

**The YCS George Washington School
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Hackensack, N.J.
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Reopening Plan

The YCS George Washington School is a private, NJDOE approved school serving K-8 students with special education needs. The entire school population is made up of classified students with IEPs in place. The school does not have any very young students enrolled. This plan has been developed with a commitment to the health and safety of our students and staff. Upon declaration of the COVID 19 Pandemic, Principal Ruth Ann Hunt led staff and students through the many and ever evolving challenges that presented themselves. Distance learning for academic and related services, food acquisition and distribution, counseling and support for the emotional well being of our staff, students and families were all tirelessly addressed along with many other issues by the leadership team for the school. Students, staff and families rose to the challenges, overcame obstacles and are excited to prepare for the eventual return of our GWS family.

As we prepare to reopen in accordance with the Road Back guidance document, a number of safeguards to accommodate the students with special needs that make up our school population have been put in place to meet the demands of the situation while providing a safe environment for our students to learn and grow.

Health and Safety for the students and staff have always been a priority and will continue to be with many more enhancements as we all work together on The Road Back.

Conditions For Learning:

1. A reopening steering committee represented by a cross section of administration and faculty has given input into the elements of this plan.
2. Three virtual town hall meetings have been hosted for parents and staff to receive information about school safety measures and express questions and concerns.
3. Staff working in the building in July have been actively involved in classroom set up and have ongoing opportunities to express concerns, ask questions to the reopening committee.
4. Collaboration with the local health department for guidance and support of health and safety initiatives is ongoing.
5. Participation in NJ Department of Education planning conferences, Bergen County Office of Education conferences, NJPSA, NJCS and ASAH informational sessions on a frequent basis.
6. Monitoring of all CDC guidelines regarding COVID 19 and NJ State reopening criteria is ongoing.
7. Acquisition of personal protective items for students and staff including masks, gloves and face shields has been completed for reopening. A mechanism is in place to reorder in advance of running low on supplies.

8. Building modifications have been made to allow social distancing, additional sanitizing measures and signage specific to COVID 19 safety precautions has been posted.
9. Communication with staff regarding new classroom layouts and use of materials is ongoing.
10. Laptops for each student have been purchased and will be assigned for individual student use.
11. Collaboration with YCS medical and nursing professionals is frequent and on going.
12. Contact tracing in compliance with State and local health department guidelines as well as YCS guidelines is in place. School staff has completed an online 7 hour contact tracing course through Johns Hopkins University.

In accordance with the Road Back Restart and Recovery Plan for Education document, The YCS George Washington School has established specific guidelines for each operational area to provide a safe and healthy environment throughout all aspects of the school day.

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

- The YCS George Washington School will reopen in phases for students. All phases will progress as deemed appropriate based on the positivity rates and transmission rates of Covid19 in the State. The dates and times of the phased reopening are subject to change based on the status of the public health emergency.
- All parents have been offered an all remote option for the 2020-2021 school year to accommodate the special needs of our students and families. Parents have been informed via zoom meetings, email and phone contact of the full remote learning option and have been requested to let the Principal know of their decision by September 1, 2020. Remote instruction will be offered through Dec. 31, 2020. Extension of the remote option will be considered at that time based on the most current guidelines and in collaboration with parents and the Sending District.
- Phase one of the reopening will be Sept. 8, 2020 - Oct. 16, 2020. Instruction will be remote Mon.-Fri. 9AM- 1PM. These dates will be re-assessed at the end of September.
- Phase two of the reopening is scheduled for Oct. 19, 2020 – Dec. 23, 2020. In person instruction will be provided T/W/TH from 9:00AM -2:00PM with remote learning continuing on M/F 9:00AM-2:00 PM.
- Re-assessment of dates will be ongoing and the school is prepared switch to all remote learning at any time based on the Office of the NJ Governor, the CDC and/or the NJDOE.
- Phase three of the reopening is scheduled to be January 4, 2021 – June 25, 2021. In person instruction will resume 5 days a week 8:30-2:30.
- YCS George Washington School staff will be returning in person September 1-4 2020 8:30AM-3:30PM for professional development and required trainings.

