

03-8233 David Gregory School
Reopening Plan
07-31-2020
(Revised 09-17-2020)

The following document describes the anticipated minimum standards for the following four areas:

- 1) Conditions for Learning
- 2) Leadership and Planning
- 3) Policy and Funding
- 4) Continuity of Learning

1) Conditions for Learning (Covering ten critical areas of operation per the New Jersey Department of Education guidelines)

Critical Area of Operation #1 - General Health and Safety:

- a. The David Gregory School (DGS) will communicate with authorities to update any policies as information changes.
- b. Staff is protected by DGS school policy regarding being sick, and working in the school.
- c. All Centers for Disease Control and Prevention (CDC) guidelines will be reinforced including use of face coverings for all staff and visitors upon entering DGS, unless it will inhibit the individual's health. Students will be encouraged to wear masks, if possible.
- d. DGS will notify and communicate information from the pandemic response team regarding updated information and encouragement to all staff, parents and students when to stay home and how to avoid the spread of COVID-19. This will be done through emails, phone calls, and meetings.
- e. Staff, as well as parents/guardians will be contacted and made aware of the medical risks prior to the start of school. Students will be monitored and parents will be made aware of the medical risks.
- f. Accommodations will be provided for individuals that are identified, per CDC Guidelines, as having a higher risk for severe illness from COVID-19, including adults aged 65 years and older and individuals with disabilities or serious underlying medical conditions. Options for tele-work or all virtual learning will be provided.
- g. The School Nurse has contacted Paramus Health Department via email (7/28/20) and requested to be designated, as a "medically necessary" facility in order to get PPE supplies as needed due to medically fragile students in the school.
- h. Staff will receive professional development on implementation of all Health and Safety practices.
- i. Signage will be created informing all visitors, faculty, staff, and students of the

required Health and Safety practices, including (but not limited to) staying home when appropriate, hand hygiene and respiratory etiquette.

Critical Area of Operation #2 – Classrooms, Testing, and Therapy Rooms:

- a. The entire school will be used to create the social distancing necessary to remain in compliance with the CDC guidelines, this will include spreading out throughout the classrooms and schools extra space if the classrooms can not accommodate the necessary spacing depending on the student population.
- b. Physical barriers will be used to ensure safety.**
- c. Students will face in a given direction to avoid facing each other.
- d. Staff will be required to wear masks and face shields in the classrooms, created classroom areas, and all areas of the school.
- e. The use of shared objects will be eliminated.
- f. All non-instructional areas will follow same social distancing guidelines as the created classroom areas.
- g. Windows in the school will be open, to allow fresh air to circulate.
- h. Germicidal disposable surface wipes (for non-porous surfaces) will be available in each classroom, bathroom, and office.
- i. Hand sanitizing stations prepared with alcohol-based hand sanitizer (at least 60% alcohol) will be maintained in the following locations:
 - In each classroom
 - At all entrances and exits of the building
 - In the kitchen, toileting facilities, and the gymNote: Students must be supervised when using hand sanitizer.
- j. Scheduled hand wash times for the classrooms will be implemented throughout the day. Hand hygiene protocols will be developed where staff/ students are required to wash their hands for at least 20 seconds at regular intervals throughout the day, including but not limited to, before eating, and after using the bathroom, as well as after each time a student or staff blow their nose, cough, and/or sneezes. Use of alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

Critical Area of Operation #3 – Transportation:

DGS does not have control over jurisdiction of any busses. DGS will remind and monitor the bus situation regarding social distancing and mask wearing when students arrive and depart from our school. DGS will take note and report any issues to the sending districts.

- a. Both morning and afternoon DGS will remind the bus drivers about social distancing and mask wearing on the bus.
- b. DGS will remind the bus drivers to seat the students every other row while alternating sides.
- c. DGS will ask the bus drivers if the busses are being regularly disinfected.

