

HAWKSWOOD SCHOOL

COVID-19 ESY REENTRY PLAN

JULY 2020

Sources/References:

1. New Jersey of Department of Health: *New Jersey COVID-19 Youth Summer Camp Standards.*
2. Centers for Disease Control and Prevention: *Coronavirus Disease 2019 (COVID-19); Schools and Day Camps.*
3. National Institute for Excellence in Teaching: *Planning Guide: Scenarios and Considerations for 2020-2021.*
4. New Jersey Department of Education: *Guiding the Education Community Through the Covid-19 Pandemic, <https://www.nj.gov/education/covid19/boardops/extendedschoolyear.shtml>*
5. *Office of the Governor <https://nj.gov/governor/news/news/562020/approved/20200624a.shtml>*

I. SCREENING AND ADMITTANCE

- Daily temperature and health screenings will be conducted as all individuals (staff, students and visitors) enter the building. Temperatures and health screenings will be taken behind a partition to ensure privacy and confidentiality.
 - Trained personnel will be stationed in multipurpose rooms (east and west buildings) to screen individuals as they arrive. Traffic will flow in one direction with designated entry and exit doors. Floor markings and signs will indicate proper social distancing and direction/flow of traffic.
 - Symptom screening: Individuals will be screened 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) during health office visits and temperature screening as appropriate.
 - Any individual with a temperature reading of 100.4 or higher will be dismissed from the building until they are fever free for 24 hours without the use of fever reducing medication. Temperature of 100.4 or higher and/or additional symptoms of COVID-19 will be documented by the health office. Confirmed cases of COVID-19 will be reported to the local health department.
 - Arrows and signage marking directional flow will be posted throughout all areas of the campus.
 - Signage regarding the maintaining of social distancing will be conspicuously posted throughout the entire campus.

II. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Staff and students will be provided with face coverings (masks) daily. Gloves, safety goggles and face shields will also be available for staff members. Staff members are required to wear masks at all times. Students are encouraged to wear a mask to the greatest extent possible, given some of the specific health challenges and behavioral challenges that a face covering poses.
- Face coverings (masks) that cover the nose and mouth will be required for all individuals at all times, unless a face covering inhibits the individual's health. Face coverings (masks) are to be worn as soon as the person arrives on campus.
- Nursing staff will don N95 masks, safety glasses, and isolation gowns when providing nursing services to a symptomatic individual.
- Gloves are required to be worn by staff members during food handling, feeding, and assistance with personal hygiene, including toileting.
- All snack items must be individually wrapped and pre-packaged. Staff members are required to wear gloves when serving snack items. Staff members are not permitted to share food with students.

III. SURVEILLANCE

- Staff and students will be monitored for signs and symptoms of illness and will be assessed in the health office as appropriate. Daily temperature checks and symptom assessments will be required upon entry to the building each morning.

- 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.

IV. METHODS TO ASSIST IN CONTACT TRACING

- Students and staff members will be required to sign in and out of the health office and therapy rooms after visiting/use.
- 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.
- Therapy sessions will be pull-out to the greatest extent possible.

V. SYMPTOMATIC INDIVIDUALS ON-SITE

- Symptoms of COVID-19 include:
 - Temperature of 100.4 or above
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Fatigue

- Muscle/body aches
- Headache
- New loss of taste or smell
- Congestion/runny nose
- Nausea/vomiting
- Diarrhea

Individuals with these symptoms will be isolated in designated isolation spaces (east building: therapy room across from health office; west building: therapy room across from multipurpose room) and sent home until they are fever free for 24 hours without the use of fever reducing medications. Individuals being tested for COVID-19 may not return to school until they meet the requirements for positive case readmittance or produce a negative test result.

VI. POSITIVE CASE REPORTING

- Positive cases of COVID-19 will be reported to the Monmouth County Health Department at 732-431-7456.

VII. POSITIVE CASE NOTIFICATION PROCEDURE

- Upon notification of a positive case of COVID-19, the Monmouth County Health Department will be contacted for guidance.
- School staff will assist the Health Department in identifying close contacts of the individuals.
- All areas, which the COVID-19 positive individual used, will be closed and will be cleaned and disinfected at least 24 hours after closure.

VIII. POSITIVE CASE READMITTANCE

- 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 and at least three days have passed since recovery. Recovery is defined as resolution of fever without use of fever reducing medications and improvement in respiratory symptoms.
- Prior to readmittance, individuals must confirm whether they or any person with whom the employee lives or is in close or regular contact with, is or has recently experienced any symptoms of COVID-19.
- Symptomatic individuals will not be permitted to return to school until they produce a negative test result or meet the requirements for positive case readmittance as outlined above.
- As per guidance from the Governor's Office on June 24, 2020, a travel advisory is in effect for states with a positive test rate higher than 10 per 10,000 residents or a state with a 10% or higher daily positivity rate over a 7-day rolling average. These states currently include Alabama, Arizona, Arkansas, Florida, North Carolina, South Carolina, Texas, Washington and Utah. Individuals returning from 14 day self-quarantine must produce a negative test result and meet the requirements for positive case readmittance as outlined within this section. As this is an evolving situation, further guidance and directives from the Governor's Office will be communicated in a timely fashion.
- The Monmouth County Health Department will be notified of confirmed positive cases of COVID-19.

