

## **Bergen County Special Services Restart Plan for Adult Programs**

A Restart Plan for BCSS Adult Services has been developed to prepare for the eventual reopening of congregate day programs. This plan was created to provide information and guidance to clients, guardians, family members, staff and community stakeholders on safely resuming in-person services in the presence of COVID – 19. Reopening guidance has been based on recommendations from the following resources: Centers for Disease Control and Prevention (CSC), Bergen County Board of Health, NJ Department of Education, educational models such as The Road Back, Restart and Recovery Plan for Education, and various other consultants.

The Restart Plan for BCSS Adult Programs is fluid. It is based on current recommendations by the Governor, Division of Developmental Disabilities (DDD), and CDC in conjunction with the county and the BCSS Superintendent. The plan's fluidity is a function of shifts in public health data, the needs of staff and clients, and daily experiences in the "new normal".

A Pandemic Response Team (PRT) was developed for the Adult Programs and includes the following personnel: Adult Services Managers, a Program Facilitator, Adult Services Instructors, Technology Specialist, Adult Services Clinical Specialist, Job Coach, Adult Services Assistant, Secretary, School Nurse, Health Care Professional, Assistant to the Coordinator of Adult Services and the Coordinator of Adult Services.

The Pandemic Response Team is responsible for the following:

- Overseeing implementation of the plan, particularly health and safety measures, as well as, assessing the effectiveness the plan.
- Adjusting or amending health and safety protocols as needed.
- Providing supplemental support and training for staff
- Reviewing program level data regarding health and safety measures and reporting that data to the District as required.
- Providing necessary communication to nurses, management team, Assistant Coordinator and Coordinator as needed.
- Creating methods of communication to ensure the voices of clients, parents/guardians, family members, community residence personnel and stakeholders become part of the Team's deliberation and decision making.
- The PRT will ensure that accurate and timely information is shared with the adult/client community. The PRT plays a critical role in addressing concerns and building confidence.
- The PRT will meet regularly and provide the community and District with timely information and any changes to program safety protocols.

### **Conditions for Delivery of Services**

In-person services in Adult Program facilities will be built around the health and safety of clients and staff. This plan has been customized to fit the particulars of each program location; however, all locations will follow recommendations by the CDC and local Board of Health. This includes a healthy and clean learning/working environment, promoting behaviors that reduce a potential spread of infection, facilitating changes in daily operations to promote safety/social distancing, and developing procedures in

## **Bergen County Special Services Restart Plan for Adult Programs**

the event a client or staff member becomes ill. The safety of clients is the top priority of our programs and these key areas will further codify our focus on safety.

The Adult Programs plan is to provide in person services to the greatest extent possible. This plan utilizes and acts on the best information we have regarding safety practices and protocols from local and state agencies. It also incorporates the latest information we have regarding the intentions and plans of clients, families and staff. In order to develop the most effective and meaningful tools possible, the plan may be revised frequently as health and client/parent information becomes available and/or changes.

Service delivery to clients will continue to adhere to Individual Services Plans and prior authorizations, as specified in Service Detail Reports. However, services may be authorized and delivered in person or remotely, based on the stated preferences of clients, parents and stakeholders, as well as, current resources in the Adult Programs.

In addition, BCSS Adult Programs have reached out to clients, parents, family members and stakeholders to assess interest in virtual learning in lieu of in person services. For those interested in remote learning, Adult Services staff have provided support to clients and caretakers on how to access and use zoom. This training has taken place throughout the month of July and August. Staff will continue to reach out to clients, families and stakeholders to assess interest, while also developing and enhancing zoom services for those clients already involved.

During our outreach process, we discovered a portion of clients, parents, family members and stakeholders had a strong interest in a hybrid model; part in- person services and part remote learning. This request will be addressed as we ascertain the number of returning clients and staff, and those requesting to work remotely.

In addition to these basis guidelines the Adult Program Restart Plan establishes procedures for twelve critical areas of operation.

### **1. General Health and Safety**

#### **➤ Basic Operations:**

- Adult Programs will comply with CDC guidelines, state/local guidelines and DDD requirements.
- Adult Program procedures are intended to mitigate the potential exposure to COVID 19. No single action or set of actions will completely eliminate the risk of COVID 19; however, a coordinated effort in key areas will help reduce risks involved. Currently the key areas are: promoting behaviors to reduce potential spread, a regularly cleaned and disinfected environment, education and training for clients and staff, a uniform practice of social distancing, health screening of clients/staff and a procedure in the event a client/ staff member becomes ill. These key areas will be described throughout the plan.

