

## **Bergen County Special Services**

### Adult Services Program Policy

#### **Title: Emergency Planning and Crisis Management**

The Board of Education recognizes its responsibility to provide for the safety and security of individuals with disabilities, staff and visitors in each program in the District. The District will develop and implement written plans and procedures to provide for the protection of the health, safety and security and welfare of the adult population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of safety and civility; and supportive services for staff, individuals and their guardians/caretakers.

#### **Cooperation among District and Agencies**

The Superintendent or his or her designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and community resources as appropriate, in the development of the District's plans, procedures and mechanisms for program safety and security. The plans, procedures and mechanisms shall be consistent with the format and content established by the Domestic Security Preparedness Task Force and the standards set forth in the Divisions Day Program Manual.

#### **In-Service Training**

The District shall develop and provide guidelines and training for all District employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the District's plans, procedures and mechanisms for program safety and security. The in-service training shall be reviewed annually and updated, as appropriate.

#### **Definitions**

For the purpose of this policy "individuals" shall refer to individuals receiving services.

For the purpose of this policy "Supervisor" shall refer to Program/Building Supervisor or designee

For the purpose of this policy "Superintendent" shall refer to Superintendent or designee.

#### **Monthly Drills**

BCSS adult programs will hold a minimum of one fire drill a month. Additionally, the adult programs will follow the District's "school security drills" and practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lock down, active shooter, bomb threat. Such drills and in-service training programs shall be conducted in accordance with training materials on evacuation and lock down procedures as provided by the New Jersey Office of Homeland Security and

Preparedness. Each facility has Rapid Action Guidelines detailing actions to take for a variety of emergency situations.

### **Emergency and Non-Fire Evacuation**

The need for orderly and safe evacuation is critical for the safety of all individuals, personnel and visitors of a program building. In the event a non-fire building evacuation is deemed necessary, the following procedures are in place:

1. The Supervisor will notify all parties of a non-fire evacuation via phone, public address system or walkie talkies. In this situation the building fire alarm system will not be used.
2. The Supervisor will notify law enforcement officials:
3. Immediately call the Superintendent:
4. Ensure any school buses or program vehicles are redirected to a designated alternative location pending further instructions from law enforcement officials;
5. Maintain contact with the Superintendent regarding communications to legal guardians, community, and the media; and
6. Allow law enforcement to control the scene upon their arrival.

Upon receiving notice that the program is being evacuated program staff members will:

1. Direct individuals to the nearest exit and follow designated evacuation procedures and routes;
2. Instruct individuals to be silent and refrain from using any electronic communication devices and taking personal belongings;
3. Close any windows, doors and turn off all lights and electronic equipment;
4. Keep all doors and exist unlocked, except during an emergency lockdown or an emergency lockdown drill;
5. Personnel to check all areas of the program to ensure that all individuals have left the building;
6. Take the program's emergency notebook with family/guardian contact information, first aid kit and daily attendance;
7. Direct all personnel to assist individuals to a location not less than "a distance twice the height of the building walls" and keep individuals in a line facing the building;
8. Take attendance to determine that all individuals present have been evacuated from the building and report immediately to the supervisor any individual who is unaccounted for;
9. Maintain a record of all individuals requiring special attention when evacuating and provide this information to emergency responder/fire fighters;
10. Not allow staff or individuals to re-enter the building or leave the evacuation area unless authorized by law enforcement officials or Supervisor.
  - If relocation is necessary the Wood-Ridge facility will relocate to the Wood-Ridge High School; Careers through Technology to the Parisian Beauty School and Paramus to Berkley College.

After it is determined that the program building can be reoccupied, the Supervisor will:

1. Direct the reoccupation of the building;
2. Notify District officials of the situation at the evacuation assembly locations;
3. If it is determined that individuals will be released for the day, the Supervisor, in consultation with the Superintendent will coordinate dismissal procedures from the evacuation assembly areas and legal guardians/caretakers reunification protocols.
4. An Unusual Incident Report will be completed and forwarded to the Division's Northern Regional UIR Unit as necessary.

