

RETURN TO SCHOOL PLAN

September 2020 Opening

HISTORY & BACKGROUND INFORMATION

Garfield Park Academy is a NJ Department of Education approved private special education school, also accredited by the Middle States Association and the Teaching Family Association, serving approximately 170 students who require special needs. The needs of the students are individualized in their IEPs. The school had originally closed the end of the school day on March 13, 2020 and the remote distant learning began on March 16, 2020 and lasted until the end of the school year, on June 19, 2020. Both middle school and high school graduations were held remotely. During those times, the school had provided educational and related services to all our students. We also provided delivery and pick-up of technology, and hard copies of schoolwork. Every student of the Garfield Park Academy had technology and internet so there was no digital divide. Staff worked tirelessly to help assure the students were connected and benefiting from remote learning.

The school made the decision to continue remote learning during the extended school year (ESY) program. The program was extended to 6 weeks, 4 days a week, to help assure our students would be able to continue with the critical academic, social and emotional supports the school provides. While we provided the remote ESY program our Reopening Committee / Pandemic Response Team and Administration have been preparing the building for opening live in September 2020, in accordance with the Governor's direction to provide in-school and remote options for families.

As we prepared for September, we geared our plan to recognize the Basic Principles of Infection Control which are as follows:

- Communication/Education
- Assessment of infection
- Personal Hygiene - Handwashing/Disinfection/Cough Etiquette
- PPE - Personal Protective Equipment
- Environmental Cleaning - Disinfection of Surfaces/Restrooms

We recognized the importance of communication with our staff, parents, local health department, as well as, our bus drivers, and sending districts' case managers.

Education... for a Lifetime

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MOVING FORWARD / PROGRAMMING

Garfield Park Academy plans to reopen in September with a hybrid model of learning unless we receive new guidance from the Governor or the Department of Health. Parents will choose between a facility-based and remote learning option or fully remote (virtual) instruction. This will continue for the 2020-2021 school year.

It is likely that Garfield Park Academy will move to remote learning from Thanksgiving through the holiday break to limit COVID-19 exposure/transmission due to travel and visitation with extended family and friends. The programs affected will be notified by November 5th.

Parent choices via survey included two options: Facility based / Remote Combination option or Fully Remote option. The first two days of school in September (3rd and 4th) will be remote regardless of choice.

The Garfield Park Academy is prepared at all times to switch instantly to all remote learning as needed, and in response to the Department of Health and the Governor's Office. The school is constantly equipped with 30 days of packets to go with remote instruction for added support. This includes the provision of related services, and especially group and individual counseling, as well as family support.

Facility Based Instruction (Hybrid)

Should enough families choose the hybrid option that in order to do social distancing safely we will need the students to be in the building in one of two cohorts only. Then Group A will be in the building on Monday and Tuesday, Group B will be in the building Wednesday and Thursday. Students will have remote learning the other 3 days of the week. Teletherapy may still be employed, where appropriate, for safety reasons. Classrooms will be set up with social distancing in mind. Families/Caregivers that choose the Hybrid model may switch to the fully Remote Learning Model at any time. Selection of group cohort will be based primarily on social distancing for the facility-based instruction approach. The school day is 8:00am to 2:30pm.

Should the situation be that a limited number of families choose the hybrid option, and the school can operate with one group four straight days each week still safely social distancing, then all hybrid students will be in school Monday – Thursday and remote on Friday.

As of August 8th, 2020 it appears this will be the option the school will be operating under in September 2020.

Remote Learning

Instructions will be conducted remotely while the child is in the home and teletherapy will be utilized for therapies. Remote learning will entail the same school day as facility-based instruction (6 ½ hours). Families/Caregivers that choose remote learning are committing to at least the first marking period of the school year for that option. The school day is 8:00am to 2:30pm.

TECHNOLOGY

The Garfield Park Academy will continue to make sure every child has technology and internet to be able to continue remote learning. The school was 100% successful in the 2019-2020 school year in providing necessary technology equipment and connection for all our students, and we will continue to do so. All students have technology both in school and at home to assure their success in either learning environment. Because of the specific challenges with which our students are faced, it isn't feasible to expect them to transport technology back and forth to school safely.