## **Bergen County Special Services Restart Plan for Adult Programs**

- Adult Programs will require clients and staff to wear face coverings that covers the nose and mouth unless doing so would inhibit an individual's health. Face masks and other protective equipment will be obtained prior to reopening. Protective equipment will be purchased for clients and staff in an ongoing manner.
- The inability of an individual program participant to wear a face covering and/or practice social distancing does not, in and of itself, preclude the individual from returning to day program and participating in in person services. Factors such as the decision of the individual and guardian to participate, underlying health conditions, and the determination of the provider that they can safely serve the individual will all play a role in the joint decision to return to the day program.
- All clients will be required to wear a face covering on a daily basis; however, BCSS adult programs recognize some clients may be unable to tolerate wearing a face covering for a variety of reasons. If wearing a face covering is not medically contraindicated, all clients will be encouraged to wear a face covering. BCSS staff will provide education, training, demonstration, implementation and use of preferred activities, role modeling and social praise to reinforce the use of face coverings. Every effort will be made to accommodate the particular learning style of each client to ensure optimal results; however, if the client is unable to cooperate to any degree with personal protective equipment the program administrator and nurse will assess the safety impact this has on others; and ultimately the program's ability to protect public health.
- Social distancing will be practiced and maintained at all times and in all areas.
- Transportation providers, drivers and parents who drive their adults to program will not be permitted to enter the building. All drivers will be asked to contact the main office and announce their arrival. A BCSS staff and/or EMT assigned by the district will go to the waiting vehicle, check the adult's temperature while observing their overall health appearance. The adult will be escorted to the building by the EMT or BCSS staff member upon satisfactory health check.
- All visitors to the building will be severely limited. Most if not all meetings will be conducted remotely for the foreseeable future. If a visitation is deemed necessary, all visitors will have their temperature checked and undergo brief questions to ascertain if they have any one symptom associated with COVID-19, have been in "close contact" or had "house hold contact" with anyone diagnosed with COVID-19, or traveled to NJ from a high impacted area.
- All visitors will be asked to wear a face covering and use hand sanitizer upon satisfactory temperature screening. If the visitor does not have an adequate face covering one will be provided to them.

## **Bergen County Special Services Restart Plan for Adult Programs**

- If a visitor refuses to wear a mask for non-medical reasons, entry to the program may be denied, and BCSS personnel may ask the visitor to leave.
- BCSS Adult Programs will prepare for the need to switch to all remote learning based on community mitigation factors and recommendations by Bergen County Board of Health and DDD.
- BCSS Restart Plan will be shared with DDD, clients, parents/guardians, family members staff, and stakeholders to provide important safety and health protocols in place for safe in person services and remote learning, and to assist those clients and families in making the decision to return for in person services, request remote services or request some combination of both.

### **➤ Communication:**

- Adult Program Health Care Professionals and Nurses will continue to be aware of, and respond to current mitigation levels in our community based on latest recommendations of the CDC and Bergen County Board of Health. Additionally, health care professionals and nurses will continue to collaborate with the District consulting physician as needed.
- As a result of their communication and collaboration, Adult Program Health Care Professionals and Nurses will make changes to existing procedures to ensure the health and safety of clients and staff.

### **➤ Enrollment and Scheduling for Adult Programs (Careers through Technology, Wood Ridge & Paramus ATC, Stepping Stones and Progressive Paths**

#### **❖ Paramus and Wood Ridge Adult Training Centers**

- Based on the volume of clients attending our programs on a daily basis, the two largest programs, Wood Ridge and Paramus Adult Training Centers (ATC), will need to operate at 25 % of daily enrollment/ permitted occupancy, or the number of clients that can receive services safely and in a social distanced manner.
- BCSS will develop daily schedules based on the 25% criteria in conjunction with the stated preferences of clients and guardians.
- As of early October 2020, BCSS staff have completed the Individual Needs and Risk Assessment with all families. Client schedules are based on these assessments and the stated preferences of clients and guardians.

## Bergen County Special Services Restart Plan for Adult Programs

- All clients requesting in person services will be offered two to five days per week. All clients/families requesting remote services will be accommodated, and those requesting a hybrid model will be accommodated
- Some families have requested to wait before returning to in person services (i.e. November, December of 2020 or January 2021). Additionally, some families have requested to wait until a vaccine is available. BCSS will accommodate requests to wait through the end of 2020, and reassess all requests in January 2021 based on, but not limited to, individual circumstances and risk factors, community transmission rates, status of vaccine, day program enrollment and status of wait list, if applicable.
- All transportation services provided to clients will be based on ability to adhere to safety requirements and assigned seating in every other row. If socially distanced busing is not available, clients will need to provide their own transportation as long as socially distanced busing is required.
- Wood Ridge and Paramus ATC clients and guardians will be notified of their schedule prior to their return during the week of 10/19/20. At this time, families will be notified if transportation is available.

### ❖ Stepping Stones

- Current Enrollment in Stepping Stones is 6 clients. It is expected that the 6 clients can be accommodated on a daily basis with all safety protocols in place.
- As of early October 2020, BCSS staff have completed the Individual Needs and Risk Assessment with all families. Client schedules are based on these assessments and the stated preferences of clients and guardians
- As of early October 2020, two clients had requested to return for in person services with transportation.
- Some families have requested to wait before returning to in person services (i.e. November, December of 2020 or January 2021). Additionally, some families have requested to wait until a vaccine is available. BCSS will accommodate requests to wait through the end of 2020, and reassess all requests in January 2021 based on, but not limited to, individual circumstances and risk factors, community transmission rates, status of vaccine, day program enrollment and status of wait list, if applicable.
- All transportation services provided to clients will be based on ability to adhere to safety requirements and assigned seating in every other row. At the time the Individual Needs

## Bergen County Special Services Restart Plan for Adult Programs

and Risk Assessments were completed, those families choosing to return will receive socially distanced transportation services.

