



Reopening Plan September 2020

Disclaimer: The Reopening Plan is an ongoing process and subject to change as directed by the New Jersey Department of Education or as dictated by changing circumstances of the COVID-19 pandemic.

Overview:

Due to the circumstances surrounding COVID-19 and the accompanying closing of physical school buildings, districts and schools were asked to develop alternative instruction plans for their students. In order to develop this plan, a restart committee and pandemic response team was developed at REED. The restart committee consists of the Chief School Administrator/Principal, Directors, School Nurse, and BCBA's. The pandemic response team consists of all members of the restart committee plus parents, instructional staff and our custodian. Parent and staff participation was frequently through surveys and questionnaires.

As a private school for students with disabilities that provides intensive 1:1 services to students with autism, alternative instruction for a prolonged period of time poses certain logistical challenges. Nevertheless, after extensive deliberation, REED Academy developed an action plan to ensure students' continued access to education for a period of time where they were not physically attending school at REED Academy. This plan included resources for instruction during this time period, ongoing consultation and support from REED's staff, and an overall structure to support the organization of students' days. This plan was implemented on March 13, 2020 and enhanced in April. During the virtual learning period REED has consistently revisited and reevaluated the virtual learning plan to meet the individualized needs of each of our students and their families. This plan will continue to be followed for students that will remain learning virtually when the school reopens its doors to provide in-person services as parents will have the option to remain virtual.

On June 26, 2020, schools received a 104-page set of guidelines from the New Jersey Department of Education (NJDOE) for the reopening of school in September. These guidelines require us to focus on many areas including but not limited to: staffing, training, changes to crisis management and prompting procedures; individualized learning and curriculum

modifications for all students; health and safety guidelines for students and staff including daily health screenings, PPE and new policies and procedures; building usage of common space, entry and exit, signage plan and new cleaning policies; and communications of new policies and protocols for families and staff.

As REED is governed by the NJDOE we are obligated to follow the guidance put forth while also adhering to the individualized needs of the REED community. In addition to following the required minimum standard guidelines presented by the State, we will customize the plans to meet the needs of the REED community. Again, after much deliberation, we have proposed the necessary and appropriate policies and procedures.

Our reopening plan includes the policies and procedures needed to ensure the health and safety of all REED Academy community members, to the maximum extent possible, during this global pandemic. In the event any community members sees that policies and procedures are not being followed or maintained, there is a process in place to address these concerns.

Reopening Service Model:

Parents will have the option to choose between in-person services or virtual services. Parents completed a survey in August to indicate which model they would like to receive for the September start. Parents may change the selected service model at any time by contacting the school to develop an individualized transition timeline.

In-person Services

The intended plan for student services starting in September is to allow for all students to be in the building from 9:00am to 1:00pm, Monday through Friday. Families that would like their children to receive in-person services will be able to do so. By following this daily schedule we will be able to maintain a 1:1 staff-to-student ratio throughout the duration of the school day as doing so is necessary to maintain social distancing to the maximum extent possible. If a parent would like their child to remain virtual during this time, that is also an available option.

Virtual Learning Option

It is REED Academy's goal to continue to enhance virtual learning in order to meet each student's needs. Virtual learning may be needed for some students in September and/or due to unforeseen circumstances of COVID-19 at other times throughout the school year. Student goals and objectives will be implemented to the maximum extent possible and will be modified to meet the individualized needs of the family and/or student through a virtual instruction format.

- Should parents opt for virtual learning, the state mandates virtual learning, or health & safety concerns make in-person learning unsafe, virtual learning will be used to provide educational services to students at REED.
- Daily video-based interaction via Google Meet will be offered to all students between the hours of 9:00am and 1:00pm.