### **Fire Drills**

Each program will conduct a minimum of one fire drill a month. Attempts should be made to conduct drills in various weather conditions and at various times of the day. Fire drills will not be announced to staff or individuals attending the program.

Circumstances of the drill will be changed so that staff and individuals receiving services are subjected to various conditions and learn to respond to them quickly and safely. One or more exits may be designated as "blocked" so that individuals are required to use alternative evacuation routes. Additionally, a fire drill may be designated as a "smoke drill" so that individuals learn to avoid the hazards of smoke by walking in a low or crouched position (not a crawling position).

All facility fire extinguishers are checked by county or local fire departments as part of their annual inspection. Additionally, each facility has an evacuation plan and posts evacuation routes.

All fire drills will be listed on the DDD monthly report and include date and time of drill, weather conditions at the time of drill, the amount of time it took to evacuate each building, as well as, comments that could assist in improving the conduct of future drills.

Fire alarms will signal aurally and visually. When the fire alarm rings and lights, each staff member will:

1. Direct and assist individuals to the nearest safe exit;
2. Instruct individuals to refrain from using electronic devices and speaking during the drill;
3. Instruct individuals to refrain from taking personal belongings;
4. In inclement weather or cold weather individuals may take their coats and put them on as they exist, but only if no time is lost doing so;
5. Ascertain that all individuals have left the room and that any individual who may have left the immediate area prior to the fire drill is located and escorted from the building;
6. Close all doors to the immediate area;
7. Direct all staff to escort and assist individuals to location(s) not less than "a distance twice the height of the building walls";
8. Direct all visitors and any family members to evacuate with the group;
9. Take attendance to determine that all individuals who reported to the program have been evacuated from the building. Any individual that has not been accounted for should be reported immediately to the Supervisor;

10. Escort/assist individuals back into the building when the recall signal is given.

### **Bomb Threat**

A bomb threat consists of a message, regardless of the source or forum or truth of the message, that someone has placed or intends to place in the building an explosive device or any material that will cause significant harm to persons in the building or damage to property. The bomb threat message may be a telephone call, written, emailed, rumored, graffiti or any other communication method.

I. Procedures when a bomb threat is received:

- A. The threat must be immediately relayed to the Supervisor.
- B. A written bomb threat should be placed in a folder or a folder piece of paper so that it is handled as a little as possible.
- C. If possible, a telephone bomb threat should be transferred to the Supervisor.
  1. The Supervisor or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance of identifying the caller.
  2. The person taking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:
    - a. The alleged bomb, specific location and what will cause detonation and at what time;
    - b. The caller's name, address, location, gender, age, background, motive;
    - c. The identity of the person who placed the bomb, if the caller denies responsibility
    - d. The means by which the bomb was delivered to the site;
    - e. The caller's voice (i.e. calm, angry, exited, slow, rapid, loud, slurred, distinct, familiarity);
    - f. Background sounds (i.e. street noises, machinery, voices, music).

II. Procedures to be used after a Bomb Threat is Received

- A. The Supervisor or designee will immediately call:
  1. Local Law Enforcement/Police Department;
  2. The Fire Department, and
  3. The Superintendent's Office
- B. If there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Program/Building Supervisor shall order immediate evacuation of the building. The evacuation will be conducted as follows:
  1. The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;
  2. Staff and individuals receiving services will be evacuated to a waiting place at least one thousand feet (1,000) from the program building and behind cover whenever possible.