### ❖ Careers through Technology

- Current enrollment in Careers through Technology is 27 clients, whom attend based on their own unique schedule (i.e. 5 days a week, 3 days a week, or only 1 day a week). On a typical day enrollment is 10 clients.
- As of early October 2020, BCSS staff have completed the Individual Needs and Risk Assessment with all families. Client schedules are based on these assessments and the stated preferences of clients and guardians
- As of early October, thirteen clients and guardians have requested to return for in person services. The thirteen clients can be safely accommodated by attending different days of the week.
- Some families have requested to wait before returning to in person services (i.e. November, December of 2020 or January 2021). Additionally, some families have requested to wait until a vaccine is available. BCSS will accommodate requests to wait through the end of 2020, and reassess all requests in January 2021 based on, but not limited to, individual circumstances and risk factors, community transmission rates, status of vaccine, day program enrollment and status of wait list, if applicable.
- All transportation services provided to clients will be based on ability to adhere to safety requirements and assigned seating in every other row. At the time the Individual Needs and Risk Assessments were completed, those clients choosing to return will receive socially distanced transportation services.

### ❖ Progressive Paths

- Current enrollment in Progressive Paths is 9 clients.
- As of early October 2020, BCSS staff have completed the Individual Needs and Risk Assessment with all families. Client schedules are based on these assessments and the stated preferences of clients and guardians.
- As of early October 2020, six clients have requested to return for in person services. The six clients can be safely accommodated in one cohort.

## Bergen County Special Services Restart Plan for Adult Programs

- Some families have requested to wait before returning to in person services (i.e. November, December of 2020 or January 2021). Additionally, some families have requested to wait until a vaccine is available. BCSS will accommodate requests to wait through the end of 2020, and reassess all requests in January 2021 based on, but not limited to, individual circumstances and risk factors, community transmission rates, status of vaccine, day program enrollment and status of wait list, if applicable.
- All transportation services provided to clients will be based on ability to adhere to safety requirements and assigned seating in every other row. At the time the Individual Needs and Risk Assessments were completed, those clients choosing to return will receive socially distanced transportation services.

### ➤ Arrival Procedures for Adult Programs

#### Paramus Adult Training Center, Stepping Stones and Careers through Technology

- Arrival time for programs at the 296 facility will remain 9:15am
- Paramus ATC and Stepping Stones clients will be released from buses, one at a time with staff supervision and enter the front of the building. Temperatures will be taken in the building, just beyond the second set of glass doors. Any client with a temperature of 100 degrees or higher will be escorted immediately to the apartment, which has been designated for this purpose. All other clients will be checked for face coverings. If any adult is without a mask, one will be provided. Clients will be escorted to their designated cohort.
- Clients in the Careers through Technology program will utilize the back door to enter the building. Temperatures will be taken in the building, just beyond the second set of glass doors. Any client with a temperature of 100 degrees or higher will be escorted immediately to the apartment, which has been designated as an isolation/quiet room.
- All other clients will be checked for face coverings, if any adult is without a face covering, a disposable mask will be provided.
- For those clients arriving after 9:15am from community residences and alternative transportation providers, they will be asked to call the main office upon their arrival. Drivers and clients will not be permitted to enter the facility. BCSS staff and assigned EMS technicians will meet the waiting vehicle, and take the client's temperature using a hand-held thermal scanner. BCSS staff and assigned EMS technician will ask questions to confirm that a health screening was completed at the residence before leaving for day program. During the question period, BCSS staff and EMS technician will be observant of the client's overall health appearance and if any COVID-19 related symptoms are present (i.e. cough, difficulty breathing, runny nose, temperature). If no symptoms are

## **Bergen County Special Services Restart Plan for Adult Programs**

noted and temperature is normal, the client will be escorted into the day program by the BCSS staff member and/or EMS technician.

- All temperature checks, and answers to questions will be documented.

### **Wood Ridge Adult Training Center and Progressive Paths**

- Arrival time for programs in the Wood Ridge facility will remain 9:00am
- Wood Ridge ATC and Progressive Paths clients will be released from buses, one at time with staff supervision and enter the building through the back door. Temperatures will be taken in the hallway. Clients will not be escorted to the stairs or the elevator until their temperature is checked. Any client who registers a temperature of 100 degrees or higher will be escorted out and around the building. The client will enter through the front lobby and go immediately up the stairs to the second-floor conference room. This room has been designated as the stand-alone isolation/quiet room.
- All other clients will be checked for masks. If any adult is without a mask, one will be provided.
- For those clients arriving after 9:00am from community residences and alternative transportation providers, they will be asked to call the main office upon their arrival. Drivers and clients will not be permitted to enter the facility. BCSS staff and assigned EMS technicians will meet the waiting vehicle, and take the client's temperature using a hand-held thermal scanner. BCSS staff and assigned EMS technician will ask questions to confirm that a health screening was completed at the residence before leaving for day program. During the question period, BCSS staff and EMS technician will be observant of the client's overall health appearance and if any COVID-19 related symptoms are present (i.e. cough, difficulty breathing, runny nose, temperature). If no symptoms are noted and temperature is normal, the client will be escorted into the day program by the BCSS staff member and/or EMS technician.
- All temperature checks, and answers to questions will be documented.