Professional development will be provided to staff on:

- COVID-19 impacts.
- How to talk to and support students during and after a pandemic.
- How to apply the principals of psychological first aid and referral to students' social workers, who reside in their classroom
- How to do the work of supporting trauma remotely and in a digital environment.

The health and safety of students and staff is our top priority when planning for more students to return. Our plan takes into consideration the guidelines from the Centers for Disease Control (CDC) and the World Health Organization (WHO), as well as available medical literature on COVID 19 related to children and school settings.

SCHEDULING

Remote and in-person learning will run our normal school hours, Monday through Friday, 8:00am – 2:30pm. We will have students in cohorts or self-contained classrooms to keep from co-mingling the groups of students, still participating in their IEP directed vocational classes. Lunch will be served in the individual classrooms. Staff members will wear masks and gloves while handling any food.

We know that COVID-19 can spread when people are relatively close in proximity, through respiratory droplets generated through coughing, sneezing, or talking to an infected person. Among the most effective preventive measures - when used consistently and in combination - are face coverings or masks, physical distancing, handwashing, and cleaning frequently touched surfaces. During the start-up of the (fall) September program, we will continue to have virtual trainings for staff. The School Nurses, Administrators, Behavioral staff, and Social Workers will also be involved in on-going staff and student trainings.

DESIGNATION OF STAFF PERSON

Our school nurse will be responsible to respond to any COVID-19 concerns by parents, students and staff. Information will be shared with parents prior to the fall opening on September 3, 2020. Our school nurse will educate staff, students and families about when they should stay home if they become sick with COVID-19, or have been exposed to someone with symptoms, or a confirmed or suspected case; and when they can return to school. The school nurse will communicate with the local department of health if any positive cases are reported.

COMMUNICATIONS

Communication is an essential component of Garfield Park Academy's safe reopening plan. The reopening plan will be shared with all stakeholders. As always, we welcome a dialogue and encourage your feedback, concerns, and suggestions.

Contacts are: 609.877.4111

Dr. Steven Morse, Executive Director, ext. 208

Kerrie Morse, Director, ext. 206

Nurse Jane St. John, ext. 233 (Designated Staff Person for COVID concerns and in-house contact tracing representative)

TRAVEL POLICY

A travel policy was developed and is being issued in August 2020. If any staff member travels to any of the "hot spot" states prior to September start up, they must quarantine for 14 days prior to the start of school.

A travel policy will be sent to the parents informing them of the travel policy for students also stating they must quarantine for 14 days prior to the start of school.

MEETINGS

If a parent wants to request a meeting, they should call the school and ask for their child's social worker. They can schedule a virtual meeting. In-person meetings are not allowed at this time.

All IEP and In-take meetings will be Virtual at this time.

Interscholastic sports are cancelled at this time. Keeping fit and working on personal skills will be practiced at this time with social distancing implemented.

SOCIAL DISTANCING

- Staff/students/visitors must adhere to at least 6 feet apart when feasible.
- Staff/students/visitors must comply with any visual markings in hallways or common areas.
- Students will comply with social distancing as best as they are able. We understand that most of our students need assistance, monitoring and teaching in this area.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE is available for all employees including masks, goggles, shields, gowns, booties, bonnets
- Masks must cover the nose and mouth.
- Shirt/Gown, mask and goggles and/or face shield must be worn should physical intervention with a student become necessary (always a last resort, and only to protect the student or others' safety).
- In the beginning of the year, the nurses will meet with staff individually to determine the necessary level of PPE.
- Staff will be instructed on the use of PPE as well as how to put on and take off PPE.

GENERAL SANITATION AND DISINFECTION

Deep cleaning prior to the opening of the new 2020 - 2021 school year and after periods of closure (if Applicable). All classrooms, school offices, gym, etc. will be disinfected.

This includes a professional/hospital grade deep cleaning and use of a fogging system which is an Electrostatic Disinfecting Sprayer, every evening after personnel leave.

Janitorial staff will be provided with full PPE for cleaning, i.e. gloves, face coverings (masks), face shields, etc.