- Staff lunches will be from 1:15pm to 2:00pm. From 2:00pm to 3:30pm staff will prepare materials, analyze data, participate in meetings and training and assist with cleaning and disinfecting procedures.
- Responding to communication by REED staff is a requirement of participating in virtual learning services through REED.
- Parents are asked to inform their instructor as to which of the below formats they would like to be considered for their child's virtual learning; regardless of the format selected, parents continue to receive support services in the form of daily emails and calls/video conferencing as appropriate.
 - Direct Instruction
 - The specific breakdown of sessions (e.g., 30 minutes, 45 minutes), the total amount of time, and the format of the sessions is an individualized decision based upon the student, the family, and the educational team at school.
 - Parents are asked to assist with tasks such as providing reinforcement (tokens, preferred items) and forms of error correction (physical assistance).
 - These learning opportunities allow instructors to model appropriate teaching procedures and methods of delivering feedback for correct and incorrect responses.
 - Should the student engage in problem behavior, the instructor will attempt to reestablish appropriate behaviors and instructional engagement and may also request that parents assist in this matter (e.g., provide the child with a brief break). Individualized support plans may be implemented to address the needs of remote learning.
 - In the event that appropriate behaviors and instructional engagement cannot be reestablished, the instructor may choose to end the session to prevent further escalation of problem behaviors or reinforcement of escape-maintained behavior.
 - Direct instruction sessions are documented for review in log files stored in a limited-access shared drive in GSuite. Log files include information pertaining to the attendees of the session, duration, and activities.

Parent Training

- Daily parent training sessions can be arranged with the child's 1:1 instructor.
- Training sessions are goal-oriented and may include:
 - Direct observation of parents implementing targets/behavior supports with students
 - Role-play/Modeling teaching procedures & behavior supports
 - Lecture (e.g., Applied Behavior Analysis, Reinforcement, Prompting, etc.)

- As appropriate, the child's BCBA and/or SLS may also attend the training session.

Consultation

- Provide videos demonstrating procedures to families and caretakers pertaining to student programming (e.g., task analysis, discrete trial instruction).
- Provide consultation via phone, email or video conferencing daily to families during school hours. Topics of consultation include:
 - Support for implementation of programming
 - Support for behavior management
 - Additional training on electronic data collection system (Catalyst)
 - Support for transition back into school setting, when appropriate

The REED Academy leadership team will remain flexible should we need to pivot back to virtual instruction at the direction of the NJDOE, NJDOH and/or the NJ Governor. Remote learning capabilities will continue to be strengthened by means of ongoing assessment of the effectiveness of remote learning, individualized modifications to enhance remote learning on a student-by-student basis, and increased accountability measures for all students and families participating in remote learning.

Digital Divide:

With the need to provide both virtual and in-person learning options, effective technology is crucial to ensure success of both students and staff alike. REED Academy strives to ensure that every student has access to a device and internet connectivity as appropriate.

- Identification of Needs - All families are known to have access to computing technology which includes reliable internet access. All families already had or have created Google accounts and have provided this information to the staff at REED. Should a new family enter REED Academy, the Director of Curriculum & Technology will inquire about technology supports in place.
- Provision of Technology - Should a student not have the necessary technology, REED Academy will work with the child's sending district to obtain the appropriate tools to support assistive/instructional technology needs.
- Prioritization of Technology - Although all students at REED require access to technology to support a potential shift to remote-only learning, priority is given to students whose families have indicated will be remote-only for the immediate future.
- Ongoing Monitoring - REED Academy's Director of Curriculum and Technology will continue to work with stakeholders to identify any students in need of access to such technology and provide the students with the appropriate access. REED Academy will continue to evaluate this process on an ongoing basis. Parents have been informed that for any difficulties with access to technology, they will contact the school's Director of Curriculum & Technology who will address the technology needs on an individualized

basis. In the event that families have not communicated with staff for an extended period of time (e.g., over 24 hours), staff will reach out to ensure that there is no technology barrier (e.g., internet access, hardware challenges) that is preventing the student from accessing educational services.

Prior to COVID-19, all staff members were offered Chromebooks for the purposes of accessing its electronic data collection system (Catalyst) and Google Drive. While these Chromebooks are sufficient for these tasks, more intensive tasks such as video conferencing push the capabilities of these machines. In addition, tasks such as video conferencing with simultaneous screen sharing generally exceed the capabilities of these machines. Therefore, staff are encouraged to bring their own personal devices to REED if they are conducting virtual learning. If staff are uncomfortable doing so, REED will provide access to computers with webcams. Wipes and sanitizing liquid will be placed next to computers and staff will be asked to wipe down keyboards/mice as well as use hand sanitizer after using the computer. Any issues with the use of technology should be reported to the principal and Director of Curriculum & Technology and REED's off-site IT support will be contacted as appropriate to resolve any technology issues.