- C. If it is determined that an immediate evacuation is not warranted the building will not be evacuated until law enforcement arrive on the scene.
- D. The Supervisor or designee will also:
  - 1. Prohibit the use of any electronic communication devices to include, but not limited to cell phones and walkie talkies;
  - 2. Ensure that any school buses and program vehicles that may be on route to the program are redirected to a designated alternative location pending further instructions from law enforcement officials;
  - 3. Notify and maintain contact with the Superintendent regarding the communication to be released to guardians, community and the media; and
  - 4. Allow law enforcement officials to control the scene upon their arrival.
- E. Upon receiving notice that the building is being evacuated due to a bomb threat, staff members will:
  - 1. Direct individuals to gather personal belongs;
  - 2. Instruct individuals to not use any electronic communication devices until instructed otherwise;
  - 3. Conduct a quick visual survey of the areas for any suspicious or unfamiliar objects and report such to the supervisor or designee;
  - 4. Leave windows and doors open and do not turn on or turn off any light or electrical switch;
  - 5. Take daily attendance records;
  - 6. Escort and assist individuals to the evacuation area;
  - 7. Take attendance when arriving at the evacuation area;
  - 8. Not allow any individual to enter the building unless an all clear has been received from law enforcement, supervisor or designee.
- F. If law enforcement officials determine the building can be reentered, the Supervisor or designee will order returning to the building. If the disruption has occurred late in the day, the decision may be made to dismiss all individuals.
- G. In the event an explosive device is found in the building or on the grounds threatening the safety of staff and individuals, the Supervisor will:
  - 1. Work with law enforcement officials to ensure the continued safety of staff and individuals;
  - 2. Notify staff at the evacuation locations of the situation and that individuals will be released for the day; and
  - 3. In consultation with the Superintendent will coordinate dismissal from the evacuation locations.
  - 4. In the event an explosion occurs while the building is evacuated, the Supervisor in consultation with the Superintendent and law enforcement officials will coordinate legal guardian/caretaker notification and reunification protocols.

These procedures are recommended for implementation in the event of a bomb threat is received. However, based on the situation law enforcement officials may modify these

procedures if it determined that modification is needed to best protect the staff and individuals receiving services.

- H. The District will provide crisis response team members to provide counseling and support as needed.

### **Lockdown Procedures**

In the event a situation requires the building occupants to remain secure in the building, the Supervisor or designee shall take steps to protect the occupants. Lockdown procedures shall be followed.

#### I. Procedures in the event a lockdown is warranted

##### A. The Supervisor or designee will:

- 1. Notify the Superintendent;
- 2. Contact law enforcement;
- 3. If possible deactivate fire alarm pull stations without engaging fire sensors;
- 4. If possible deactivate bell systems until law enforcement officials arrive on the scene.

##### B. The Supervisor will also:

- 1. Communicate to any staff outside the building to stop vehicles or persons from entering the grounds and buildings;
- 3. Assign a staff member to communicate with different areas and if necessary meet briefly with law enforcement officials

##### C. In lockdown, staff will ensure the following:

- 1. Turn off all lights, close blinds/shades and turn off electronic equipment;
- 2. Instruct individuals to be absolutely quiet and discourage the use of cell phones;
- 3. Instruct individuals to get on the floor in a sitting or crouching position away from doors and windows;
- 4. Close and lock doors from inside the room, if possible;
- 5. Secure all staff, individuals receiving services, visitors, family members, including those from hallways, without risking their own safety or the safety of others already secure;
- 6. Not permit anyone to leave the secured area or attempt to enter the secure area once the doors have been locked;
- 7. Ignore bells and alarms until otherwise indicated by supervisor and emergency responders.

##### D. Staff members not supervising individuals at the time of the lockdown notification should go to the nearest secure area to assist others already in place. These staff members should ensure that any individuals in hallways and open areas accompany them to the nearest secure area.

##### E. Attendance shall be taken at each secure area and missing individuals reported to supervisors and law enforcement officials.

F. Lockdown Procedures for Those in Exposed Areas – If there is a reason to believe these individuals may be at risk re-entering the building, individuals may be directed to another secure area away from the building. If no risk is perceived, individuals should be going the nearest building entrance and locate a secure area and shelter in place.