Increased daily routine cleaning and disinfection frequencies will be documented for bathrooms.

Provide, increased daily routine cleaning and disinfecting frequencies in classrooms, and other areas of the building.

All staff will do surface cleaning in their classrooms throughout the day, and at the end of each day, including desks, chairs, doorknobs, and technology.

Increased cleaning and disinfecting schedules have been developed with the janitorial staff, these include, frequently touched surfaces, (e.g. desks, doors, doorknobs, handles, light switches) Communal spaces (restrooms), shared objects (gym equipment, art supplies, vocational equipment and technology items).

Hand sanitizer will be at the school entrances and stations with hand sanitizer and wipes have been placed throughout the school, classrooms and office areas.

Masks, gloves, hand sanitizer, and paper towels will be provided to each classroom which will be managed by the staff.

Signage is posted on all the doors encouraging hand hygiene, social distancing and COVID-19 prevention materials, "You must wear a mask before entering the building". This is posted on every door. You will not be allowed into the building without a face covering and for adults, and without a temperature check.

OVERALL REQUIREMENTS

- Wear masks at all times in the building including the bathroom (mask breaks may be taken outside, when alone).
- Masks must cover your nose and mouth
- Students are required to wear masks when social distancing is not feasible. We understand that certain medical or behavioral conditions may affect compliance with the guideline.
- Wash hands often. When wearing gloves, wash hands immediately after glove removal.
- Limit walking in the hallway to essential reasons.
- Socially distance by at least 6 feet.
- Bathrooms— wipe down all surfaces upon entering a staff bathroom; wipe down surfaces after you are done including toilet handle, toilet seat, faucets, phone, light switches, phone, counter, doorknobs. Wash hands upon leaving.
- Visitors, contractors, etc. must wear masks that cover the nose and mouth at all times.

GENERAL GUIDELINES and STAFF RESPONSIBILITIES

- Each staff person should bring their own lunch. No food delivery will be permitted. Staff can pick up lunch and bring it into the building. Staff should arrange to use insulated bags and freezer packs if necessary, to keep their food cold. Staff are not to bring in food for other staff.

- No shared refrigerators or microwaves will be available.
- No communication books between home and program will be permitted. We will utilize electronic communication.
- Classroom surfaces and any commonly touched items should be wiped down by staff immediately after being used. Phones, doorknobs, counters, sinks should be wiped down with disinfectant wipes often.
- Do not enter the nurse's office if a nurse is not present. A sign will be posted on the nurse's office door to not enter unless the nurse is present.
- Soap and water handwashing for 20 seconds is required. Utilize hand sanitizer stations when that is not possible. Always wash your hands after glove removal. If you notice no soap or hand sanitizer in a dispenser, please notify facilities immediately.
- We are working together to protect all individuals in the building. Please report any concerns to the administration.
- Until further notice, all meetings will be virtual. Large staff gatherings are prohibited. Staff will join all meetings virtually. If social distancing of six feet can be maintained, a SMALL group meeting may be held. Face masks must be worn.

VISITOR ENTRY INTO THE BUILDING

At this time, visitors in the building are discouraged. No visitor is permitted in the building without prior approval by the Executive Director, or his designee. All IEP's and in-takes will be done virtually unless there is an administrative approval for a meeting in person. Any visitor who is allowed temporary entrance into the building will enter through the front entrance only and wait by the front door to be screened. Screening will take place outside the front door if weather permits. The visitor must have a face covering and must have their temperature checked and answer screening questions successfully to move further into the building. All communication with the visitor will take place outside the front door (weather permitting) or immediately inside the front door.

All servicing by outside vendors, of the building should be done after school hours. Exceptions would be a building emergency (i.e. faulty fire alarm pull, water pipe breakage, or a bathroom's backup that poses a health problem and requires further professional expertise). These exceptions will be made by the Executive Director or his designee. All service providers must pass a screening, as well as, wear face coverings when entering and occupying the building. Deep cleaning and disinfecting will be performed after the service is provided.

All mail, UPS/FEDEX deliveries and food deliveries will be left in the allotted containers in the entrance holding space. These delivery people will not be given access past the barrier unless deemed necessary by the school administration.