Critical Area of Operation #4 Student Flow, Entry, Exit, and Common Areas:

- a. DGS screening protocol, including temperature check, visual inspection, and health questionnaires, will be implemented to screen student, staff, and visitor's health.
- b. The nurse will be made available to help the screeners and train them on what to identify as potential concerns.
- c. Students, staff, and visitors will remain socially distant with part of the screening team before entering the building and will only enter if the checklist of information is completed.
- d. Physical guides, such as tape on floors, will be provided to help ensure students, staff and visitors remain at least six feet apart in lines and at other times.
- e. The school will have one-way arrows on sides of the hallways and other areas of traffic.
- f. Bathrooms will have indicators of how many are in there at a time as well as a communication system amongst staff to avoid any unnecessary traffic or infringement of proximity.
- g. There will be a hallway monitor to help guide the flow of traffic.

Critical Area of Operation #5 – Screening, Personal Protection Equipment (PPE), and Response to Students and Staff Presenting Symptoms:

- a. Screening procedures for students and staff
 - Families of students, as well as, staff are required to pre-screen their child/themselves for illness prior to coming to school daily. Students/staff with a measured temperature of 100.0 F or higher should not attend school and remain home until fever-free, as per CDC guidelines. School Nurse will communicate with families/staff on an individual basis about readmittance, per CDC/DGS Readmittance Protocols, prior to students/staff to return to school.
 - All health checks will be conducted safely and respectfully, and in accordance with any applicable laws and regulations.
 - Any screening policy/protocol will take into account students with disabilities and accommodations that may be needed in the screening process for those students.
 - Students (family members) will provide history of exposure updates,

and confirm health and well-being.

- Results will be documented when signs/symptoms of COVID-19 are observed.
- Students or staff identified as having signs/symptoms will be taken to the isolation room until arrangements can be made for pick up.
- Local health officials, staff, and families of a confirmed case will be notified, while maintaining confidentiality.
- A contact tracing committee will be utilized to assist in contact tracing including records of groups/cohorts, assigned staff, and daily attendance.
- Symptoms will be monitored continuously throughout the day.
- Parent communication protocols will be put into place to monitor symptoms outside of the classroom.
- Visitors will not be allowed in the building, unless cleared by administration. Visitors must follow all DGS Protocols including wearing face covering while at DGS.
- **Cleaning protocol utilizing CDC guidelines will be implemented if a positive case is determined and the school will close for 14 days; during which a deep clean will be performed.**
- Parents or caregivers are strongly encouraged to monitor their children for signs of infectious illness every day.
- Students/staff who are sick should not attend school in-person.

b. Protocols for Symptomatic Students and Staff

- Students and staff members may be asked to leave or not come into school if they TESTED POSITIVE for COVID-19 OR EXHIBIT ONE OR MORE of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained.
- Symptoms of COVID-19 include, but are not limited to:
 - Fever 100 F or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills

- Repeated shaking or chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Fatigue
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Staff/students are asked to stay home until they have met the criteria for return based on CDC Guidelines. The School Nurse will communicate with families/staff on an individual basis about readmittance, per CDC/DGS Readmittance Protocols, prior to students/staff to return to school.
 - Staff/students are asked to stay home if they have recently had close contact with a person with COVID-19 until they have met criteria for return.
 - Signs will be posted at the main entrance requesting people who have been symptomatic with fever and/or cough not enter.
 - Staff, students, and their families will be educated about the signs/symptoms of COVID-19, when they should stay home and when they can return to school.
 - Dedicated space has been designated for symptomatic individuals that will not be used for other purposes.
 - Symptomatic persons will be isolated at the designated area at the school until they can be picked up, and sent home to isolate.
 - Symptomatic students will remain under supervision of a staff member. The staff member must wear appropriate PPE including face covering, face shield, disposable gown and/or lab coat, as well as perform hand hygiene before applying and after removing PPE.
 - Symptomatic persons will be encouraged to wear face covering while waiting to leave the building. Face coverings should not be placed on:
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance
 - Anyone who cannot tolerate face covering due to developmental, medical, or behavioral health needs
 - Implement cleaning and disinfecting procedure following CDC

Guidelines using EPA approved disinfectant for SARS-COV 2. The school will close for a deep clean (approximately 48 hours).