- Individuals will be permitted to return to school after the criteria to discontinue home isolation is met.

IX. RESPONDING TO EMOTIONAL AND MENTAL HEALTH NEEDS

During this time of transition, as students adjust to changes in routine and fears of uncertainty, Hawkswood School will continue to support students' emotional and mental health needs. Supports that continue to be in place include individual counseling, peer support groups (as needed) within a classroom cohort only, targeted lessons, classroom collaboration to identify struggling students and strategies across all disciplines, referrals to outside community organizations or professionals as appropriate, and behavioral interventions as guided by our BCBA.

In the event that a student is experiencing stress related to transitioning back to school or specifically related to COVID-19, it will be brought to the attention of the School Social Worker who will assess their psychosocial and emotional needs along with collaborating with their teacher, the Hawkswood BCBA, their parents and any other pertinent individuals in order to develop a plan for effectively supporting the student.

X. MISCELLANEOUS

Staff Training

- Three-day staff training prior to the start of school will address health, safety and cleaning guidelines and protocols with frequent re-training.

Visitors/deliveries

- Non-essential visitors are not permitted on campus. Essential visitors shall be required to wear a mask or cloth covering while on the premises. Essential visitors must wear masks

and will be temperature and symptom screened before being permitted to carry out the purpose of their visit.

- Deliveries to school (U.S. Postal Service, FedEx, UPS) will be picked up at the front door. Large, heavy deliveries will be picked up and brought into our school by our Educational Facilities Manager.

Arrival/Dismissal

- Bus arrival and departure areas will be adequately spaced apart and not congregate together when students are present. Drop off and departure will be one vehicle at a time, maintaining social distancing.

Movement on campus/closed spaces

- In an effort to minimize intermingling among students and staff outside of a specific cohort, hall traffic will be limited to essential travel for student specific purposes only and will entail socially distant directional flow.
- Arrows and signage marking directional flow will be posted throughout all areas of the campus.
- Signage regarding the maintaining of social distancing will be conspicuously posted throughout the entire campus.
- Except for an emergency, visits to each health office need to be announced via phone call.
- Except for an emergency, visits to reception desks should be kept to a minimum. Staff should call each reception desk with their needs/questions.

- Except for an emergency, visits to the offices should be kept to a minimum. Staff should call to make an appointment with the necessary party (Principal, Supervisor, Human Resources, etc.)
- Assemblies, field trips, CBIs, SLEs or large group events will be suspended for ESY.
- Playgrounds will be closed and unable to access.
- Staff rooms will be closed.
- Patios will be closed.
- Library will be closed.

Student Lunch

- 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.
- 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.

Student materials

- 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 protocols (see Item XI).

Facilities

- Ventilation system (HVAC) recirculates with fresh air and the entire system is maintained by our HVAC licensed company according to the manufacturer recommendations.
- Enhanced signage will illustrate social distancing, hand washing, wearing of face coverings (masks) and other prevention methods.
- Water fountains will not be available for use.

Educational program

- As part of our functional curriculum, the teaching and reinforcing of washing hands and covering coughs and sneezes among students and staff is consistent. 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”.
- Issues of educational equity have been considered. Parents can request continuation with remote learning during ESY. Hawkswood School has surveyed all households to determine access to and possession of technology. As such, Hawkswood School provides loaner technology as needed. Additionally, Hawkswood School contracts with Accurate Language and Translation Service to provide real-time translation in many different languages.

XI. CLEANING/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.

Products used:

- PDI Sani-cloth Plus (or equivalent): hospital grade bactericide and virucide wipe.
- Virex II 256: a one-step disinfectant cleaner and deodorizer. This product is also a bactericide, virucide, fungicide and mildewicide.
- 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 (“red wipes”) 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*, as noted below.
- Each classroom is equipped with a hand sanitizing dispenser and each non-classroom such as conference rooms; offices contain hand sanitizing pumps, gloves and PDI Sani-cloth Plus wipes. Each classroom is also equipped with a spray bottle of *Virex II 256*,

which will be used on touch surfaces and electronics (SMART Board screen, iPads, devices, computer screens, copiers, printers and keyboards).

- 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 (“red wipes”) on each student desk surface and chair at several times during the school day, allowing for the recommended drying time for disinfection. *PDI Sani-Cloth Plus* is a bactericide and virucide. Classroom staff also utilizes *Virex II 256* for electronic equipment and touchscreens. 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 red wipes* 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 red wipes* 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 touch screen and electronics with *Virex II 256 spray*.

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*, 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* 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* 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 red wipes 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*, which is a one-step disinfectant cleaner, and deodorizer. This product is also a bactericide, virucide, fungicide and mildewicide. 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* 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 spray*.

Each evening, all rooms in each building will be thoroughly cleaned and misted by our cleaning company with *VitalOxide* (<https://vitaloxide.com>).

Adequate supplies supporting healthy hygiene behaviors, including soap, hand sanitizer, paper towels, hygiene wipes, tissues and no-touch trashcans are properly situated throughout the buildings.

The disinfecting and sanitizing products mentioned above are non-toxic and are approved for school use.