Any parents, dropping off their child must call in advance (609) 877-4111, press 0. The secretary will give directions to drive up to the front of the building and wait for a nurse and behavioral staff to check their child in. The parent must remain in the car. A GPA staff member will be stationed to interact with the parent when they are dropping off a child and assist in the sign-in process.

ISOLATION/HOLDING AREA

A private room (normally used as the staff lounge) with its own entrance from the outside will be available to any Staff who shows signs of COVID-19 and is unable to drive. The Nurses will be provided with PPE and must have it on in this area for their own protection. Face coverings will be available for the staff if needed. This will only be for those cases when the staff member is too sick to drive and is waiting for someone to pick them up. The nurse will assess and see if medical assistance is needed, if so, she will call for EMS. This room will be disinfected with the fogging system immediately after the staff member leaves the area.

Any reports of positive COVID-19 tests will be reported to the Burlington County Health Department, and adherence to the CDC Guidelines. Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice in New Jersey and around the world and is an integral function of local health departments in keeping communities safe from the spread of disease. Upon notification that a staff or student has tested positive for Covid-19, a local health department will call to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least 10 minutes. The next step would be that a contact tracer, who is a trained professional, would get in touch with those close contacts to recommend next steps, such as self-quarantining, and to provide critical education and support in risk mitigation strategies. Garfield Park Academy serves many districts and will collaborate with and assist the Health departments in contact tracing when there is a need.

ENTERING/LEAVING THE BUILDING FOR STAFF AND STUDENTS

Community mitigation activities are actions that people and communities can take to slow the spread of a new virus with pandemic potential. COVID-19 is an infectious disease caused by a new coronavirus. Community mitigation actions are especially important before a vaccine or therapeutic drug becomes widely available.

Because COVID-19 is highly transmissible and can be spread by people who do not know they have the disease, risk of transmission within a community can be difficult to determine. In order to prevent or mitigate transmission, both staff and students need to follow healthy hygiene practices, stay at home when sick, practice physical distancing to lower the risk of disease spread, and use a cloth face coverings (with some exceptions) in our school setting

when physical distancing cannot be maintained. These universal precautions are appropriate regardless of the extent of mitigation needed.

Screening and Admittance for Staff:

1. Staff will enter in the front entrance of the building. Face coverings will be available in this area, if the staff member does not have a face covering, they will be provided with one. Staff will take their temperatures using non- contact, wall mounted, infrared thermometers. Staff will write down their temperature and sign their name indicating that they do not have a fever or any of the symptom's exposures listed on the sheet (See list below). If they do not have a fever or any symptoms, they may enter the school building with their face coverings on. They will clean their hands with the hand sanitizer before entering the school building. If they have any of the symptoms or have any of the exposure discussed in the questions, staff will go home to quarantine and to contact their doctor. They may not return without a doctor's note.
 - Screening questions include: Are you feeling ill is anyone in your household not well, have COVID-19, have been exposed to COVID-19, or traveled to a current hotspot in the previous two weeks?
2. Nurses will monitor the process and collect the staff screening forms.
3. Staff should not come to work if they have a fever above 100.4 degrees Fahrenheit and any of the symptoms listed below.
4. If any staff member does come to work and is assessed with a fever of 100.4, they may not enter the school building. The staff member will be asked to go to their car and call the nurse. After the nurse questions and screens the staff member for the symptoms listed below, they will be sent home to quarantine and to contact their doctor. They may not return without a doctor's note. Under no circumstances will a staff member be allowed to enter the school building, once they have been screened. They will immediately be sent home due to their temperature, whether they have other symptoms or not:

These symptoms include the following:

- Fever or chills
- Dry Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Staff will exit through the same entrance door they came in each day which is at the front side of the building.

Staff members are expected to wear their photo IDS where it is visible to other Staff, Students and Emergency personnel.