Four Key Subject Areas:

- A. **Conditions for Learning** - Conditions for learning must not only address students' and educators' basic physical safety needs, but also the social and emotional and environmental factors that can impact educators' capacity to teach and students' capacity to learn. REED Academy has adopted a policy for screening students and employees for symptoms of COVID-19 and history of exposure and must strive for social distancing within the classroom. REED Academy has also adopted enhanced cleaning and disinfecting procedures. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age. REED Academy does not have any students under two years of age and will not permit any visitors into the building during this time. As REED only serves individuals with disabilities, students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. As such, all staff will wear face masks and students will always remain at least six feet away from their peers. In addition to these minimum standards, REED Academy acknowledges and addresses the ten Critical Areas of Operation that have been identified by the NJDOE:

1. **General Health and Safety Guidelines** - In all stages and phases of pandemic response and recovery, REED Academy will comply with Center for Disease Control (CDC), state, and local guidelines. REED will also provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of face coverings. Staff and families received a survey to

report a higher risk for severe illness from COVID-19 and to request reasonable accommodations. Any reports/requests submitted by older adults and individuals with disabilities or serious underlying medical conditions will be discussed and reviewed on a case-by-case basis. Signage will be posted throughout the building as a reminder of preventative measures and hygiene advice.

2. **Classrooms, Testing, and Therapy Rooms** - REED will allow for social distancing to the maximum extent possible. REED will also minimize the use of shared objects, ensure indoor facilities have adequate ventilation, prepare and maintain hand sanitizing stations, and ensure students wash hands frequently. Due to the size, layout and enrollment of students, REED is able to maintain at least six feet of social distance between students at all times.
 - a. Shared objects - Object sharing will be limited to the greatest extent possible. Any items that may be shared will be cleaned and disinfected before and after each use.
 - b. Ventilation - We have contacted our HVAC service provider to ensure that indoor facilities have adequate ventilation. Our building has received regular contracted maintenance, repairs and services since its construction in 2012.
 - c. Hand sanitizing stations - Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Hand sanitizers are available upon entering/exiting the building and outside of every classroom. Each classroom will have their own hand sanitizer within the classroom, near kitchens and toilets. **Children ages 5 and younger should be supervised when using hand sanitizer.*
 - d. All soap and sanitizers will be maintained and replenished daily. Staff have been trained on all protocols including frequent handwashing and sanitizing. Students will be prompted by staff to frequently sanitize or wash their hands. Signage will be posted throughout the building as a reminder of preventative measures and hygiene advice.
3. **Transportation** - REED Academy is a receiving school and transportation is managed and arranged by each sending district. REED is aware that transportation companies should maintain social distancing practices on buses to the maximum extent practicable and adopt best practices for cleaning and disinfecting all vehicles used for transporting students. REED is also aware that transportation companies are required to have students to wear face coverings if the student can do so, while providing accommodations as appropriate for young students or students with disabilities. We are prepared to report any issues to sending districts.
4. **Student Flow, Entry, Exit, and Common Areas** - REED Academy has established the process and location for student and staff health screenings. This includes providing physical guides, such as tape on floors or sidewalks and signs

on walls, to help ensure that staff and students remain at least six feet apart. When it is not possible to maintain physical distancing, REED Academy will require the use of face coverings.

5. **Screening, PPE, and Response to Students and Staff Presenting Symptoms**
REED Academy has adopted policies for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19. Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. If REED Academy becomes aware that an individual who has spent time at the school tests positive for COVID-19, the School Nurse will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality. Detailed information provided at the end of this document.
6. **Contact Tracing** - Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice and is an integral function of local health departments. REED Academy administrators, school safety specialists, behaviorists, and any other staff deemed appropriate, have been provided with information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. REED Academy will collaborate with the local health department and has engaged the school nurse to develop contact tracing policies and procedures, as well as educate the broader school community on the importance of contact tracing. REED will maintain daily attendance records and student/staff assignments. REED uses a data collection system that has all instructional staff and related service providers login to record services for each day. This system, in addition to daily attendance and service providers logs, will allow us to trace interactions on an individual basis.
7. **Facilities Cleaning Practices** - REED Academy will continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. REED Academy has also developed a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitize bathrooms daily and between use as much as possible. Detailed information provided at the end of this document.
8. **Meals** - REED Academy will stagger eating times and locations to allow for social distancing and disinfecting of the area between groups. Additionally, REED has discontinued family-style, self-service, and buffet-style dining. All staff must wash their hands immediately after removing gloves and after directly handling used food service items.
9. **Recess/Physical Education** - REED Academy completed an inventory of outdoor/indoor spaces and marked off areas to ensure separation between students. Recess will be staggered by groups and staff must disinfect playground equipment and other shared equipment between uses. As REED Academy does