### **➤ Departure procedures for Adult Programs**

#### **Paramus Adult Training Center and Stepping Stones**

- Clients will dismiss from the front entrance, escorted by staff. One bus or transportation vendor will be called at a time to avoid close proximity with another group.



## **Bergen County Special Services Restart Plan for Adult Programs**

- BCSS staff will ensure that clients have a face covering/mask before boarding the vehicle.
- Any driver observed without a face covering/mask will be provided with one.

### **Careers through Technology**

- Clients will dismiss from the back door only, escorted by staff. One bus or transportation vendor will be called at a time to avoid close proximity to another group. Adult Services staff will ensure that clients have a face covering/mask before boarding the vehicle.
- BCSS staff will ensure that clients have a face covering/mask before boarding the vehicle.
- Any driver observed without a face covering/mask will be provided with one.

### **Wood Ridge ATC and Progressive Paths**

- Clients will dismiss from the back door one vehicle at a time.
- Any driver without a face covering/mask will be provided with one.

### **➤ Return to Work Transition Phase**

- Adult Programs will be in session for clients for half days only from October 19 through October 23, 2020. This is proposed as an initial adjustment phase for clients.
- During the transition phase, clients will receive education and training on safety protocols, such as, but not limited to wearing a face covering, social distancing, moving through common areas, lunch periods, using the bathroom safely and practicing good personal hygiene. Please note: Clients received training on these topics during the closure.
- During this transition phase the Pandemic Response Team will confer with all team members in evaluating aspects of daily operations including, but not limited to: the number of clients attending on a daily basis, effectiveness of cleaning protocols and social distancing, retention of education and training for clients, staff and client compliance with building safety measures and implementation of CDC guidelines, effectiveness of physical barriers and signage in facilities, compliance with social distancing on district and vendor vehicles, compliance and use of PPE, client schedules to reinforce good personal hygiene,

## **Bergen County Special Services Restart Plan for Adult Programs**

- During the afternoon, BCSS staff will have the opportunity to review safety protocols with supervisors and nurses, pose questions and communicate concerns.
- Prior to the reopening BCSS staff received training on the use of protective equipment, including donning and doffing, social/ emotional wellbeing of clients as they return from an extended period of isolation, and understanding reactions to trauma. Additionally, staff have received training about COVID-19 and its symptoms, how it is transmitted, what is meant by community spread, best practices to avoid spread of COVID-19 and procedures to follow if a client presents with a temperature or other possible COVID 19 symptoms. Additionally, staff have received and reviewed procedures regarding completion of BCSS Staff Health Self Report Tool and what to do if they test positive for COVID-19, have had “close contact” or “household contact” with someone who has tested positive and/or have traveled back to New Jersey from a from high risk area.
- Through ongoing observations and evaluation, any and all areas may be modified in the interest of safety.

### **➤ Adult Services Staff at Higher Risk**

- If a staff member believes they, or someone they share close contact with, falls into the CDC increased risk area, and as a result cannot report to work, they must immediately communicate this information to their supervisor and Human Resources. A doctor’s note must be provided indicating same.
- An assessment of the specific situation will be conducted and a determination made based on the needs of the program and clients as to whether a staff member can thereby work remotely, and for how long.
- If a staff member has a child care issue, documentation must be provided stating pre-existing childcare is not yet available. An assessment of the specific situation will be conducted and a determination made based on the program and clients as to whether a staff member can thereby work remotely, and for how long. All efforts should be made to access alternative child care solutions and short-term accommodations if possible.

### **➤ Adult Services Clients at Higher Risk**

- Clients who cannot physically be present in the program due to a medical condition will be offered the opportunity to participate in remote services. Clients will be offered the opportunity to participate in as many remote services as they choose; however, participation levels may be based on available technology/caregiver assistance in private homes and community residences.

## **Bergen County Special Services Restart Plan for Adult Programs**

- For those clients whose family expresses concerns about all remote or all in-person instruction, the Adult Programs will make every effort to accommodate those concerns by providing multiple opportunities in both instructional methods.
- **Following CDC Guidelines and Recommendation**
  - Pandemic Response Team members and applicable supervisors and managers will ensure their familiarity with CDC recommendations via <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>.
- **Promoting Behaviors that Reduce Spread**
  - Communicate to all client, parents and stakeholders the importance of staying home when ill.
  - Communicate to all clients/parents and stakeholder's daily health screenings should take place before coming to day program/work. Clients, parents and caregivers will receive a symptom checklist based on CDC and Department of Health recommendations, and will be asked to implement this on a daily basis.
  - BCSS staff will be required to complete a Staff Health Self Report Tool one hour before arriving at their work site. Symptom checklist and questions have been included in this tool based on CDC and NJ Department of Health recommendations. Specific answers will trigger the message to not report to work and call their supervisor.
  - Ensure cleaning and disinfecting protocols are in place and maintained.
  - Communicate consistently to all parties the importance of personal hygiene practices (i.e. handwashing), and facilitate a schedule ensuring compliance. Schedules will be developed to detail regular trips to bathroom and/or areas with sinks to ensure clients are actively and consistently washing their hands multiple times during the day under supervision. Clients will wash their hands with soap and water at the start of the day, after a table top project, before eating, after eating, after outside activities, after daily living skills activities, before/after cooking instruction and after blowing their nose/coughing/sneezing. Clients will be assisted as needed (i.e. hand over hand, demonstration, verbal or gestural prompts, monitoring).
  - Adult Programs will provide education and training to clients during the closure and upon reopening. Preparation training will include the importance of wearing face masks (i.e. Boggs Center on Developmental Disabilities, *wearing a Face Mask: A COVID 19 Social Story for Adults with Intellectual and Developmental Disabilities*, *Helping Adults with*