Screening and Admittance for Students

Parents/Guardians **must** report any COVID symptoms to the School Nurse prior to the school day. Symptoms are as follows:

- Temperature above 100.4 degrees Fahrenheit,
- Dry Cough
- Shortness of Breath
- Headache
- Fatigue
- Body Aches
- Sore Throat
- Loss of Taste or Smell
- GI changes such as nausea or diarrhea

Prior to arrival at school, daily screening questions will be sent to the parent/guardian of each student electronically from the student's individual teacher or social worker via a program or app (such as the Remind Me App) to determine exposure risk to COVID-19. The parent/guardian must reply to the questions so the school nurse can assess appropriateness for the student to enter the building. Anyone with HIPAA concerns can contact the School Nurse directly to provide answers in confidence.

- Screening questions include: Does your child have a fever of 100.4 or above, is your child feeling ill, is anyone in your household not well, have COVID-19, have been exposed to COVID-19, or traveled to a current hotspot in the previous two weeks?
 - A yes to any of these questions means the child should stay home, see the doctor and not return without a doctor's clearance.

The two youngest elementary class students will enter using the elementary wing side-entrance. The rest of elementary and middle school enter the building through the gym exterior

doors closest to the main entrance, where they are screened and go through a metal detector. High school students will enter the building through the gym exterior doors furthest from the main entrance, where they are screened and go through a metal detector.

All students are bused individually or in a small group. We expect 50-75 students per day. They will arrive between 7:45am and 8:15 am. Student will remain on the bus until they are dismissed one by one, the staff receiving them will ensure they are social distancing to the building.

Students' temperatures will be taken using an Infrared Thermometer before entering the building. If the student does not have a fever, he/she will enter the building and will be greeted by our receiving team. Students must enter with a face covering. The students will be asked to use the hand sanitizer before being directed to the classroom. Arrows/footprints on the floor will direct the students' movement. The students will follow the arrows/footprints to his/her classroom with staff members who will ensure social distancing. The student/staff movement will be in a one-way direction going to their classrooms following the arrows/footprints, lines, and spots placed on the floor to demonstrate social distancing. Staff will regulate the time to send each student/staff to control movement in the hallways during arrival and dismissal. If a student does not have a face covering, the school will provide one before going into the building.

Exceptions: Accommodation for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable law and regulations.

Exceptions:

- Doing so would inhibit the individual's health
- The individual is in extreme heat outdoors.
- The individual is in water.
- A student's documented medical condition, or disability as reflected in an individualized Education Program (IEP), precludes the use of a face covering.

A face shield in some of the above cases may be used instead of the face covering. A face shield will not be used for students or staff members who are not an exception. A face shield may be used in addition to a face covering or mask.

Students' technology belongings will be placed in plastic Ziploc bags with their names on it. Students are strongly encouraged to bring minimal personal belongings to school.

If the student has a temperature of 100.4, the nurse will screen for the following symptoms related to COVID-19: Screening will also take place through observation and asking questions even if a student does not have a temperature.

- Fever or chills
- Dry Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student has a temperature of 100.4, the nurse will wait a couple of minutes and recheck the temperature. If the student still has a temperature of 100.4; if possible, they will be placed back on the bus with a face covering and sent home. The parent will be notified first to make sure someone is at home to receive the student. If the bus has other students on it or has another route to do, the student will wait in our isolation area until the parent/guardian can pick the student up. The student will not go into the school entrance. They will go to the back entrance to the private isolation room. All results will be documented when signs/symptoms of COVID-19 are observed. The room is supervised by a nurse.

Any reports of positive COVID-19 tests will be reported to the Burlington County Health Department, and adherence to the CDC Guidelines. Garfield Park Academy will collaborate with and assist the Health departments in contact tracing when needed. The sending school district's Case Manager will be notified of any positive cases, exposures, or quarantine, of their students.

If a student's temperature is less than 100.4, they will be rechecked by the nurse. If the temperature is normal, the student will go to class. If the temperature remains the same; but it is less than 100.4, the nurse will assess and decide the next step; possibly to isolate from other students or call parent for pick-up.

The receiving team will control and monitor the exiting off of the bus and the entrance into the building and the movement through the building. The teaching staff, paraprofessionals and one-on-one aides will monitor the students' social distancing while walking students to their classrooms. One staff member will remain in the classroom to receive each student. When students travel as a group, they will walk in a line in one direction following the arrows/footprints on the floor with social distancing in place.