- Staff accommodations for returning to in person instruction will be addressed on an individual basis. Staff requesting accommodations will be referred the YCS Human Resources Department to receive information on accommodation options and required documentation for accommodations. To the greatest extent possible, there will be opportunity for staff to work in person but individually from a room or office not assigned to a cohort as well as opportunities to provide remote instruction.
- The YCS George Washington School is prepared to return to all remote learning at any time deemed necessary in the interest of public health and safety. Should the need to return to all remote instruction arise, parents, sending districts and staff will be notified via email and phone calls. The remote learning platforms are currently posted and will remain on the school's website and parents have been provided via email with remote learning information. Parents will receive additional instruction on the remote learning platforms / schedule of remote instruction prior to needing to pivot to all remote instruction to the greatest extent possible based on the issuance of a directive to do so by the Governor or Health Department Agency. All information relevant to remote instruction will also be posted on the school's website.
- All applicable YCS/CDC and NJ Department of Education guidelines as well as all NJ Executive Orders will be followed regularly and the plan will be updated as needed.
- Collaboration with the Hackensack Department of Health for reopening guidance has been and will continue to be ongoing.
- The building has been equipped with touchless hand sanitizing dispensers strategically placed throughout the building.
- PPE including gloves, hand sanitizer, masks and face shields have been procured and will be distributed to staff.
- Upon return to school. Each staff member will receive a bag with 2 face masks, 2 sets of disposable gloves and a bottle of hand sanitizer. They will be asked to put their name on it and keep it in the classroom for personal use only. Each classroom will also be stocked with hand sanitizer and gloves as well as cleaning supplies stored out of reach of students. These supplies have been ordered and received.
- Visitors including but not limited to child study teams, parents, and CMOs will be restricted. Only visitors approved by the Principal/Designee will be allowed access to the building by appointment.
- All staff and approved visitors will be required to wear a face covering throughout the work day unless medically unable to do so. Students will be required to wear face coverings throughout the school day unless medically unable to do so.
- In addition to the building being thoroughly cleaned and sanitized professionally prior to reopening, an electro static sanitizing machine has been purchased to aid in sanitization of all frequently used surfaces.
- Building ventilation ducts have been thoroughly cleaned. HVAC filters have been replaced.

- Each classroom has 6 functioning windows that can be safely opened weather permitting to facilitate ventilation.
- COVID 19 safety signage has been posted throughout the building to remind students and staff of social distancing and face mask rules.
- Portable hand washing stations have been ordered for each classroom and are expected to arrive prior to the school's reopening.
- Frequent cleaning of the building's common areas and classrooms daily.
(Appendix A)
- Scheduled hand washing times have been added to the daily classroom schedules.
(Appendix B)
- Guidelines for staff and student health monitoring have been established.
(Appendix C)
- Infrared temperature devices have been purchased and are currently in use for all staff entering the building.
- School social workers and nurses as well as YCS human resources department will be readily available to support and assist staff, students and families with any social, emotional and environmental factors related to reopening.
- Students and staff will be assigned to a cohort. Staff and students will remain as a cohort to the greatest extent possible.
- Travel between classrooms will be limited to necessary travel only such as arrival, dismissal and bathroom trips. One way traffic flow will be observed during any travel times. To accommodate the special needs population of the school, Hallway ambassadors will provide gentle reminders to students and staff regarding hallway travel. The building's hallways are 8 foot wide which is conducive to social distancing. Students are not allowed in hallways without supervision.
- Lunch in phase one of reopening will be sent home each day with students. In phase two and three of reopening, a newly hired school chef will be preparing individual meals which will be served to each student in lieu of family style meals. Lunch will be in the classroom. Students and staff will be required to adhere to a strict hand hygiene schedule before and after all meals/food consumption.
- Students will be prohibited from bringing personal belongings into the school.
- Each teacher aide will have an assigned cart and materials that can not be commingled.
- Each work area will be separated by a portable divider as needed.
- Each student and teacher will have their own laptop, not to be shared between anyone.
- Classrooms have been set up with student work areas 6 feet apart. One student per work area is allowed.
- Students and staff will be seated 6 feet apart as often as possible.
- To accommodate the special needs population of the school, staff will be assigned as hallway ambassadors to monitor students traveling to bathrooms and to limit the number of people in hallways.
- Bathroom sinks have plexiglass dividers between sinks. Student bathroom trips will be staggered and limited to one student at a time.