## **Bergen County Special Services Restart Plan for Adult Programs**

*Intellectual and Developmental Disabilities Become Comfortable with Face Masks*), and various CDC and YouTube videos.

- Convey and monitor requirement that all clients and staff wear a face covering. If this presents a hardship or potentially impacts an individual's health, ensure social distancing is enforced, and all other parties are wearing face coverings.
- Client group configurations or cohorts will remain the same to avoid unnecessary mixing between groups/cohorts.
- Outdoor activities, including lunch, will be encouraged when possible and seasonably appropriate.
- Adult Programs will be equipped with a multitude of visual signage to promote safety, social distancing, frequent handwashing and the use of face masks to reinforce in-person and remote instruction.
- Visitors to the building will be limited, including parents, drivers, and outside professionals. All meetings will take place via phone or zoom for the first months, and then reassessed.

### **2. Instructional Areas and Classrooms**

- All instructional areas will be reconfigured to allow for 6 feet between seated clients. Furniture and computer stations may be removed or relocated to achieve this.
- The cafeteria will be utilized as an instructional area for a cohort and will conform to social distancing.
- The work room will continue to be used as an instructional area and will conform to social distancing.
- Each client cohort in the larger programs (Wood Ridge and Paramus ATC) will consist of 15 clients or less. The same staff members will be assigned to them on a daily basis.
- In the smaller program's client cohorts may consist of 6 to 10 to clients.
- Client cohorts will be kept separate and all clients will be seated with social distancing in mind.
- Chairs for clients will not be shared. Each client will have the same chair to sit in during the day.

## **Bergen County Special Services Restart Plan for Adult Programs**

- Tables will be moved to ensure appropriate spacing between clients. Additionally, client chairs may be faced in one direction to avoid facing each other.
- Clients will enter their instructional space with the assistance of staff to ensure social distancing from others is maintained.
- Physical barriers (i.e. plexiglass between bathroom sinks) will be utilized when maintaining 6 feet distance is challenging. Physical barriers such as sneeze guards may also be used (i.e. computer stations).
- All staff desks and work areas will be reconfigured to ensure ample social distancing between other staff members and their particular assigned cohort.
- Common areas will not be used for large gatherings (i.e. ADL room and cafeteria).

### **➤ Protective Equipment**

- Clients will be required to wear face coverings on a daily basis; however, in the event a client is unable to do so, every effort will be made to work with a client's inability to comply with this request.
- If a client will not cooperate with requests to wear a face covering, staff will provide additional education and training, use peers as role models, utilize instructional activities that may assist the client to understand the benefits of masks (i.e. social stories about why we wear a mask), change client's work area and/or increase social distancing. Additionally, under the guidance of the Clinical Specialist, additional strategies will be implemented to help aid the client. Staff members will utilize additional PPE equipment including protective eye wear, face masks and full-face shield in working with specific clients that are having difficulty wearing a face mask. During this process, BCSS staff will ensure increased social distancing between clients.
- Additionally, the Coordinator of Adult Services, Assistant to the Coordinator, Nurse, and Clinical Specialist may recommend the client transfer to remote services until he/she can more effectively cooperate with program safety protocols.
- For clients who may be unable to wear a mask, as it may have an adverse impact on respiratory function, other alternatives will be explored, including, but not limited to alternative face coverings, face shields, physical barriers around work area and increased social distancing from others.

## **Bergen County Special Services Restart Plan for Adult Programs**

- Clients will be asked to provide their own face covering as they board buses to and from the day program. BCSS will provide clients with a disposable mask if one is needed during the course of the day, and a face shield for each client for use while in program.
- BCSS staff will be required to wear a personal face covering at all times and will have access to a personal face shield or a disposable face mask as needed. Additionally, Adult Services staff will have access to gowns, gloves, booties, and crisis response kits as needed.
- Crisis response kits will be maintained by program nurses and will be set up for use outside of isolation/quiet rooms.

### **➤ Facility Ventilation Systems and Windows**

- The air handler in the Wood Ridge facility will receive maintenance work to allow for a 20% increase in fresh air circulating into the building.
- A roof top ionization unit will be installed on the roof of the Wood Ridge facility. At the time of installation, filters will be changed again.
- A roof top ionization unit will be installed on the roof of the 296 E. Ridgewood facility. At the time of installation, filters will be changed again.
- The cafeteria in the 296 E. Ridgewood Ave facility (now an instructional area for clients) has a door that can open to the outside.
- The Progressive Paths program will be located to the second-floor cafeteria and adjoining music area used by the Transition Center at Wood Ridge. Relocation to this area was planned due to access to window.