II. Procedures After Lockdown Situation is Brought Under Control

- A. Supervisor or law enforcement officials will communicate to building occupants the lockdown situation has ended.
- B. Supervisor in consult with Superintendent with orchestrate evacuation of the building after the lockdown situation has been declared under control.
- C. Family/caretaker reuniting procedures will take place
- D. The District will have crisis response team members available to provide counseling and support as needed.
- E. The Supervisor will debrief will local law enforcement and all other agencies involved in the lockdown situation.

These lockdown procedures recommended for implementation in the event it is determined that a lockdown is needed. However, based on the situation, the Supervisor and law enforcement officials may modify these procedures if it is determined that modification is necessary to best protect staff and individuals receiving services.

**Active Shooter**

An active shooter or armed assault in a program facility on District grounds involves one or more individuals' intent on causing physical harm to individuals receiving services and staff.

Intruders may possess weapons or other harmful devices. In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to sue a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.

I. Procedures in the Event of an Active Shooter in the Program or on Program Grounds

- A. If it is determined that there is an active shooter in the building the Supervisor will immediately:
  1. Order a lockdown of the program building. The notification may be a public address announcement or a discreet notification depending on the evolving situation;
  2. Contact law enforcement;
  3. Inform the Superintendent or designee;
  4. Deactivate fire alarm pull stations until law enforcement officials arrive on the scene; and
  5. Direct staff and individuals outside of the building, if the active shooter is believed to be in the building, to move immediately to a predetermined

evacuation assembly location and be prepared to evacuate the program site, if necessary.

- B. The Supervisor will also:
  - 1. Communicate to any staff outside of the building to stop pedestrians and vehicles from entering the grounds and facility;
  - 2. Designate a staff member to meet and brief local law enforcement upon their arrival;
  - 3. Determine the most appropriate information to be released to parents, community and the media; and
  - 4. Will allow local law enforcement officials to control the scene upon their arrival.
- C. Staff members, upon receiving notice there may be an intruder or active shooter in the building or on program grounds, will:
  - 1. If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Supervisor;
  - 2. Turn off all of the lights, close blinds/shades and turn off electrical equipment;
  - 3. Instruct individuals to be absolutely quiet and to not use any electronic communication device;
  - 4. Instruct individuals to get on the floor in a sitting or crouching position and direct individuals away from doors and windows;
  - 5. Close and lock doors and windows from inside the room if possible;
  - 6. Secure all individuals, staff and visitors, including those in hallways and other areas, without risking their own safety or the safety of others already secure;
  - 7. Not permit anyone to leave a secured area until notified by local law enforcement or the Supervisor;
  - 8. Ignore bells or alarms unless otherwise indicated by the local law enforcement or the Supervisor.
- D. Any staff member not supervising individuals at the time of the lockdown notification should go to the nearest secure area to assist other staff member and individuals. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest secured area.
- E. Staff shall take attendance for the individuals within their secured area and report any additional individuals in the room missing individuals.
- F. The buildings occupants should remain in lockdown condition until an announcement indicating the lockdown is over.
- G. If there is reason to believe individuals outside the program building may be at risk to re-enter the building, the individuals should be escorted to another secure location away from the building.
- H. The program may establish a predetermined code word or procedure for a staff member to communicate with the office/administrative staff in the event an intruder enters a room or other secured area.

The Supervisor may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the building.

The notification system would alert law enforcement officials if a room or area is safe and secure, or if assistance was needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other Procedure agreed to by local law enforcement officials.

### III. Procedures After Active Shooter Situation is Brought Under Control

- A. After the active shooter situation has been brought under control, the Supervisor or law enforcement officials will communicate to the building occupants the active shooter situation has ended.
- B. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of law enforcement or the Supervisor.
- C. Supervisor, in consultation and with the approval of the Superintendent, will coordinate guardian/caretaker reunification procedures.
- D. The District will make available crisis response team members to provide counseling and support as needed.
- E. The Supervisor will debrief with local law enforcement and all other agencies involved in the active shooter situation.
- F. The Superintendent, in consultation with the Supervisor and local law enforcement officials, will determine when the program can resume normal activities and will communicate this information to staff, parents and the community.

