

HAWKSWOOD SCHOOL CHAPTER 27 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM 2021-22

Pursuant to P.L.2020, c.27, in the event of a public health-related school closure lasting more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, Hawkswood School will implement, with Board of Directors approval, a full-day of virtual/remote instruction.

BRIDGING THE DIGITAL DIVIDE/TECHNOLOGICAL EQUITY

Hawkswood School conducted a technological needs assessment survey with all families and is consistently assessing capabilities within each student's home. In cases where there is a need for technological assistance, Hawkswood school provides loaner equipment such as iPads, laptops and selected augmentative devices. Additionally, if wifi connectivity or broadband is of issue, Hawkswood School works with the district of residence to resolve the matter.

SCHOOL BREAKFAST/LUNCH PLAN

Hawkswood School does not participate in a breakfast plan. As an APSSD, receiving students from various districts throughout three counties, we contact district case managers to ascertain their lunch plans within their own jurisdiction during an emergency closure. Additionally, we confirm that they have notified their parents/guardians. Once we are aware of their contingency plans, we will also inform parents/guardians as to their local district's lunch program during an emergency closure. To this end, we will reiterate their district's emergency closure lunch plan specifically pertaining to logistical information such as pick up location or delivery times.

REMOTE/VIRTUAL INSTRUCTION PLAN

Hawkswood School employs an asynchronous instructional plan lasting a minimum of four hours, excluding lunch and recess. Our plan is consistent with students' individualized educational programs ("IEPs") and includes individualized academic instructional materials both via technological platform and hard copy materials, which include appropriate and corresponding learning manipulatives.

All therapy sessions, consistent with the frequency and duration within the IEP, are delivered by electronic means at a pre-arranged time between therapist and parent/guardian. Associated technologies, such as augmentative devices, switches, Tobi dyanvox, iPads will be sent home with the student or delivered so that they can be incorporated into remote sessions. The same holds true for occupational therapy equipment such as therapy balls, weights, or associated orthotic instruments. Additionally, therapists make every effort to utilize home equipment that a family may possess.

Teachers and therapists communicate and correspond with parents throughout the typical school day. Communications with students and parents include a visual meeting platform with enhanced security features.

Each differentiated student assignment includes activities addressing the core subjects: English/Language Arts (ELA), Mathematics, Science (STEAM), Social Studies, Physical Education, Visual and Performing Arts (VAPA) as well as 21 Century Learning/Life Skills (career education/readiness).

The multi-leveled ELA lessons include using short stories, poems and current event articles to probe theme, inferences, foreshadowing, compare/contrasting as well as vocabulary and comprehension. Differentiated Mathematics lessons include utilizing manipulatives such as number lines, calculators, coins, fractions strips, cubes and color tiles to address number sense, distance and pre-algebraic equations.

Social Studies lessons incorporate various periodical sources such as *Scholastic News* (online), *News 2 you* (online), *Brainpop* (online) and websites such as *PBS Kids*, *National Geographic* and *CNN*. Lessons consist of historical biographies, events and geography. In addition to our Social Studies lessons, our Science instruction focuses on discovery, such as recording temperature, tracking the movement of the sun during the day, and experiments using common materials found in the home.

The Related Arts, physical education and visual and performing arts (VAPA) are also being addressed. In the area of physical education, lessons focus on fitness, yoga and movement activities. Lessons provide guidance for parents/guardians to assist with stretching exercises, yoga positioning and organized sports utilizing common home equipment.

Our VAPA instruction is composed of lessons focused on the five disciplines of media arts, dance, music, theater arts and visual arts. These lessons center on creating, performing and conceptualizing ideas. Some activities include cultural dance, music and lyrical comparing and contrasting, as well as painting and sketching profiles.

In the area of 21st Century Learning, we have implemented a continuation of our on-site Work Center. Activities in the home include sorting and folding laundry, wiping surfaces, filling and emptying dishwashers, setting and clearing tables, and preparing small meals by following recipes.

Our paraprofessional and one-to-one aide staff interact virtually with students daily, supporting their instruction as directed by our teachers and consistent with students' IEPs. They participate in daily correspondence and communication with students and families to assist with lessons and materials, provide support, and to reinforce the academic instructional and behavioral needs of the students, as they would if school were physically open. One-to-one aides are included in this process, but focused on their assigned student, and general paraprofessionals are included in this process with the entire classroom that they support.