not have students change for physical education classes we do not need to make any modifications to that procedure. All students will wash hands with soap immediately after outdoor playtime. The NJDOE guidelines for reopening recommend the use of cones, flags, tape, etc. to maintain six feet of space between groups participating in recess/outdoor activities. Due to our enrollment, facility size and layout, we are able to socially distance without the use of these items. Our students are staffed one to one and always in the presence of their instructor. We have developed a shared spaces schedule to allow for social distancing at all times in all areas of the building.

10. **Extracurricular Activities and Use of Facilities Outside of School Hours** - At this time REED Academy does not have extracurricular activities due to the nature of our student population. Should they be added, all extracurricular activities will comply with applicable social distancing requirements and hygiene protocols. External community organizations have not and will not have access to our building.

- B. **Leadership and Planning** - Adjusting the school environment to ensure the health and safety of students and staff required a great deal of planning. REED Academy created a Restart Committee to coordinate the overall reopening plan. REED Academy also established a school-based Pandemic Response Team to centralize, expedite, and implement COVID-19-related decision-making. The Restart Committee continues to work closely with the Pandemic Response Team, health departments, and others in municipal and county government to develop the reopening plan. The restart committee consists of the Chief School Administrator/Principal, Directors, School Nurse, and BCBA's. The pandemic response team consists of all members of the restart committee plus parents, instructional staff and our custodian. Parent and staff participation was frequently through surveys and questionnaires. Board members also provided feedback throughout the development of the plan.
- C. As per the NJDOE recommendation, REED Academy's plan also addresses the following critical issues:
 1. **Scheduling** - REED Academy's reopening plan accounts for resuming in-person instruction while still providing a virtual option. Scheduling decisions were informed by careful evaluation of the health and safety standards and the most up to date guidance from the New Jersey Department of Health (NJDOH), as well as the stakeholder input on the needs of all students and the realities of our unique school. Policies for attendance and instructional time were modified for the 2020-2021 school year.
 2. **Staffing** - REED Academy continues to clearly communicate with staff regarding expectations and support for student learning. School reopening plans and decision-making throughout the school year will continue to consider the unique needs of each staff member, such as access to technology, social and emotional health, and child care concerns. Staff roles will also expand to accommodate new health and safety regulations. Instructional and non-instructional staff schedules

include designated times to support school building logistics required to maintain health and safety requirements.

3. **Athletics** - N/A due to the nature of our school population we do not have a formal athletics program.

D. **Policy and Funding** - The COVID-19 pandemic has created a variety of fiscal challenges related to the delivery of instruction and related services to students. Reopening facilities and purchasing supplies looks drastically different for the upcoming school year than in past years. In April we identified that REED Academy will need to purchase items not needed in the past (e.g., personal protective equipment or cleaning supplies) and experience increased demand for previously purchased goods and services. We have been working closely with various schools, agencies and organizations to purchase items at a lower cost. We have allocated funding and procured about 6 months worth of supplies throughout the Spring and Summer to prepare us for our Fall reopening. To the greatest extent possible, REED will consider making expenditures from various accounts to meet unanticipated costs and to manage cash flow.

E. **Continuity of Learning** - Ensuring continuity of learning is critically important during this time of great stress for families, educators, and students. The move to a fully virtual learning environment happened quickly and created significant challenges for staff and students, particularly students already considered at-risk prior to the pandemic. REED Academy has worked closely with stakeholders to ensure decisions are made collaboratively and transparently and we have prioritized safely returning students who are most in need of in-person instruction. As per the NJDOE recommendation, REED Academy focused on the following areas while developing the reopening plans to ensure the continuity of learning.