These active shooter procedures are recommended for the implementation in the event it is determined an active shooter may be in a program building or on program grounds. However, based on the situation and circumstances, the Supervisor or law enforcement officials modify these procedures if it is determined that modification might best protect staff and individuals.

#### **Care of Injured and ill Persons/Medical Emergencies**

The Board and District recognizes the importance and its responsibility to provide for prompt and appropriate medical attention for individuals, staff or visitors who are injured or become ill while on our premises or at a program sponsored event.

#### **Report of Injury/Illness to Program**

Any illness or injury should be reported to the program nurse, or in the absence of the program nurse, the Building Supervisor, who will determine whether an emergency exists. Immediate steps may be taken as necessary to remove an injured or ill person from imminent danger and/or prevent exacerbation of the disability. District personnel will administer routine first aid as necessary to ensure the safety and comfort of injured or ill person.

### Notice to Guardian(s)

The parents or legal guardians of an injured or ill individual will be notified promptly. The program nurse will request that the parent/legal guardian, family member or community residence personnel provide transportation, if it is determined that the injured or ill person should be taken home for consultation and/or treatment by a physician.

If a family member is unable to pick up an individual, program personnel may reach out to other emergency contacts provided by the family, or in the case of community residential placements, request that another agency operated residence provide transportation. Rehab personnel may also explore the feasibility and appropriateness of utilizing public transportation.

In the event a pattern of unresponsiveness exists on the part of a family member/legal guardian and/or community residence personnel to come to the program to pick up an ill or injured person, BCSS will request an IDT meeting to address the pattern of refusal or inability to pick up an ill or injured individual. All efforts will be made to address transportation so that any ill individual can be picked up to rest comfortably at home or seek consultation and treatment from their primary physician.

The BCSS adult programs do not believe it is in the best interests of any individual to remain in program when ill, nor do they have the resources to provide the level of care an ill individual may need. If transportation is a consistent problem and a pattern of unresponsiveness continues, the program may request that the individual leave the program until transportation can be adequately addressed.

### Medical Emergencies

Regulations apply when an individual, staff member or visitor – on program premises or in the course of a program event/field trip - is injured or becomes suddenly ill. If it appears that the individual is in a life threatening emergency, 911 must be called, as per Danielle's Law and Board Policy R2900.

Examples of a life threatening emergency include, but are not limited to:

1. The individual is unresponsive to pain or stimuli;
2. The individual is unconscious, unusually confused or seems to be losing consciousness;
3. The individual has trouble breathing, is not breathing, or is breathing in a strange way;
4. There is a weak pulse or there is no pulse;
5. The individual complains of persistent chest pain, discomfort or pressure which persists for more than 3- 5 minutes or that goes away and comes back;
6. There is bleeding from any orifice (i.e. mouth or rectum) or severe bleeding from any other body part (i.e. leg, arm);
7. There is weak, low or no blood pressure;
8. There are viable signs of a break or fracture to a major limb or bone;
9. The individual is complaining of the sudden onset of a severe headache or the speech of the individual is unusually slurred;

10. Seizures that are unusual, prolonged or multiple, lasting more than 5 minutes and result in injury or occur in someone who is pregnant or diabetic.

### Reports

Program Supervisor or designee to inform Central Office Administration of calls made to 911. In addition, adult program will complete an Unusual Incident Report to the Division's Northern Region UIR Unit as necessary.

### Epidemics

The Board recognizes that control of the spread of communicable disease, including but not limited to pandemic and/or infectious influenza and diseases referred to later in this policy is essential to the well-being of the adult program community and to the efficient operation of the adult programs. The Board shall comply with regulations of the New Jersey Department of Health and those of the applicable local health services agencies regarding protection and prevention of communicable disease, as well as, recommendations regarding the cleaning of the facility.

#### Procedures for Controlling Communicable Diseases

The Superintendent or his/her designee shall develop procedures for the control of communicable Disease. The procedures must include the instruction of staff members in the detection of the disease. The procedures must include the instruction of staff members in the detection of the disease and Measures for its prevention and control, the removal from the facility an individual identified and excluded in accordance with this policy, and the preparations of standards for the readmission of individuals who have recovered from a communicable disease.