Besides the academic portion of our plan, we offer and carry out daily “check-ins” to monitor and support behavior management for our students. Daily, our BCBA, teachers, paraprofessionals, and one-to-one aides are remotely monitoring behavior improvement plans (“BIPs”) and consulting with families to assist them in implementing and supporting the BIP in the home setting.

I. GENERAL HEALTH AND SAFETY GUIDELINES

1.1 Vaccination

- All staff members are required to be vaccinated for COVID- 19 and provide adequate proof that they have been fully vaccinated, which will be collected by the nursing office. Those staff members who have received medical or religious exemption from COVID-19 vaccination are tested weekly for COVID-19 and must produce a negative test result prior to the start of the work week.
- Students participating in off campus activities during the school day must be fully vaccinated.

1.2 Communication

- Nursing office will maintain close communication to provide information and share resources on COVID-19 transmission, prevention and control measures and response to COVID-19 illness in the school setting. Additionally, positive cases are reported to the Local Health Department. Hawkswood School utilizes the Communicable Disease Reporting and Surveillance System (CDRSS) for reporting ILI (influenza-like illness) and COVID-19.

1.3 Masks

- Face coverings (masks) that cover the nose and mouth are required for all individuals (staff, students, visitors) at all times, unless a face covering inhibits the individual’s health or the individual is under two years of age. Face coverings (masks) are to be worn as soon as the person arrives on campus.
- Students must wear a mask to the greatest extent possible. Face coverings may pose (a documented) health and behavioral challenge for some students.
- Students, who do not wear masks for reasons mentioned above, are continuously instructed by teachers, therapists, BCBA and paraprofessionals to build up their tolerance to face coverings.
- Other reasons that masks may pose a significant challenge include: when the individual is engaged in activity that cannot physically be performed while wearing a mask, such as eating or drinking; when the individual is engaged in high-intensity aerobic or anaerobic activity; during a high intensity physical education activity.
- Per order of the CDC, passengers and drivers must wear masks on school buses.
- Nursing staff will don N95 masks, safety glasses, and isolation gowns when providing

nursing services to a symptomatic individual.

1.4 Maintaining Physical Distancing and Cohorting

- Maintaining three feet of physical distancing between students is carried out to the greatest extent practicable. For example, student work centers face in the same direction to avoid group seating arrangements. Where necessary, portable plexi-glass shields separate students.
- Outside of classrooms, including hallways, indoor and outdoor physical education settings as well as school-sponsored transportation, physical distancing is carried out to the greatest extent practicable. Arrows and signage marking directional flow will be posted throughout all areas of the campus.
- Hallway traffic will be limited to essential travel for student specific purposes only and will entail socially distanced directional flow.
- Signage regarding the maintaining of social distancing will be conspicuously posted throughout the campus.
- Cohorts are maintained as feasible and to the greatest extent practicable throughout the day.
- Desks and student work stations are faced in the same direction to the greatest extent practicable and grouped seating is avoided as much as possible.
- Other non-instructional rooms such as conference rooms and offices have a maximum capacity based upon six feet socially distanced seating. For example, three of our four conference rooms have a capacity of four seats, which are conspicuously marked.
- A majority of IEP meetings are taking place remotely. Those meetings that are being held in person take place within our large cafeteria, where six-foot social distancing is feasible. Additionally, our teams of professionals can rotate in to present their present levels and answer any questions from IEP team members.

1.5 Hand Hygiene and Respiratory Etiquette

- As part of our functional curriculum, the teaching and reinforcement of washing hands and covering coughs and sneezes among students and staff is consistent and routine. Additionally, our curriculum promotes proper pro-social greetings, which during this time prohibit handshakes, and other contact greetings such as “high fives” or “elbow bumping”.
- Hand washing occurs at regular intervals, such as before eating, after using the bathroom as well as after blowing their nose, coughing and sneezing. Signage throughout the building encourages frequent hand washing practice.
- Purell hand sanitizer pumps and sanitizer stations (wall mounted and touchless). Each classroom is equipped with a hand sanitizing dispenser and each non-classroom such as conference rooms and offices contain hand-sanitizing pumps, gloves and PDI Sani-cloth Plus wipes (or equivalent).
- Touchless hand sanitizing stations are located in the building entrances.