The two youngest elementary classes will exit from the same place of entrance each day through the elementary wing side entrance with classroom staff. Students will be called by the behavioral staff by name when their bus arrives. Staff will walk each student to the dismissal

area while practicing social distancing. Students and staff will have their face coverings on when moving through the building and when entering on the bus.

A full-time school nurse will be present daily along with an additional nurse to assist with monitoring both students and staff during the school year program. We have three full-time nurses, two of whom are school nurses.

If a student is sick and does not show symptoms of COVID-19, i.e. an ear ache, toothache, twisted ankle from gym, they will be sent to the nurse's office in the building and will be monitored by the nurse, after staff calls the nurse and confirms non-COVID-19 symptoms. If a student takes medication in the morning, the nurse will go to each classroom; students will be called out to take their medication. Teachers/Staff must call the Nurse's office for permission prior to walking a student there. A maximum of two students can be treated in the nurse's office at a time.

ROSTER AND ATTENDANCE

A roster will be maintained and will indicate in-person attendance or virtual attendance on a daily basis. For the students who are in-person, the attendance secretary will make calls to the student's home if they are absent. The teachers and/or assistants will reach out to the remote learning student's families if they are absent. The reasons for absences will be recorded daily. For remote learning students, no shows and unable to contact will be listed as reasons if necessary.

STAFF TO STUDENT RATIOS

Ratios are based on the students IEP. Some students require a one-to-one and a classroom assistant. Classrooms will be set up as Cohorts in self-contained classrooms and will have no more than a total of 12 people which includes both staff and students. In rare cases, there may be an additional need for a one-on-one, which would bring the maximum to 14 total in a classroom. All desks will face one direction, forward, and will be at a minimum of 6 ft. away from each desk in the classroom including the staff's desk, in most cases. Because the students' desks all have clear corals attached, there can be instances where desks are not all facing the same direction, provided social distancing can still be maintained. This is set at the maximum number of total people. In most cases, there will be less than 10 people total in the classroom.

Students will be encouraged to wear a face covering throughout the day, as tolerated. Desks have clear "corals" allowing for private protected area in which a student may not need to wear the mask. Every student will have their own desk in the classroom and desks will not be shared by students in different hybrid cohorts. Tape will be used to mark a square that will maintain the 6ft. requirement. The desks will be placed in the middle of the square. As per the CDC recommendations, students will not share objects. i.e. pencils, erasers, toys, desks,

chairs, etc. In all classrooms, students will have individual bins with their supplies. Sharing of supplies will not be permitted.

RELATED SERVICES

Speech, Occupational Therapy, Reading Specialist and Counseling will be provided in-person with masks and in some cases, additional shields and social distancing to the best extent possible, or remote (as appropriate for those students in the in-person model). Students who are on Remote learning will receive teleconferencing for Speech, OT and Counseling. Some Counseling will be done by telephone based on the therapist's recommendation.

BEHAVIORAL TEAM/ NURSES/COUNSELING MEMBERS

The members of the Behavioral Team, Nurses, and Social Workers are considered to be at High Risk.

- Staff will have face coverings on at all times, covering mouth and noses.
- Additional PPE will be available should it be needed, i.e. gloves, face shields, gowns, bonnets, shoe coverings, etc.
- Supplies will be replenished by the Maintenance department in all areas whenever needed.

BEHAVIORAL SUPPORTS

Garfield Park Academy will continue to provide the best behavioral supports within the program setting. If an individual's behavior escalates where safety is unable to be maintained, it may be necessary to place that student on remote learning. This will be discussed fully by the individual classroom teams, administration and the district case managers.