1. **Ensuring the Delivery of Special Education and Related Services to Students with Disabilities** - REED Academy will continue to meet our obligations to students with disabilities to the greatest extent possible. Specific strategies and considerations for students with disabilities continue to be critical points of discussion for every return-to-school scenario.
2. **Technology and Connectivity** - REED Academy strives to ensure that every student has access to a device and internet connectivity as appropriate. REED Academy has prioritized the provision of technology, or, alternatively, in-person instruction, to students that are otherwise without access and have included in the reopening plan the steps taken to address the technology need. REED Academy's Director of Curriculum and Technology will work with stakeholders to identify any students in need of access to such technology and provide the students with the appropriate access. REED Academy will continue to evaluate this process on an ongoing basis.
3. **Curriculum, Instruction, and Assessments** - In planning curriculum, instruction, and assessment for reopening, REED Academy continues to focus

on building staff capacity to deliver highly effective instruction in all environments (in person and virtually) as well as preparing them to address any learning gaps that might prevent students from meeting grade-level New Jersey Student Learning Standards (NJSLS) when appropriate and to the greatest extent possible. Per the NJDOE recommendation, REED Academy continues to develop plans that are innovative, cultivate a clear sense of shared purpose and goals, encourage collaboration among educators, and foster an effective partnership approach with students' family members and caregivers.

4. **Professional Learning** - It is imperative that REED Academy provides professional learning that will better equip leaders, staff, students, and parents/caregivers to adapt to altered educational environments and experiences. Among the most critical focus areas are training to address the learning loss for the most vulnerable populations, and preparing and supporting educators in meeting the social emotional, health, and academic needs of all students. As REED Academy solely serves individuals with autism we continue to develop and enhance these areas.
5. **Career and Technical Education (CTE)** - CTE programs and opportunities serve as key momentum points for individuals on a path to economic opportunity. At REED Academy we serve individuals with autism and will focus on maintaining Structured Learning Experiences (SLE) and Community-Based Instruction (CBI) that is vital for our students as they prepare to learn and practice job skills. During the pandemic students at REED Academy will focus all of their SLE programs inside of the school building.

Detailed Procedures:

Screening

Students and staff must be screened for fever or signs of COVID-19 (fever or chills, 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, and diarrhea) **illness prior to entry to the school. Screenings will take place daily.** Individuals are not permitted to enter REED without a screening. The side vestibule will be used for student's screenings. In-car screening is permissible. Social distancing or physical barriers will be used to eliminate or minimize exposure risk during screening. Parents are encouraged to be alert for signs of illness in their children and keep them home when they are sick. We also ask that staff do the same.

Screening Process

1. Staff and students will be screened one person at a time.
2. The school nurse will stand outside to protect the staff/student's face and mucous membranes from respiratory droplets that may be produced if the staff/student being screened sneezes, coughs, or talks.
3. The school nurse will conduct a temperature screening with a non-contact thermometer.

4. For staff, the school nurse will ask questions in relation to COVID-19 and log in temperature and document answers. Staff will drive down the parking lot entrance lane (alongside the bus lane) and pull up to the front of the school so that the driver's side window/door is closest to the main entrance of the school. The school nurse will approach the car for the health screening. After being screened and cleared, staff should proceed to park their vehicle and then enter the building. The school nurse will conduct a temperature screening with a non-contact thermometer and will ask questions in relation to COVID-19. Both temperatures and answers will be documented for our records.
5. For students, the school nurse will make a visual inspection of the child for signs of illness, which can include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. The school nurse will document temperature and document notes.
6. To ensure social distancing is maintained during the screening process between students and staff, markings of six foot distances with floor tape will be placed where foot traffic may occur. Screening will be done through all vehicles upon arrival for staff and students. Staff will arrive and pull their car to the front to be screened (temperature and questions). All students at REED have an autism diagnosis and are sent via bussing. Students will be screened individually within their sending vehicle to ensure social distancing. If social distancing cannot be maintained during any time in the screening process, the appropriate PPE will be worn to ensure the safety of our students and staff.