- Ample supplies of soap, hand sanitizer (at least 60% alcohol), paper towels, tissues and no-touch trash cans are in reserve.

1.6 Meals

- Lunch service will be provided and will be held in each individual classroom cohort and communal dining will not be permitted to limit the use of shared services. During classroom lunch, students remain socially distanced.
- One staff member from each classroom cohort (no students) will pick up the lunch from designated tables that are appropriately spaced apart and return it to the classroom for consumption.
- Lunch schedule will be consistent for each day of the week.
- Lunch service will utilize disposable food service items whenever possible
- Frequently touched surfaces that come into contact with food will be cleaned, washed, rinsed and sanitized before and after meals.

1.7 Transportation

- Masks must be worn by passengers and staff on the bus.
- If occupancy allows, physical distancing between students will occur.
- Whenever possible, windows will be opened to increase airflow.
- Regularly touched surfaces will be cleaned before and after passengers board.

II. CLEANING, DISINFECTION AND AIRFLOW

2.1 Shared Supplies and Equipment

- Sharing of student items will be kept to a minimum and disinfected after each use.
- Student specific items will be kept inside individual student bins and kept within their individual cubbies. Each bin and its items will be disinfected and sanitized at the end of the day according to our cleaning/disinfection protocols listed in section 2.2 below.

2.2 Cleaning and Disinfection

The following provides an overview of Hawkswood School's cleaning and disinfecting protocols for both buildings and school grounds, during the school day and after hours. Hawkswood staff and our professional cleaning company share responsibilities for cleaning and disinfecting, as outlined below.

- If a person exhibits COVID-19 compatible symptoms or tests positive for COVID-19 within 24 hours of being in school, staff and/or our cleaning company will clean and disinfect the spaces occupied by the person.

Products used:

- PDI Sani-cloth Plus (or equivalent): hospital grade bactericide and viricide wipe.
- Virex II 256 Use Solution (Diluted): a one-step disinfectant cleaner and deodorizer. This product is also a bactericide, viricide, fungicide and mildewcide.
- Purell alcohol based hand sanitizer pumps and sanitizer stations (wall mounted and touchless). Each classroom is equipped with a hand sanitizing dispenser and each non-classroom such as conference rooms and offices contain hand sanitizing pumps, gloves and PDI Sani-cloth Plus wipes (or equivalent). Touchless hand sanitizing stations are located in the building entrance.
- Oxivir Tb: a one-step disinfectant, deodorizer and sanitizer.
- Oxivir Wipes: deodorizing and sanitizing wipe.
- Pura Wipes, an antibacterial, 75% Alcohol, wipe
- VitalOxide: (<https://vitaloxide.com>) is a broad-spectrum, gentle and fragrance free, hospital-grade, non-toxic antimicrobial solution proven to eliminate molds, mildews, fungi, and viruses.

Classroom staff responsibilities:

- Consistent disinfection: Areas within the building: therapy rooms, mock apartment, gymnasium, work center, Snoezelen Room, conference rooms, offices, classrooms will be disinfected by staff members before exiting with PDI Sani-cloth Plus (or equivalent) in order to be ready for the next usage. This includes sink tops/handles, faucets, desk/table surfaces, chairs, light switches, door knobs and all therapeutic equipment such as standers, gait trainers, mats, balance balls, mobility equipment and other specific student equipment and instruments. Electronic equipment and touch screens must be cleaned with *Virex II 256 Use Solution*, as noted below.
- Each classroom, office and conference room are also equipped with a spray bottle of *Virex II 256 Use Solution* or *Oxivir Tb*, which will be used on touch surfaces and electronics (SMART Board screen, iPads, devices, computer screens, copiers, printers and keyboards). Electronics containing glass screens will be sanitized using *Lifeguard* multipurpose wipes.
- Each sink area in the buildings has soap, disposable towels and foot activated refuse containers.
- Classrooms and general areas
 - Thoroughly cleaned during and at the conclusion of each school day. Classroom staff utilize hospital grade *PDI Sani-cloth Plus* germicidal disposable cloths (or equivalent) on each student desk surface and chair several times during the school day, allowing for the recommended drying time for disinfection. *PDI Sani-Cloth Plus (or equivalent)* is a bactericide and viricide. Classroom staff also utilizes *Virex II 256 Use Solution* for electronic equipment and touch screens. This product is used on floors, doorknobs, toilets, touch screens, electronic devices, as well as desks and tabletops.
- Restrooms
 - Hawkswood staff members must make restrooms “entrance ready” after each use. PDI Sani-cloth wipes (or equivalent) and gloves will be available in each restroom. Restrooms include foot activated refuse containers.