### **➤ Learning Materials, Technology Devices/Desktop Computers/Laptops, Adaptive Equipment**

- Whenever possible learning materials and technology equipment will not be shared.
- If there is a need to share a particular device, it will be cleaned and sanitized between users. UV Sanitizers have been purchased for this purpose.
- Additional I Pads, markers, activities and personal storage bins with lids have been purchased or ordered to ensure to minimize touching/sharing.

## **Bergen County Special Services Restart Plan for Adult Programs**

### **➤ Bathrooms**

- Schedules will be developed to ensure frequent trips for handwashing and separation of cohorts. All clients will be supervised in the bathroom to ensure social distancing and proper hygiene. BCSS will aid based on each adult's support needs in this area.
- Plexiglass barriers will be installed between sinks. Additionally, plastic or plexiglass barriers will be installed between urinals in the men's room.

### **3. Transportation**

- When BCSS and contracted vendors are being utilized to transport clients, the following protocols will be implemented:
  - Drivers on District and contracted routes will be required to wear a face covering.
  - Clients will be required to wear a mask to board and ride the bus.
  - Clients will board the bus one at a time, and whenever possible fill up back seats first.
  - On all bus routes clients will be seated in every other row.
  - Open bus window for air circulation when weather and temperature permits. (Note: All buses for clients are required to have working air conditioning.)
  - BCSS will provide masks for BCSS drivers/clients if needed.

### **➤ Cleaning Protocols for Vehicles**

- Daily Cleaning is required on all buses transporting clients.
- District buses will be cleaned and disinfected utilizing sanitizing spray guns. When guns are used, all passengers must wait 30 minutes before entering the bus.

### **➤ Community Based Instruction**

- Clients will not participate in community-based instruction or field trips for the first part of the year.

## **4. Client Flow, Entry, Exit and Common Areas**

## **Bergen County Special Services Restart Plan for Adult Programs**

- All entrances will be equipped with signage indicating face coverings must be worn.
- All entrances will be equipped with signage indicating social distancing instructions.
- All entrances will be equipped with signage detailing CDC recommendations on safety and hygiene recommendations.
- Portable floor signs with safety messages will be located on outside entrances.
- Physical guides (i.e. 6 feet decal, tape and floor signs) will be used in hallways to ensure clients and staff remain six feet apart with one-way routes created in hallways.
- Upon arrival clients will be admitted to the program via two separate entrances to avoid mingling. Each bus group will enter the building when the previous group has left the immediate area.
- There will be no gatherings in any entrance, exit or common area. Daily break time held in the cafeteria will cease.
- Daily use of lockers stationed in the hallway will cease.
- Signage with pictures detailing safety protocols and CDC recommendations regarding personal hygiene will be posted on walls throughout common areas, classrooms and instructional areas.
- Hand sanitizer stations will be set up at each entrance and in common areas, now used for instructional purposes.

### **5. Health Screening, Protective Equipment and Response to Clients and Staff Presenting Symptoms**

#### **➤ Staff Screening**

- All staff will be required to complete a Health Screening Questionnaire the night before reporting to work a minimum of one hour before their contracted start time.
- The questionnaire will require the staff member to take their temperature and confirm they do not have a fever. Other symptoms, such as a cough or difficulty breathing, must be answered on the questionnaire.



## Bergen County Special Services Restart Plan for Adult Programs

- If no symptoms have been reported, the staff member receives an immediate message indicating they are cleared to return to work. This message is automatically sent to the staff member's supervisor.
- If symptoms are reported the staff member receives an immediate message indicating they may not report to work and must contact their supervisor immediately. This message is automatically sent to the staff member's supervisor.
- Current recommendations from the County Board of Health recommend the staff member see their physician and provide documentation indicating they are cleared to return to work, or be tested for COVID-19. A negative COVID-19 test in and of itself is not enough for the staff member to return to work without a medical note stating the employee is cleared to return to work.

### ➤ **Client Screening**

- Guardians, parents, and family members will be asked to partner with the Adult Programs in performing a health check before the client boards any vehicle destined for the day program. This screening should include a check for:
  - Fever
  - Cough
  - Sore Throat
  - Shortness of Breath/Difficulty Breathing
  - Muscle Aches and Pain
  - Headache
- If any of these symptoms are present the parent, guardian, family member, community residence staff member, or caretaker **should not** send the client to day program. Guidelines will be developed and sent home prior to reopening.
- Each client will have their temperature checked via thermal scanners. Hand held temperature guns are also available for this purpose. This screening will take place just beyond the front doors, but before entering any common areas.
- In the event a temperature is recorded or another symptom appears evident, as per CDC guidelines (i.e. coughing, shortness of breath/difficulty breathing), the client will be escorted safely and respectfully to a private area away from others. The client will remain separated and the parent, community residence personnel or caregiver will be asked to immediately transport home. All symptoms will be documented by the program nurse. Additional protective equipment will be available on a cart outside of the quiet room/isolation area.