If a student doesn't pass the screening (present a temperature of 100.0°F or above or is exhibiting signs/symptoms of illness), the school nurse will inform the parent/guardian that the student may not attend school for that day (and possibly subsequent days). The designated staff will walk the student to the **designated quarantine/isolation area** (conference room) and the parent/guardian/authorized caregiver will be called to pick-up the student. If possible, individuals' noses and mouth should be covered with a face covering to prevent possible exposure to others. Designated staff, using appropriate PPE, will provide continuous supervision of the student in the designated quarantine/isolation area. When a parent/guardian/authorized caregiver arrives to pick up the student, they will be given instructions regarding follow up with their child's healthcare provider. **Students sent home will not be able to return to REED until they have had no fever for at least 72 hours (three full days without the use of medicine that reduces fever) and other symptoms have improved (for example, symptoms of cough or shortness of breath have resolved). If sent home for COVID-19 symptoms, students may return when they have remained home for 72 hours and can produce a doctor's note indicating they are free from illness and may return to school.**

Contact Tracing

If there is a suspected positive case for students/staff, the school nurse will be required to fill out a contact tracing form provided by Bergen County Department of Health Services Communicable Disease Division. In addition the school nurse will notify the local health department where the student/staff member resides. Close contact is defined as being within six

feet for a period of at least 10 minutes. The Bergen County Department of Health Services will give us guidance on the proper protocols on continuing or ceasing operations at REED Academy. The principal and school nurse will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. REED will maintain daily attendance records and student/staff assignments. REED uses a data collection system that has all instructional staff and related service providers login to record services for each day. This system, in addition to daily attendance and service providers logs, will allow us to trace interactions on an individual basis.

REED Academy will be prepared to provide the following information when consulting a public health official:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
- The date the person with COVID-19 or probable COVID-19 was last in the building.
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the school have developed any symptoms; and any other information to assist with the determination of next steps.

Response Procedures for Symptoms or Exposure (Students and Staff)

Students or staff who have symptoms consistent with COVID- 19, will be sent home and/or denied entry to the school building. Any confirmed or suspected exposure to COVID-19 occurring in a school must be immediately reported to the local health department. A suspected case is a person who shows symptoms of COVID-19 but has not yet been tested or is waiting for test results. A confirmed case is a person (with or without symptoms) who received a positive result from a COVID-19 laboratory test.

Students/Staff Members Who Develop Symptoms of COVID-19 While at the School

- COVID-19 symptoms include cough, shortness of breath or difficulty breathing, fever (100.0°F or higher), chills, muscle pain, sore throat, new loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting, diarrhea, or other signs of new illness that are not related to a preexisting condition (such as seasonal allergies).
- The student/staff member who are exhibiting signs/symptoms of COVID-19 will be placed in the conference room in isolation until their parent/guardian is able to pick them up.
- The staff member waiting with the student should remain as far away as safely possible from the student (preferably, 6 ft).

- If symptoms persist or worsen, they should call a health care provider for further guidance. Advise the employee or student's parent or family member to inform the school immediately if the person is diagnosed with COVID-19.
- Please use these CDC guidelines, [What to Do If You Are Sick](#)

Students/Staff Members Who Test Positive for COVID-19

If REED has become aware of COVID-19 positive cases, REED will contact our local health department for guidance: Senior Public Health Nurse/Bergen County Department of Health Resources - 201-634-2652. Health officials will provide direction on whether REED should cease operations following the identification of a positive case in the school. The duration may be dependent on staffing levels, outbreak levels in the community, and severity of illness in the infected individual. Symptom free students or staff should not attend or work at another facility during the closure.

REED will be prepared to provide the following information to public health officials:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) and the date the person developed symptoms.
- The date the person with COVID-19 or probable COVID-19 was last in the school building.
- Types of interactions the person may have had with other persons in the school building or in other locations and how long their interactions were with other persons in the building.
- If other persons in the school have developed any symptoms; and any other information to assist with the determination of next steps.