TRAINING

- Staff will receive a copy of the reopening plan.
- Staff will be trained in; checking for fevers, staying home when ill, proper hand hygiene and respiratory etiquette, avoiding touching their faces as much as possible, reporting illnesses and symptoms to the school nurse immediately
- Staff/Students will receive mask training for those who are able to wear a mask.
- Disinfecting protocols including approved disinfecting agents and schedule
- PPE use and disposal
- Bloodborne pathogens, COVID 19 signs and symptoms and infection control
- Contact tracing – record keeping
- Proper handwashing techniques

- Security drills
- Stress management, trauma informed care, social emotional learning
- Universal Precautions

BREAKFAST AND LUNCH - STUDENTS

Individually plated meals will be delivered to the classrooms on a cart. Staff from the kitchen will wear face coverings and gloves when dealing with food preparation and delivery. A teaching staff member in the classroom will remove the meals from the cart and place a meal on each of the student's desks. Each staff member must wear their face covering and gloves prior to handling any food or trays. Staff will provide their own lunch from home. There will be no sharing of food or snacks. All plastic ware and napkins will be individually wrapped. The teaching staff will remain with their students in the classroom during lunch. Hand hygiene will be practiced, and all desks will be sanitized before and after eating meals.

Students who are in the hybrid program will be given breakfast and lunch to take home on the bus from school for their virtual days.

LUNCH - STAFF

The staff lounge is closed until further notice. Staff may eat in their classroom or in a tent outside. Social distancing must be adhered to in all areas, including tents. Staff will bring their own lunches and eating utensils. Staff that go out to lunch must first get administrative approval, and then sign out and in. Staff are not permitted to bring in food for other staff members or share food. Food deliveries will not be permitted until further notice.

OUTSIDE ACTIVITIES

The same self-contained classes (Cohort model) of no more than 12 students will go outside for gym and recess activities. If two activities i.e., gym class and a recess are taking place outside, each cohort will contain no more than 12 students in a group and will follow the social distancing of 6ft within the group. The two cohorts will not co-mingle. Face coverings will be recommended; however, due to the temperature and activities, face coverings may be taken off; however, 6 ft. of social distancing must be maintained to the best extent possible. Students will wash hands immediately after outside playtime.

Physical Education will be outside when weather permits. When students travel as a group to go to the gym or recess, they will walk in a line in one direction following the arrows/footprints on the floor with social distancing in place. At least two staff members will walk with the students adhering to social distancing guidelines at all times.

OFF-SITE

There will be no off-site field trips or activities during the start-up of the fall program and continue until guidance is received from the Governor and state and local health departments.

EMERGENCY EVACUATION PROCEDURES

The procedures will be practiced with social distancing and the wearing of face coverings in place. All drills will be performed as usual. During a fire drill, the outside area will be clearly marked demonstrating 6ft. of distance between each classroom and their students. Teaching staff will social distance to the best extent possible from their student's lines. All other emergency drills will require wearing of face coverings and social distancing to the best extent possible.

TRANSPORTATION

The sending districts are responsible for transportation to and from school. We will follow their guidance. Staff will stagger students getting off from the bus, one person at a time. Garfield Park Academy will support the bus drivers with any behavioral concerns and or noncompliance with social distancing and wearing face coverings or masks. We will provide a letter of expectations to the driver and assistant in terms of social distancing, wearing face coverings or masks, having hand sanitizer, and opening windows, as safety precautions.

Communication with the bus driver is critical if there is a positive case, so that they know to immediately disinfect the bus prior to the next pick up. All windows should be kept open.

SOCIAL-EMOTIONAL SUPPORTS

Staff

Staff may take a "break" if they need time to regroup or decompress. The need for a break must be communicated to and approved by the teacher. The administration is always available to listen and to assist in problem solving. The health and well-being of our staff is a concern and will be monitored and addressed throughout the year. On-going professional development addressing the Teaching Family Model, Trauma Informed Care, stress management and other verbal de-escalation techniques.

Parents

Administration and counselors will be available to listen to parents' concerns and assist them in dealing with the current situation.

Parent Education Programs (PEP) will be available bimonthly via remote learning.

Students

Garfield Park Academy staff understands that the new normal may be confusing for our students. Patience and understanding will be needed to guide our students through the maze of new protocols. Parent communication is key to having our students adjust to their programs.

Our evidence-based behavior model (the Teaching Family Model) and the clinical supports GPA provides its students with a social worker in every classroom helps assure social and emotional supports are at the forefront in every interaction with students and families. At the heart of GPA's approach is a family like environment in the classroom that consistently focuses on social emotional supports every day.

