

HAWKSWOOD SCHOOL

COVID-19 RE-OPENING/RESTART PLAN

SEPTEMBER 2020

Sources/References:

1. New Jersey Department of Education: *Checklist for Re-Opening of School 2020-2021*.
2. “*The Road Back: Restart and Recovery Plan for Education*”, New Jersey Department of Education
3. Centers for Disease Control and Prevention: *Coronavirus Disease 2019 (COVID-19); Schools and Day Camps*.
4. National Institute for Excellence in Teaching: *Planning Guide: Scenarios and Considerations for 2020-2021*.
5. New Jersey Department of Education: *Guiding the Education Community Through the Covid-19 Pandemic*, <https://www.nj.gov/education/covid19/boardops/extendedschoolyear.shtml>
6. Office of the Governor <https://nj.gov/governor/news/news/562020/approved/20200624a.shtml> and Executive Order No. 175.
7. New Jersey Department of Health: *Covid-19 Public Health Recommendations for Local Health Departments for K-12 Schools: August 13, 2020*.
8. New Jersey of Department of Health: *New Jersey COVID-19 Youth Summer Camp Standards*.

HAWKSWOOD SCHOOL PANDEMIC RESPONSE TEAM

Vincent Renda, Executive Director

Andrew Orefice, Ed.D. Principal

Michelle Moro, Supervisor of Special Education

Saralyn Calafati, Human Resources Coordinator

Katie Perrotto, School Nurse

Matthew Sprunger, School Social Worker

Ramon Renda, Facilities Manager

Chrystal Ladd, SLE Coordinator

Dennis Flynn, Teacher

Nicole Updale, Parent

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.
 - Individuals with symptoms of infectious disease will be dismissed from the building per current Department of Health guidance and Hawkswood School's guidelines for illness. Staff members and parents will be notified of a reported positive case per Department of Health guidance.
 - 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)

- All individuals, (students, staff, parents, visitors) must wear face coverings (masks) at all times. As such, individuals will be provided with face coverings (masks) daily. 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 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, given some of the specific health and behavioral challenges that a face covering poses for some of our 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.
- Gloves, safety goggles, long-sleeved smocks and face shields will also be available for staff members.
- 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. SURVEILLIANCE

- 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.
- Hawkswood School's nursing staff will ensure staff and students who are at higher risk for severe illness are protected and supported, such as providing options for telework and virtual learning.
- Reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including older adults (aged 65 years and older) and individuals with disabilities or serious underlying medical conditions, which may include:
 - a. Chronic lung disease or asthma (moderate to severe);
 - b. Serious heart conditions;
 - c. Immuno-compromised;
 - d. Severe obesity (body mass index, or BMI, of 40 or higher);
 - e. Diabetes;
 - f. Chronic kidney disease undergoing dialysis;
 - g. Liver disease;
 - h. Medically fragile students with Individualized Education Programs (IEPs);
 - i. Students with complex disabilities with IEPs; or
 - j. Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan).
- 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

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 the confirmed 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:

- 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.

The school nurse will report the following information regarding a confirmed positive case to the local health department:

- The contact information of the ill individual.
- The date the ill person developed 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.

Close contacts of confirmed positive cases of COVID-19 will be notified per health department guidance.

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
 - fever has been resolved for at least 24 hours without use of fever reducing medications
 - symptoms of COVID-19 have improved
 - a negative test result is produced.
- 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 and subsequently updated, 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 on the list are posted and frequently updated on [covid19.nj.gov](https://www.covid19.nj.gov). 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 addressed 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/Transportation

- 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.
- Our school does not provide transportation to and from school. This is the responsibility of the home district. In consultation with applicable districts, private transportation providers and MOESC, student seats are socially distanced and masks are worn to the greatest extent possible.

Classroom social distancing

- Each classroom cohort has their student work spaces (desks, specialized seating) measured for at least six-foot spacing for social distancing.
- 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 rotate in to present their present levels and answer any questions from IEP team members.