- Positive cases will be reported to Paramus Health Department. Their guidance will determine next step in safety procedures.
- Families will be notified if their child is exhibiting COVID-19 symptoms. Students will need to be picked up as soon as possible.

c. PPE

- Gloves, facemasks, shields, protective coats and all other PPE will be made readily available and will have a 3 months supply of all PPE.
- Consistent with NJDOE reopening guidelines, staff and students (those that are able) will be required to wear face coverings. DGS will teach and reinforce: the use of face coverings, prevention of stigma associated with use or non-use of facial coverings to support a respectful, inclusive, and supportive school environment.
- DGS will protect the confidentiality of students, families, and staff who may or may not wear a face covering due to health concerns.
- Appropriate PPE training for employees will be provided.
- Signs will be posted in school to stop the spread of illness, how to properly wash hands, while promoting everyday protective measures following the guidance of the CDC and NJ Department of Public Health.

Critical Area of Operation #6 – Contact Tracing:

- a. 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.
- b. Each student and staff member will be accounted for daily by classroom record keeping, records of transitions throughout the building, daily attendance, and seating charts.
- c. A contact tracing committee will be used and properly trained on the role of contact tracing in keeping school communities safe from the spread of contagious disease, as well as adhering to all applicable federal and state requirements regarding privacy of educational records.
- d. The School Nurse will collaborate with the Paramus Health Department as well as develop contact tracing policies and procedures.
- e. Open communication systems that allow staff, students, and families self-report symptoms and/or suspected exposure that could assist the school to provide prompt health department notification.

Critical Area of Operation #7 – Facilities Cleaning Practices:

- a. In addition to the regular daily and weekly cleaning procedures, new measures will be taken to prevent the spread of COVID-19.
- b. DGS will provide additional training and the appropriate PPE for staff responsible for cleaning/disinfecting.
- c. Scheduled intermittent cleaning throughout the day.
- d. Routine cleaning and disinfecting of all high-touch areas, throughout the day, which may include, but not limited to, desks, tables, door knobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, keyboards and computer mice.
- e. Deep cleaning at the end of each day (with specific products and procedures outlined by CDC and DGS protocol).
- f. Hand sanitizer (at least 60% alcohol) will be made available in all classrooms, instructional and non-instructional areas.
- g. EPA registered disposable germicidal wipes will be available in all classrooms. Safe and correct use and storage of cleaning and disinfecting supplies will be maintained. Products will be stored away from children, and ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.
- h. All deep cleaning/disinfecting supplies will be from the COVID 19 approved list.
- i. DGS will follow the instructions and recommendations for all cleaning procedures.
- j. Bathrooms will be cleaned on a schedule, or as needed as it is being monitored in between each use.
- k. Staff will change students' clothing and their own clothing when soiled with secretions or body fluids. Students' soiled clothing will be bagged and sent home sealed in a plastic container or bag.
- l. Toileting procedures (including extra COVID-19 steps) are posted in the bathroom.
- m. In areas where ill persons are being housed in isolation, the room will be closed, secured and disinfected per CDC guidelines. Short term closure procedures include:
 - Closing off areas used by sick person and do not use before cleaning and disinfection. Wait 24 hours prior to cleaning and disinfecting of area. If absolutely not possible to wait 24 hours, wait as long as possible.
 - Open outside doors and windows to increase air circulation in the area.
 - Cleaning staff clean and disinfect all areas used by the ill person, especially high-touch areas.

Critical Area of Operation #8 – Meals:

- a. Only staff that is required to be at the school for the full workday will have lunch in a provided designated area where social distancing can be enforced and adequate supplies for cleanliness are made available.
- b. Students will not eat any meals at the school.

Critical Area of Operation #9 – Recess/Physical Education:

- a. Playground will be cleaned in between each use per CDC guidelines.
- b. Students will wash their hands after using the playground.
- c. All physical activities that required contact or invading social distance will be eliminated from the current curriculum of physical activities.

Critical Area of Operation #10 – Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours:

- a. DGS does not offer field trips, extra-curricular activities, or the use of the facilities outside of school hours.

2) Leadership and Planning

Restart Committee

- a. DGS will continue to hold regular Restart Committee meetings. The committee will have a diverse set of content experts and contributors.
- b. The Restart Committee will work closely with the pandemic response team to further develop the schools plan for reopening and monitoring health and safety.
- c. The Restart Committee represents the diversity throughout the school and community and all meetings and material will be available for whose families speak languages other than English at home, and who reflect diverse racial, ethnic, and socioeconomic demographics.
- d. The Restart Committee will develop sub committees as needed to expedite important tasks.