All rooms or equipment used by the infected person, and persons potentially exposed to that person, will be cleaned and disinfected in accordance with the CDC guidance. In the event of uncertainty about the extent of potential exposure all rooms will be cleaned and sanitized. As the CDC guidelines are frequently evolving we will consult their website for current guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

REED Academy will close off areas used by a sick person and will not use this area before cleaning and disinfection. Per CDC guidelines, REED will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we will wait as long as possible. REED will open outside doors and windows to increase air circulation in the area. Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Returning to School After COVID-19 Diagnosis or Exposure

If a student or staff member contracts or is exposed to COVID-19, they cannot be admitted to a school again until the criteria for lifting transmission based precautions and home isolation have been met (see chart below). Those criteria are included in the Department of Health's guidance available here:

<p>Individuals who have symptoms of COVID-19 AND</p> <ul style="list-style-type: none"> • Have tested positive (by PCR, rapid molecular or antigen testing) <u>OR</u> • Have not been tested (i.e. monitoring for symptoms at home) should stay home** and away from other until: 	<ul style="list-style-type: none"> • At least 10 days have passed since their symptoms first appeared AND • They have had no fever for at least 72 hours (three full days without the use of medicine that reduces fever) AND • Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved) AND • Produce one (1) negative test result
<p>Individuals who have NO symptoms and have tested positive should stay home** and away from other until:</p>	<ul style="list-style-type: none"> • 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have developed symptoms
<p>Individuals who have symptoms and have tested negative should stay home and away from others until:</p>	<ul style="list-style-type: none"> • 72 hours after their fever has ended without the use of fever reducing medications and other symptoms improve

*Close contact is defined as being within 6 feet for at least a period of 10 minutes.

**Siblings and household members should also remain at home for 14 days.

School Response After COVID-19 Diagnosis or Exposure

If a suspected or confirmed case of COVID-19 infection occurs in a classroom within the school, the ill person will be sent home.

- Other staff and children in the classroom will be considered close contacts of that case and must be quarantined in their homes for 14 days.
- Parents/guardians and staff facility-wide will be informed about the diagnosis or exposure by the Principal/Chief School Administrator **while maintaining confidentiality**.
- The CDC guidance for cleaning and disinfection should be followed.
- Other classrooms within the school can continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to.
- If suspected or confirmed cases occur in multiple classrooms within the school, then it is probable all school operations within the facility will need to be suspended (see Closure section).
- The ability to keep groups small and static can be helpful in identifying close contacts and may aid in determining if a schoolwide closure is necessary.

Cleaning and Disinfecting

This guidance provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available. In addition to REED’s full time custodian, we have

also hired a part-time custodian to be present when students are in session. Additionally, we have contracted a cleaning crew that will clean and disinfect the facility each evening.

Definitions

- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

REED will increase the frequency of cleaning and disinfecting toys, equipment, and frequently touched surfaces, especially doorknobs, light switches, countertops, and restrooms.

As groups of students are moving from one area to another, cleaning measures will be completed prior to the new group entering the area. Appropriate procedures will be applied for disinfecting chairs, tables, and other high touched items used by the students.

Toys

Toys and items that are not easily cleaned or disinfected (e.g., soft or plush toys) shall not be utilized in the school, though such items brought from home may be utilized if they are not shared, and returned home with the student each day for washing. Toys that students have placed in their mouths or are contaminated by body secretion or excretion shall be set aside until they are cleaned by hand by a person wearing gloves.

Student's Desk and Chairs

Wiping down tables and chairs with disinfecting wipes will be completed everyday, each night AND in between student usage.

Bathrooms

Toileting and diapering areas (including tables, pails, countertops, toileting chairs, sinks/faucets, toilets, floors, etc.) will be cleaned and disinfected after each use and each night. A limited number of students will enter at a time.

Kitchens

Kitchens will be disinfected prior to and following each use of the eating area or use of kitchen materials. Before eating, all staff and children will wash their hands scrubbing for a minimum of 20 seconds. Chairs and the table area will be disinfected after use throughout the day. Use of water fountains is **suspended**. Water fountains have been crossed out with tape and now display an "out of order" sign. Water coolers, located throughout the building, will be available for use, and there will be a hand sanitizer on top of each water cooler for hand hygiene before and after every use.

The Road Back for Education in New Jersey has required and will continue to require collaborative discussions with all stakeholders while diligently focusing on the health and safety of our students and staff. The leadership team at REED Academy will meet often to evaluate the school operations and make any necessary adjustments to ensure the health and safety of our community. REED Academy is committed to and looks forward to welcoming our students back to school in September. The REED Academy leadership team will remain flexible should we need to pivot back to virtual instruction at the direction of the NJDOE, NJDOH and/or the NJ Governor.