#### I. Detection of Communicable Disease and Pandemic Influenza

- A. In general, an individual who shows one or more of the following symptoms should be sent to the program nurse for further evaluation and/or treatment:
  1. Pain, either generalized or specific;
  2. Chills;
  3. Fever;
  4. Earache;
  5. Vomiting;
  6. Sore Throat;
  7. Enlarged glands;
  8. Skin eruption;

9. Running nose; or
  10. Red and discharged eyes.
- B. An individual who shows symptoms of any of the following communicable disease should be evaluated by the program nurse:
1. Chicken Pox – Small reddish, itchy eruptions on the skin resembling pimples or blisters which later fill with fluid and form crusts; slight fever.
  2. German Measles (Rubella)- A common cold followed by a light red rash on the face and body; small beady lumps behind ears; slight fever.
  3. Measles (Rubella) – Cold, runny nose, watery and light sensitive eyes, fever, followed by a bluish-white speck (Koplik spots) on the inside of the mouth, red blotchy rash, and dry cough.
  4. Mumps – Tenderness and swelling of the salivary glands below and a little in front of the ear; fever.
  5. Streptococcal Infections (including scarlet fever, sore throat and erysipelas)- Sudden onset of fever, sore throat, strawberry tongue, followed by bright rash on the body, usually of the inner arm and thigh.
  6. Whooping Cough (Pertussis) – A common cold with irritating cough, followed by repeated series of violent coughs without inhaling, often with respiratory whoops. Cough may end with vomiting.
  7. Fifth Disease (Erythema Infectiosum) – Fine rash that is almost apparent on the cheeks and later spreads to arms and legs, low-grade fever.
  8. Pink Eye (Conjunctivitis) – Redness of white areas of the eyes, accompanied by some itching; eyes may discharge pus and be light sensitive.
  9. Head Lice (Pediculosis) – Itching scalp, presence of lice and nits at hair roots.
  10. Impetigo (Staphylococcus Infection) – Lesions.
  11. Meningitis-Meningococcal – Severe headache, chills vomiting, convulsions, fever, stiff neck, pain in the neck.
  12. Hepatitis Infectious – Fever, anorexia, nausea, malaise, abdominal discomfort, followed by jaundice.
  13. Infectious Influenza – Fever, cough, sore throat, muscle aches, pneumonia, lung and respiratory disease.
  14. Methicillin- Resistant Staphylococcus Aureus (MRSA) – Skin Infections, such as pimples and boils, caused by staph that are red, swollen, painful ad may have pus or other drainage.
- C. Any individual who is ill or infected with any disease below, whether confirmed or presumed will be reported immediately by a program nurse to the County Health Officer or to the New Jersey Department of Health if the County Health Officer is not available.
- The number for the Bergen County Health Office is: \_\_\_\_\_
- The number for the New Jersey Department of Health is: \_\_\_\_\_
- A resource list of Internet links is attached to this policy.

The diseases to be immediately reported are:

1. Botulism (*Clostridium*);
2. Diphtheria (*Corynebacterium diphtheriae*);
3. Hemophilus influenza, invasive disease;
4. Hepatitis A, institutional settings;
5. Measles;
6. Meningococcal disease (*Neisseria meningitidis*);
7. Pertussis (whooping cough, *Bordetella pertussis*);
8. Plague (*Yersinia pestis*);
9. Poliomyelitis;
10. Rabies (human illness);
11. Rubella;
12. Viral hemorrhagic fevers, including, but not limited to Ebola Lassa, and Marburg viruses;
13. Food borne intoxications, including, but not limited to, mushroom poisoning;
14. Any food borne, waterborne, nosocomial, outbreak or suspected outbreak of unknown origin;
15. Anthrax;
16. Brucellosis;
17. Hantavirus infection;
18. Meningococcal invasive disease;
19. Smallpox;
20. Tularemia;
21. Food borne intoxications, including but not limited to ciguatera, paralytic shellfish poisoning, scombroid or mushroom poisoning;
22. Any outbreak of suspected outbreak, including but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism;
23. MRSA;
24. COVID-19; or
25. Any other disease included in N.J.A.C. 8:57-1.3