Pandemic Response Team

- a. DGS will continue to hold regular pandemic response meetings; the committee will have a diverse set of content experts and contributors ready to make effective COVID-19 related decisions.
- b. Meetings will be recorded and presented to administration and other higher-level decision makers as deemed necessary.
- c. The Pandemic Response Team is currently composed of, and will continue to expand as necessary (1) school principal, school owners, teachers, nurse,

- paraprofessionals, custodian, parents, school safety personal, master teacher, and behaviorist.
- d. The Pandemic response team will oversee the implementation of health and safety measures and provide feedback and suggestions for crisis and COVID 19 matters, provide training to staff members, review COVID 19 data to make informed decisions, provide communication to the school and community, create a platform and method for contributions from family, staff, and community.

Scheduling

Due to the fact that our students come to DGS from five different counties, many of the districts have not yet settled on their own plans. We are anticipating an October 1st hybrid opening (unless the governor changes the reopening plan). Many of our parents have also expressed preference for this date.

- a. DGS must account for resuming in-person instruction. Scheduling decisions are made 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 the input of stakeholders about the needs of all students and the realities of educating students with disabilities during this unique time.
- b. DGS will continue full virtual remote instruction, as it has successfully during the extended school year program, starting on September 8 and ending on Wednesday September 30. On Thursday October 1st a hybrid plan will be implemented for those parents who wish to have their child participate in school. A fully virtual program will still be made available for those who do not wish to attend in school.
- c. A school day will consist of, at minimum, 4 hours a day virtually during the fully virtual reopening (September 8- September 30).
- d. Hours of instructional time will not be defined as a student's time spent in front of a teacher or in front of a screen, but time engaged in standards-based learning under the guidance and direction of a teacher.
- e. The hybrid model to be launched October 1st will consist of alternating A/B weekly half days with half the students on week A, the other half on week B. **We have noted emergence of the virus in schools that have opened up around the country and we are reducing on site hours to 2.5 hours as opposed to the original 3 hours.** Virtual instruction will take place at times when students are home.
- f. Attendance policies will be updated to reflect both hybrid and virtual learners to make sure all students meet the requirements for the DGS school calendar.
- g. DGS will ensure that the requirements of students IEPs are met.
- h. DGS will continue to ensure students receive individualized supports that meet the requirements of all IEPs.

- i. Teachers will be provided with time for in person and virtual instruction planning.
- j. A steady supply of resources necessary to ensure the safety of students and staff will be provided. Protocols for families and bus drivers for best practice procedures to stop the spread of COVID 19 will be provided.
- k. Classroom and school schedules will be adjusted and staff will accommodate the adjusted schedule.

Staffing

- a. All considerations and decisions made will reflect the careful review of unique needs of each staff member. Social and emotional health, and childcare concerns, will be treated the same for all staff members and will be provided with the same safety.
- b. Paraprofessionals, teachers, and administration will ensure the necessary measures are taken to ensure students continuity of learning.
- c. Instructional and non-instructional staff schedules can include designated time to support school building logistics required to maintain health and safety including scheduled cleaning, disinfecting, and preparing areas of the buildings to be appropriate to receive instruction.

In-Person and Hybrid Learning Environments: Roles and Responsibilities

- a. DGS staff will develop engaging routines for students through varied instructional strategies both in person and during virtual sessions. Teachers will provide feedback to parents for both virtual and in school sessions. Staff will make parents, families and caregivers aware of the routines, schedules and expectations of the modified program. Students' progress will be monitored for both in person and remote learning sessions.
- b. During in person sessions, staff will reinforce social distancing protocol with students and other staff. Group interactions will only be conducted when social distancing and safety can be implemented. Entrances, exits, restrooms, the playground and common trafficked areas will be monitored and cleaned on a daily schedule and as needed.
- c. Virtual sessions will continue to meet the needs of students as well address IEP goals.
- d. Additional staff members who are needed to help with the continuity of learning will assist with school cleaning procedures and buildings safety logistics as well as serve on various committees related to the overall safety and well-being of the school during the reopening. Additional staff will help with making necessary adjustments to improve the quality of instruction in remote and in school sessions.