## **Bergen County Special Services Restart Plan for Adult Programs**

The parent/guardian/family member or caretaker will be advised to contact their health care professional and have them evaluated for COVID-19. If the individual presents with a fever of 100 degrees and other symptoms associated with COVID-19 the program will require a negative COVID-19 test and a doctor's note before their return.

- If a client is returning from a geographical area that is deemed a "hot spot", he/she should self-quarantine for 14 days from last known contact.
- BCSS will follow current Communicable Disease guidance for illness reporting.
- Adult Services programs will follow Division Circulars and Unusual Incident Reporting requirements for communicable disease reporting.

### **6. Contact Tracing**

- The District will provide information to all administrators regarding the role of contact tracing in keeping schools and adult day program community's safe from the spread of contagious disease.
- BCSS Nurses and Health Care Professionals will educate staff on the importance of contact tracing.
- Program Nurse, Managers, Clinical Specialist, Assistant to the Coordinator and Coordinator will be part of the team to facilitate reporting to Superintendent, local health department, DDD, staff, and families of a confirmed case while maintaining confidentiality.

### **7. Facilities Cleaning Practices**

- BCSS custodial staff will continue to adhere to CDC guidelines when cleaning facilities, and any additional procedures required by the district.
- General cleaning will include, but is not limited to, daily wiping and cleaning, spraying and the use of disinfectant machines.
- General cleaning will involve surfaces and objects that are frequently touched (i.e. door handles, tables, chairs).
- Since adults are in a higher risk category than children, BCSS Coordinator of Adults Services and Assistant Coordinator will collaborate with the Pandemic Response Team

## **Bergen County Special Services Restart Plan for Adult Programs**

to provide additional information and scheduling on needed cleaning protocols to custodial supervisors. These cleaning requests will be monitored closely.

### ➤ **Specific Cleaning Protocols**

- Client chairs and computer stations will be cleaned and disinfected at a minimum daily once per day. If for any reason a computer station is shared, it will be cleaned and disinfected before being assigned to another user.
- Client tables/work stations will be cleaned and disinfected before and after lunch – and again in the evening shift.
- Technology devices will be cleaned and disinfected after each use and before being turned over to another user. However, whenever possible technology devices will not be shared on any given day.
- Client bathrooms should be cleaned at a minimum twice daily and again during the evening custodial shift. Additional cleaning will be requested as needed.
- Hand sanitizer stations will be set up in all classrooms and instructional areas. Sanitizer refills are available to ensure there is no interruption in recommend hygiene practices.
- Hand sanitizers will be stationed at every sink.

### **8. Meals**

- Adult Program cafeterias will not be used as a lunchroom. Clients will remain in their small cohorts and specific instructional area for lunch.
- Whenever possible, clients will eat outside if desired.
- Meals will be picked up and delivered to designated lunch areas.
- Meals will need to be preordered and paid for in advance.
- Hand washing will be required before and after eating.
- BCSS food service vendor, Chartwells, will follow all CDC protocols for the cleaning and disinfecting of their food preparation areas.
- Additional lunch carts will be made available to pick up and deliver lunches to clients. Lunch carts will be cleaned and disinfected daily.

## **Bergen County Special Services Restart Plan for Adult Programs**

- BCSS staff members will wear gloves when picking up and delivering meals and assisting adults.

### **9. Recess/Physical Education**

- Clients participate in outside recreation and leisure time. This will continue as requested provided they remain in established cohorts with social distancing. If more than one group participates it will be based on the ability to effectively monitor the outside area and confirm social distancing and safety protocols are in place.
- Portable signs may be used to assist staff in understanding social distancing in the outside courtyard.
- Clients and staff will wash hands immediately upon returning to the building.
- Clients will not share any recreational items.

### **10. Field Trips**

- There will be no field trips or community-based instruction for clients at least through December 2020.

### **11. Staff/Parent/Client Training**

#### **➤ Medical Information and Protocols**

- District nurses have developed a training that will address all aspects of COVID-19 from a medical perspective. The comprehensive training will include guidance and protocols regarding the following:
  - symptoms
  - spread
  - treatment
  - testing
  - District and building level procedures and protocols (Health Checks)
  - importance of and proper handwashing, as well as, social distancing when possible.
  - appropriate use of personal protective equipment
  - use of hand sanitizer
- A general training will be developed for the District and then shared with building nurses who will customize the training to meet the needs of the staff depending on how they typically interact and support clients.

## **Bergen County Special Services Restart Plan for Adult Programs**

### **➤ Social Emotional Well Being**

- District personnel will develop a training that will address social emotional learning and the school/program climate. This comprehensive training will include:
  - grief, loss and trauma
  - mental health and supportive behaviors
  - fear and anxiety
  - preparedness, hope and resilience
  - coping strategies
- Since the closure began the Coordinator of Adult Services has forwarded training materials, webinars and resources regarding these issues to key staff members.
- The Adult Services Clinical Specialist will be available as a resource to staff and clients. Additionally, the Clinical Specialist in partnership with Managers and Instructors will create opportunities on zoom to include activities such as deep breathing, relaxation techniques, yoga, mindfulness/meditation, singing, coping and problem solving.
- The Adult Services Clinical Specialist has developed a zoom program to converse about the issues that have resulted since the start of the pandemic, including, but not limited to, anxiety, fear, isolation and frustration. The zoom session happens daily, allowing clients to express their feelings in a safe environment under the guidance of a professional.
- Similar sessions will be available to those clients returning for in person services and those involved in a hybrid model.
- Nurses and the clinical Specialist will assess clients and staff for mental health concerns and provide support and resources as needed. Adult Services staff will engage and partner with families to provide support and resources as needed.