- Frequently Touched Surfaces
 - Staff members disinfect frequently touched surfaces with *PDI Sani-cloth* wipes (or equivalent) during and at the conclusion of the school day. Those surfaces include but are not limited to doorknobs, light switches, student equipment, faucet knobs, copy machines and cabinet handles. Our staff also disinfects frequently touched touchscreen and electronics with *Virex II 256 Use Solution spray* and *Lifeguard* multipurpose electronic wipes.

Professional Cleaning Company responsibilities:

- Consistent disinfection during the day: Areas within the building: therapy rooms, mock apartment, gymnasium, work center, Snoezelen Room, conference rooms, offices, classrooms. This includes sink tops/handles, faucets, desk/table surfaces, chairs, light switches, keyboards, printers, copiers, door knobs and therapeutic equipment such as standers, gait trainers, mats, balance balls, mobility equipment and other specific student equipment and instruments. Electronic equipment and touch screens will be cleaned with *Virex II 256 Use Solution*, as noted below.
- Classrooms and general areas
 - Thoroughly cleaned during and at the conclusion of each school day. Our cleaning company uses *Virex II 256 Use Solution* on each student desk at the end of the school day, allowing for the recommended drying time for disinfection. Our cleaning company also utilizes *Virex II 256 Use Solution* for electronic equipment and touch screens. This product is also used on floors, doorknobs, toilets, touch screens, electronic devices, as well as desks and tabletops.
- Restrooms
 - Hawkswood staff members, as previously mentioned, must make restrooms “entrance ready” after each use. PDI Sani-cloth wipes (or equivalent) and gloves will be in each restroom. In addition, restrooms are cleaned during and at the conclusion of each school day by our cleaning company utilizing *Virex II 256 Use Solution*, which is a one-step disinfectant cleaner, and deodorizer. This product is also a bactericide, viricide, fungicide and mildewcide. This product is also additionally used on floors, doorknobs, water fountains, desks and tabletops.
- Frequently Touched Surfaces
 - Our cleaning company cleans frequently touched surfaces *Virex II 256 Use Solution* during and at the conclusion of the school day. Those surfaces include but are not limited to doorknobs, light switches, student equipment, faucet knobs, copy machines and cabinet handles. Our cleaning company also disinfects frequently touched touch screens and electronics with *Virex II 256 Use Solution spray*.
- Adequate supplies supporting healthy hygiene behaviors, including soap, hand sanitizer, paper towels, hygiene wipes, tissues and no-touch trash cans are properly situated throughout the buildings.
- The disinfecting and sanitizing products mentioned above are non-toxic and are approved for school use.

2.3 Improving Airflow

- Ventilation system (HVAC) recirculates with fresh air and the entire system is maintained by our HVAC licensed company according to the manufacturer's recommendations.
- Consideration is given to having applicable events outdoors when circumstances allow.

III. SCREENING, EXCLUSION AND RESPONSE TO SYMPTOMATIC STUDENTS/STAFF

3.1 Parental Screening

- Our school has informed and educated parents of the symptoms of COVID-19. Parents/guardians of students will be required to sign and return a statement confirming their understanding of symptoms of COVID-19. Students will not be permitted to attend in-person instruction if symptoms are present.
- Staff and students, or the student's parent/guardian, are required to report symptoms of illness to the health office immediately.
- Students being sent home for illness will not be permitted to be transported on a school bus. Parent pick-up will be required.

