must attend
- 1:00 special
- 2:00 zoom call to recap the day and remind the students of next day's routine- all must attend
- 2:15 dismissal

## **Amendment to the 03-0285-Bergen County Special Services Restart & Recovery Plan**

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The finalized Bergen County Special Services Restart & Recovery Plan was sent to the Bergen County Office of Education Office on August 11, 2020 and will be Board approved on August 27, 2020. The BCSS Plan projected the return to in-person instruction for students on September 8, 2020, with a remote instruction option available to all students/families as requested. Since that time the NJ DOE has afforded schools districts the ability to open in a remote instructional fashion due to ongoing Health and/or Safety concerns with implementation of the NJDOE Road Back Restart & Recovery Plan and meeting the anticipated minimum standards of the NJDOE Plan. As per EXECUTIVE ORDER NO. 175, dated August 13, 2020, BCSS is seeking to delay the provision of in-person instruction until October 19, 2020 and to open all schools on September 8, 2020 via remote instruction. This request for the delayed provision of in-person instruction is predicated on the following Health and Safety concerns.

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### **Staff & Students at Higher Risk**

1. Staff and student population that the CDC identifies as being at higher risk for severe illnesses from COVID-19.
2. For higher risk staff, BCSS needs additional time to complete an interactive process with those staff members who are seeking accommodations with an anticipated completion of this process no later than September 30, 2020.
3. BCSS serves students with disabilities who exhibit one or more of the following:
  - a. Multiple Disabilities
  - b. Medically Fragile
  - c. Autism Spectrum Disorders with associated maladaptive behaviors and sensory processing disorders
  - d. Behavioral & Emotional Disabilities
  - e. Deaf and Hard of Hearing
4. For higher risk students BCSS needs additional time to complete the following;
  - a. Additional professional development for staff on health and safety procedures as they interact with many high risk students in the COVID environment
  - b. Working with students and families on continuing efforts to desensitize students to the wearing of face coverings
  - c. Training staff on new protocols and procedures in our buildings in order to minimize exposure for all.

### **Personal Protective Equipment (PPE) Availability**

1. BCSS serves students who require physical assistance from faculty/staff to meet their learning, behavioral, and personal care needs. BCSS continues to order and obtain the proper PPE for staff that work in close physical proximity to students who may or may not be able to wear a face covering

2. Specifically, BCSS is awaiting the delivery of medical gowns and additional, proper gloves for staff

### **HVAC & Ventilation**

1. BCSS needs additional time to ensure that the HVAC systems in our buildings and the ventilation in all rooms are up to the required standards

Given the above-mentioned items, BCSS proposes to start the 2020 – 2021 school year on September 8, 2020 in a remote manner for all of our stand-alone schools. Host-site and consultative model programs will follow the instructional plan of the host-site district.

BCSS proposes the opening of in-person instruction on October 19, 2020 for students in our stand alone schools. Staff will come in 50% of the time on October 5<sup>th</sup> and 100% of the time on October 12<sup>th</sup>.