Mentors

- a. Mentor teachers will address the current relevant issues regarding the virtual and hybrid models and continue to demonstrate how to provide effective instruction.
- b. Mentors will consider alternative methods for classroom observations and avoiding in-person contact where possible.

Administrators

In addition to DGS administrators' daily responsibilities to ensure the safety and well being of the school both in-person and virtually, administrators will:

- a. Consider new roles for staff members to accommodate the schools adjustment to a hybrid plan. Administration will identify areas that need more support and adjust staffing to accommodate those needs.
- b. Provide time for committees to collaborate, communicate, and plan accordingly based on the current data and obstacles.
- c. Ensure teachers, paraprofessionals and related service members are providing adequate instruction as well as providing SEL support.
- d. Communicate with parents when necessary to ensure they are supported and informed of DGS policies and create avenues for parents to communicate their concerns about student's social, emotional, and academic well-being. Administration will reconnect teachers and families' when/if a connection is lost.

Support staff/paraprofessionals:

- a. Continue alternative methods for 1:1 in person interactions as well as continue virtual 1:1 instruction.
- b. Provide detailed sessions notes, recalling both qualitative and quantitative information of the session.
- c. Paraprofessionals will pre-record and create videos about SEL activities, academic skills, and activities of daily living.
- d. Staff will research websites, videos, and links for accessible activities that teachers can incorporate into lessons.
- e. Staff will support families and students in accessing and participating in remote learning.
- f. Staff will contribute in new ways such as school upkeep and other essential new tasks required helping stop the spread of COVID-19.

Substitutes

- a. DGS has staffing plan arrangements in case of any short term or long-term absences or if anyone leaves their jobs to ensure the responsibilities of educating the students both virtually and in a hybrid setting are still taken care of.

- b. DGS has back up plans in case a school nurse, teacher, or paraprofessional have a short term or long-term absence.

Educator Roles Related to School Technology Needs

- a. DGS has staff members dedicated to providing the necessary ongoing support during virtual learning for students, families, teachers and other DGS staff members.
- b. DGS has already provided students with the necessary technology to access virtual lessons including (usernames/passwords/organizational credentials).
- c. DGS staff will continue to train students/families and other DGS staff members on how to use technology platforms.
- d. DGS has a protocol on recording session notes to measure student progress during virtual sessions.

3) Policy and Funding

DGS spending of funds strictly adheres to the DOE chart of accounts and allowable percentages within DOE categories and their limits.

- a. DGS has already purchased a 3-month supply of PPE.
- b. DGS is in the process of making the outdoor and indoor accommodations for learning including barriers, fencing, tents, and COVID-19 cleaning supplies and equipment.

4) Continuity of Learning

- a. Curriculum, instruction, assessment, and professional development will all be adjusted to be in accordance of school and state safety guidelines for the reopening.
- b. Related services will remain scheduled and adequately provided for any student who is entitled to a service in their IEP.
- c. The law provides that “Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student’s Individualized Education Program (IEP), to the greatest extent practicable.”
- d. DGS has alternate assessment models to utilize due to the inability to perform past assessments, which involve breaking social distancing guidelines.
- e. Administration, students, staff and families will be made aware of the expectations and anticipated learning environment and instructional expectations for the students both in person and virtually.

- f. DGS will prioritize students' safety and well being while further developing their social and emotional skills through SEL related activities.
- g. Work-Based Learning- Activities of Daily Living - Students will continue to be provided the opportunity to participate in safe work based learning, either remotely (simulations, virtual tours, etc.) or in person. The post high school curriculum focuses on these skills and they are instructed/ demonstrated in a way that abides by all safety protocols.

Professional development

- a. Professional development will continue virtually or in person when necessary and capable, throughout the school year.
- b. Professional development will focus on the unique hybrid learning situation and how to deliver the best possible instructional while prioritizing the safety and well being of students and staff first.
- c. Parents and caregivers will be encouraged to also contribute in some ways to professional development sessions, as they are a crucial part of the hybrid model.
- d. The professional development schedule for the year will be flexible and readily adaptable to fit the changing needs of DGS.