REOPENING PHASES**Phase One**

- Students will be self-contained with limited movement outside of their classroom.
- Students belongings will be stored in individual containers.
- Morning meeting activities must account for 6 feet distancing.
- Speech and Occupational therapy will take place in the classroom if feasible. If not, the therapist will meet the child at the classroom and go directly to a therapy room. Only the therapist, the student and the student's one to one, if applicable, may be in the room. Teletherapy will continued to be used as appropriate.
- Therapy co-treatments are permitted if PPE's, social distancing between therapists and disinfecting protocols are followed.
- Community outings and field trips are cancelled until further notice.
- Sensory room and Lego Therapy rooms are closed until further notice.

Phase Two

- Classroom restrictions will be relaxed.
- Students belongings should be stored in individual containers.
- Morning meeting activities must account for 6 feet distancing. If social distancing cannot be maintained, this activity should not take place.
- Therapeutic intervention will resume in all therapy rooms.
- Sensory and Lego Therapy rooms may reopen but limitations on personnel in the room will be addressed.

Phase Three

- All mixed group instruction and therapy may resume.
- Students belongings may be stored in cubbies/closets.

- Social distancing in the class/program and therapy rooms is still in place.
- Social distancing for bus arrivals and departures are still in place.
- No large group activities.
- Community outings will be decided on a case by case basis at this time.

NOTEWORTHY ITEMS

- Soap and water handwashing for 20 seconds is required. Utilize hand sanitizer stations when that is not possible. Always wash your hands after glove removal. If you notice no soap or hand sanitizer in a dispenser, please notify the building receptionist immediately.
- We are working together to protect all individuals in the building. Please report any concerns to administration.
- Due to the chance of infections and traveling concerns and in consultation with the Burlington County Department of Health, Garfield Park Academy may move to full remote learning from the Thanksgiving break through the winter break. Final decision will be made by November 5, 2020.
- Both entire buildings and offices will be fully disinfected every night after personnel leave
- Bathrooms will be fully disinfected hourly by cleaning staff
- Plexiglass corals on all student desks, no desk sharing even on off days
- Plexiglass rolling shields for teachers/social workers/related service providers (as needed)
- All families may choose a fully remote option
- All air conditioners and ventilators in offices and classrooms are having iWave devices installed to clean the air as it circulates with fresh air (iWave Bipolar Air Purification Systems)
- Staff cleaning protocols are structured in classrooms
- All faucets are touchless faucets
- All toilets are touchless
- Sanitizer is all throughout the building
- 200 Clear shower curtains have been purchased to provide extra separation where other devices can't be used
- Masks, face shields, goggles, gowns, bonnets and shoe coverings will be in house, for when the situation deems them necessary
- Staff are required to wear masks in the building at all times, if medically possible

- Students are required to wear masks in the building when social distancing cannot be observed, if medically possible
- All refrigerators and microwaves are being removed from classrooms
- No food deliveries will be permitted
- Staff are not permitted to bring food for others in the building
- The staff lounge will be shut down and used as an isolation room for symptomatic people, run by a nurse. There will also be a tent set up outside for isolation when weather permits
- All meetings will be virtual that can be, otherwise social distancing will be observed
- Vans will be used for emergencies only. PPE kits inside and constantly sanitized
- Tents were purchased to do as many outdoor activities as possible
- Wall mounted touchless thermometers are located at entrances so staff will certify daily; no travel to high risk areas in 14 days, no symptoms, no exposure to anyone known with COVID and their daily temperature reading below 100.4 (as suggested by the department of health).
- Students' families will report daily no travel to high risk areas in 14 days, no symptoms, no exposure to anyone known with COVID and their daily temperature reading below 100.4 (as suggested by the department of health).

This plan has been written in an effort to delineate the modifications, strategies, and procedures that Garfield Park Academy has made to return staff and students to the building for in-person instruction. This plan may be altered, updated, or amended as further guidance from the NJDOE, NJDOH, CDC, or Governor's office becomes available. Should a change be needed to this plan, all parties will be notified in a timely manner.

Revised 8/1/2020