3.2 Response to Symptomatic Students and Staff and Exclusion

- Students will not be permitted to attend in-person instruction if Covid 19 compatible symptoms are present.
- Individuals (staff, students, parents/guardians) will monitor for symptoms of COVID-19 (cough, shortness of breath, difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste or smell, congestion or runny nose, nausea, vomiting, and diarrhea per New Jersey Department of Health).
- Individuals with symptoms of infectious disease will be dismissed from the building per current Department of Health guidance and Hawkswood School guidelines for illness.
- Staff and students, or the student's parent/guardian, are required to report symptoms of illness to the health office immediately.
- Individuals with COVID-19 symptoms will be isolated in designated isolation spaces:
 - East building: therapy room across from health office
 - West building: therapy room across from multipurpose roomand excluded from school until they are fever free for 24 hours without the use of fever reducing medications, symptoms have improved, and a negative Covid 19 test is produced. An alternate diagnosis from a healthcare provider does not fulfill requirements for returning to school.

3.3.1 Definition of COVID-19 Compatible Symptoms

For school settings, NJDOH recommends that students with the following symptoms be promptly isolated from others and excluded from school:

At least two of the following symptoms:

- Headache
- New loss of taste or smell
- Congestion/runny nose
- Nausea/vomiting
- Diarrhea
- Fatigue

OR

At least one of the following symptoms:

- Cough
 - Shortness of breath
 - Difficulty breathing
 - Fatigue
 - Muscle/body aches
 - New olfactory disorder
 - New taste disorder
- For students with chronic illness, only new symptoms or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.

3.3.2 Illness Occurring in the School Setting

- All positive cases of COVID-19 must be reported to the health office. The school nurse will contact the local health department to report the confirmed positive case(s) and assist in contact tracing. In order to facilitate identification of individuals who have been in close contact with a reported positive case:
 - Daily attendance records and records of classroom assignment will be kept for all students and staff members.
 - Staff will remain with the same group of students (cohort) throughout the school day to the greatest extent possible.
- Staff and students, or the student's parent/guardian, are required to report symptoms of illness to the health office immediately.

3.3.3 Exclusion

- Individuals who have a laboratory confirmed case of COVID-19 shall remain on home isolation and may not return to school until:

- at least 10 days have passed since the first appearance of symptoms
- fever has been resolved for at least 24 hours without use of fever reducing medications
- symptoms of COVID-19 have improved.
- Symptomatic individuals will not be permitted to return to school until they produce a negative test result and meet the requirements for positive case readmittance as outlined above.
- Individuals will be permitted to return to school after the criteria to discontinue home isolation is met.

IV. CONTACT TRACING

- All positive cases of COVID-19 must be reported to the health office. The school nurse will contact the local health department to report the confirmed case(s) and identify close contacts. In order to facilitate identification of individuals who have been in close contact with a reported positive case:
 - Daily attendance records and records of classroom assignment will be kept for all students and staff members.
 - Staff will remain with the same group of students (cohort) throughout the school day to the greatest extent possible.
- The school nurse will report the following information regarding a confirmed positive case to the local health department:
 - The contact information of the positive individual.
 - The date the positive person developed symptoms (or the date the individual was tested for COVID-19 in the absence of symptoms) and was last in the building.
 - Type of interactions and duration of interactions the ill person may have had with other individuals in the building/on campus.
 - Names, addresses, and telephone numbers of close contacts in the school.
 - Vaccination status of the positive individual and close contacts.
- Close contacts (within 6 feet for 15 minutes or longer in a 24 hour period) of confirmed positive cases of COVID-19 will be notified and required to quarantine.
 - Fully vaccinated individuals or individuals who have recovered from COVID-19 within the last 90 days are not required to quarantine after close contact with a positive case, but must monitor for symptoms for 14 days. COVID-19 testing should be performed 3 to 5 days after the contact with the positive individual. If symptoms develop, the individual should isolate and be tested for COVID- 19.

V. TESTING

5.1 Diagnostic Testing

- Staff members who have symptoms of Covid 19 or have been exposed to Covid 19 will have access to PCR diagnostic testing via laboratory through Hawkswood School.
- The school nurse will contact the local health department of the county in which the student resides (Monmouth, Middlesex, Ocean) to identify testing options as needed.
- As noted above in *Chapter I General Health and Safety Guidelines, Section 1.1 Vaccination*, unvaccinated staff members will be tested weekly for COVID-19 and must produce a negative test result prior to the start of the work week.