### **➤ Collaborative Problem Solving**

- As clients return to in-person services and/or remote learning, Adult Services personnel will continue to assess progress on individual strategies developed to meet Individual Service Plan outcomes. We recognize changes may be beneficial and necessary based on time without structured programming.
- We will continue to work closely with clients, parents/guardians and Support Coordinators regarding any recommended changes to individual interventions or daily

## **Bergen County Special Services Restart Plan for Adult Programs**

strategies. Recommended changes will meet the current cognitive, behavioral or emotional support needs of the client.

- Adult Service personnel will provide instructional support to clients, parents, family members, community residence personnel on utilizing zoom for remote learning. Staff began this support in mid-July and will continue to provide this support to interested clients, parents/guardians and community residence personnel.

### **12. Staff Responsibilities**

#### **➤ Adult Services Staff**

- Reinforce social distancing.
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- Follow all protocols regarding masks and personal protective equipment.
- Limit client interactions in close proximity to maintain safety.
- Support building safety measures (i.e. entrances/exits, common areas etc.).
- Complete Health Screening Form on a daily basis.
- Develop routines and structured activities to ensure clients are meaningful engaged and receiving approved Day Habilitation Services, whether in-person or via remote services.
- Know and effectively use technology for the purpose of providing extensive quality remote services.
- Provide real time support during virtual learning.
- Submit effective and timely documentation (Day Habilitation Logs) that reflect in -person and remote services.
- Maintain documentation of communication with families and stakeholders.
- Assess client difficulties/challenges early and notify Manager and Clinical Specialist so modifications to in-person and remote instruction/services can be implemented.

## **Bergen County Special Services Restart Plan for Adult Programs**

- Report observations promptly that speak to emotional support needs or mental health concerns.
- Provide regular feedback to involved parties on expectations and progress.
- Assist clients in maintaining safe conduct in digital platforms.
- Perform/Provide back to back instructional sessions/activities to limit movement and mixing of cohorts.
- Assist clients with personal care needs using the appropriate personal protective equipment.
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### ➤ **Managers, Instructors, Program Facilitator, Clinical Specialist and Technology Specialist**

- Managers, Instructors, Clinical Specialist, Program Facilitator and Technology Specialist will ensure the Adult Programs are actively improving and increasing remote services.
- Provide mentoring support and training for effective remote services.
- Define and provide examples of quality remote learning.
- Continue to explore and develop materials to enhance remote learning curriculum.
- Ensure open and ongoing communication with parents/guardians, family members and stake holders.
- Assess client and family needs consistently.
- Ensure clients and families have the necessary support/tools to have access to and participate in virtual learning.
- Perform back to back instructional sessions to limit movement and mixing of cohorts.

## **Bergen County Special Services Restart Plan for Adult Programs**

- Assist clients with personal care needs utilizing the appropriate personal protective equipment.
- Provide real time support during virtual learning.

### **➤ Assistant to the Coordinator and Coordinator of Adult Services**

- Model and reinforce social distancing and the use of personal protective equipment.
- Ensure diversified remote opportunities are available to all interested clients.
- Consider possible roles for staff with health concerns and how they might provide and improve remote services. Ensure there is shared information and an established partnership with in-person staff.
- Identify staff that can provide support to team members to continuously improve remote services.
- Ensure staff are providing the highest level of sensitivity and learning in a socially distant environment.
- Work with staff to ensure that instruction and service delivery is effectively and efficiently developed, planned and delivered.
- Assess client and family needs regularly.
- Communicate regularly with families to provide information, support and respond to questions and concerns.
- Support families and stakeholders in contacting with staff and other supports they need to be successful with remote services.
- Develop a process to return increasing amounts of clients to in person services as requested.
- Collaborate and drive instruction/services to meet the social, emotional needs of clients.
- Communicate and guide staff to develop realistic, but diversified and full, remote learning services.



## **Bergen County Special Services Restart Plan for Adult Programs**

### **➤ Other Services/Adult Services Clinical Specialist**

- Lead small group instruction/counseling in a masked and socially distanced or virtual environment.
- Do sessions back to back within an instructional area to limit movement and mixing of cohorts.
- Assist in the development of schedules and curriculum as needed.

### **➤ District Technology Department**

- Will continue to provide equipment and devices to staff for the purpose of in-person and remote services.
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- Will continue to provide guidance and training to BCSS staff in order to facilitate and improve remote learning.
- Resources and support through 4 assistive technology specialists as needed.
- Provide resources and personnel contact information in order to support staff providing remote learning.

Janice D'Aiuto

BCSS Coordinator of Adult Services

REV: 10/16/20

## Bergen County Special Services Restart Plan for Adult Programs