II. Exclusion from Program

- A. Any individual who has weeping skin lesion that cannot be covered shall be excluded from the program.
- B. An individual who exhibits any of the symptoms described in IA or whose condition suggests the presence of a communicable disease as described in IC will be sent to the program nurse.
- C. The program nurse will examine the individual and, if the individual's condition so warrants consult the on-call District doctor and/or the County Board of Health. Based on his/her findings the program nurse may recommend to the Coordinator of Adult Services or his/her designee that the individual be excluded from the program for medical reasons.

D. In the event neither the program nurse or on call District doctor is not available the Coordinator of Adult Services or his/her designee in consult with the County Board of Health may decide or his/her own to exclude the individual from the program and recommend medical follow up.

E. The parent/guardian, family member or community residence staff will be notified promptly of the individual's exclusion from the program. The caretaker will be asked to come to the program and take the individual home or to the physician. Until the caretaker arrives the individual will be kept in an isolated location and monitored by the Program Nurse or Health Care Professional.

iii. Readmission to Program

- A. An individual who has been excluded form program or kept home because her or she has or is suspected of having a communicable disease shall not be readmitted to program until the individual provides written evidence that he or she is free of the communicable disease.
- B. Evidence that the individual is free of the communicable disease will consist of medical clearance from a physician who has personally examined the individual.

iv. Reports

- A. The program nurse will file such reports as may be required by the New Jersey State Department of Health. Additionally, an Unusual Incident Report will be completed as necessary.
- B. With the guidance and consent of the Coordinator of Adults Services or his/her designee and the Program Nurse, parents/guardians/family members/community residence staff may be informed that an individual in the program has contracted a communicable disease. Information given to the parents/guardians/family members/community residence staff may include the specific symptoms of the disease and a recommendation for caregivers to consult with their physician for evaluation and treatment that may ease the symptoms of the disease.

V. Communication Protocols for the Communicable Diseases Causing Outbreak or Having Potential for Outbreak

Upon receiving information of a confirmed diagnosis from medical or health personnel (i.e. physician, county of state Department of Health:

- A. The Directors of Instruction, Coordinator of Adult Services and his/her designee will meet with the Program Nurse and the Building and Grounds Supervisor to discuss known facts of the event and what first steps are being taken to provide for the health and safety of all concerned. Each facility has access to Infection Control Protection/Cleanliness Methods which should include, but is not limited to disinfection of facility and disinfection of program vehicles and buses.
- B. Parents/Guardians, family members and community residence staff will be provided with accurate information about the event, the District response and resource information about the communicable disease.
- C. As deemed necessary, the Superintendent or his/her designee will be the District spokesperson for any and all media communications regarding the communicable disease event.
- D. Information, as appropriate will be provided to the Board of Education by the Superintendent or his/her designee.
- E. Information, as appropriate, will be provided to the bus transportation companies by the Coordinator of Adult Services or his/her designee.
- F. The county officials listed below, as deemed appropriate for notification, will be contacted by the Superintendent or his/her designee:
  - 1. County school superintendent;
  - 2. County executive; and
  - 3. County Board of Freeholders.
- G. An Unusual Incident Report will be completed and forwarded to the Plainfield UIR Unit.
- H. The program nurse will file such reports as may be required by the New Jersey State Department of Health.

#### Procedures for controlling communicable diseases

The Superintendent of his/her designee shall develop procedures for the control of communicable disease. The procedures must include the instruction of Adult Services staff members in the detection of the disease and measures for its prevention and control; health screening of staff and adults; procedures for individual (s) presenting symptoms of the disease; and criteria for readmission to the program.