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, both indoors and upon entering the building.
- 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 until further notice.
- Playgrounds will be closed and unable to access.
- Recess is conducted by cohort and is staggered. Recess takes place in designated areas such as our multipurpose room and gymnasium. Whenever possible recess and fitness groups utilize our outdoor campus.
- Staff rooms will be closed.
- Patios will be closed except during staff lunch where four socially distant tables are provided. One staff member (four total) may eat their lunch at one of the four, six-foot separated seats.
- 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. During classroom lunch, students remain socially distant.
- 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.

Staff Lunch

- Three specific areas have been designated in the buildings for staff lunches. These areas are clearly marked and each of the four individual seats is six feet apart. In each staff lunch area, a maximum of four staff members may consume their lunch in the designated seats.
- Staff lunch times are staggered in order to maintain social distancing to the greatest extent 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.

Student hygiene

- As part of our functional curriculum, the teaching and reinforcing 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 entrance.

XI. EDUCATIONAL PROGRAM

- Our school calendar is attached at the end of this plan and is in accordance with N.J.S.A. 18A:7F-9. Our current learning options are both full-time in-person instruction, as well as full-time remote instruction. As of September 2020, we have 114 full-time in-person students and 43 full-time remote students. Parents are able to change their preference from remote to full-time in-person instruction at anytime.
- Our daily schedule is from 8:15 a.m. through 2:15 p.m for both in-person learners and remote learners and is carried out through asynchronous remote activities. For our remote learners, a weekly packet of materials, including learning manipulatives and therapeutic instruments such as switches and orthopedic enhancements are mailed home the week prior. Additionally, parents have access to online curriculum vehicles through a portal. Teachers conduct daily lessons with the support of paraprofessionals for both modalities.
- Should a shift back to an entire remote learning modality become necessary, remote learning will continue in accordance with P.L. 2020, c.27 and the school's updated Emergency Closure Plan, with an emphasis on verifying each household's technology capabilities at that time. *Please see "Digital Divide/Educational Equity" section on next page.*
- Our school does not host athletic programs, extra curricular activities nor after school programs.
- Physical Education classes utilize social distancing to the greatest extent possible. The use of shared physical education equipment will be kept to a minimum and disinfected after each use.

- Physical Education lessons include individual activities such as fitness routines, sports utilizing interactive/on-line platforms, yoga and dance in order to socially distance to the greatest extent possible.
- During physical education, students participate on floor markings demonstrating social distancing.

Digital divide/Educational equity

- Issues of educational equity have been considered. Parents can request continuation with remote learning or in-person instruction. Hawkswood School has surveyed all households to determine access to and possession of technology. As such, Hawkswood School provides loaner technology as needed. To date, Hawkswood School has loaned eleven (11) pieces of technology including Ipads and communication switches. Additionally, Hawkswood School has arranged with districts of student residences to provide local “hot spots” for wifi connectivity.
- Parents/Guardians can report technological issues to their teacher relating to connectivity/wifi issues, need for “hot spots” or loaner devices at any time. Additionally, if a remote learning session is missed by a family, teachers and therapists call the home to ascertain if the absence was related to a technological issue. If the challenge was due to technology, it is immediately reported to administration and our tech consultant in order to rectify the problem. When necessary, Hawkswood School contacts district of student residences in order to provide local “hot spots” for wifi connectivity.
- For households that are not fluent in English, Hawkswood School contracts with Accurate Language and Translation Service to provide real-time translation (verbal and written) in several different languages.

XII. 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 *Use Solution (Diluted)*: a one-step disinfectant cleaner and deodorizer. This product is also a bactericide, virucide, fungicide and mildewicide.
- 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 is 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 at several times during the school day, allowing for the recommended drying time for disinfection. *PDI Sani-Cloth Plus (or equivalent)* is a bactericide and virucide. 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 touch screen 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, 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 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*.
- 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.