- One staff member per class will be assigned to photo copy machine and responsible for copying materials. Machines will be wiped down with a sanitizing wipe after each use.
- Any staff member exhibiting a fever and/or COVID 19 symptoms upon arrival to school or during the work day will be sent home immediately.
- Any student developing a fever and/or COVID 19 symptoms upon arrival or during the school day will be isolated immediately safely and respectfully and a parent/guardian will be required to pick the child up from school.
- An isolation area has been designated in the gym away from staff and students.
- The Hackensack Health Department has approved the school's arrival, screening and isolation area and isolation plan.
- Staff should call or page principal/supervisors/ secretaries/nurse etc rather than go to offices.
- Walkie-talkies for each room and key school personnel have been acquired.
- School technology (whiteboards, zoom etc) will be utilized as needed for internal meetings, supervision etc.
- Plexiglass barriers will be added as deemed appropriate based on DOE guidelines.
- Visitors will be prohibited from entering building without prior approval of principal.
- Vendors/deliveries will be directed to use a dedicated door of building and must have masks if they need to enter. A log of vendor deliveries will be maintained for contact tracing purposes. This is a practice currently in use.
- IEP meetings and parent meetings will be held virtually/over phone as appropriate.
- Field trips are prohibited until further notice.
- A virtual town hall has been scheduled with parents to discuss the safety measures at school, answer questions, share pictures of the classroom and impart the importance of keeping children home if sick, exposed to COVID 19 or travelling to states on the NJ quarantine list.
- Parents will also be informed via letter and by phone that students exhibiting any symptoms of COVID 19, have come in close contact with someone or live with a family member positive for COVID 19 or who have travelled to a state on the NJ quarantine list are prohibited from coming to school and will be offered our remote alternative.
 - Students will receive a temperature check upon entry to building. Any student with a fever of (100.0) or above will require isolation be and sent home immediately. Students who do not have an elevated temperature of 100.0 or more will proceed into the gym for a contact free security screening using a walk through metal detector and wand one at a time.
 - Students will place belongings in an assigned locker.
 - Students will follow one way traffic flow through building to their assigned classrooms.
 - Students will be dismissed in a systematic manner as their buses arrive for pick up.

- Students will be called to proceed to gym to pick up belongings and proceed to bus.

Critical Area of Operation #2: Classroom Instruction, Testing and Therapy Rooms

- Class size is being reduced from 12 students in a class to 9 or less.
- Individual student work areas are spaced 6 ft. apart and delineated with floor markings to facilitate adherence to social distancing guidelines.
- Students and Staff will be assigned as a classroom cohort.
- Students and staff will be required to wear face coverings at all times with the exception of students participating in physical education activities.
- All extraneous furniture has been removed from all classrooms and non-instructional areas of the building.
- All common educational materials/school supplies have been moved from common areas of the classrooms/non instructional areas of the building.
- Classroom work areas and seating will be arranged as per social distancing requirements. Portable barriers are on each student desk. Floor markings will indicate desk placement and students' personal space in accordance with social distancing guidelines.
- All staff and students will sit in assigned work areas of the classroom adhering to social distancing guidelines. Seats may not be changed or shared.
- Students will have portable dividers between them if there is more than 1 student at a work area.
- Staff has the option of wearing face shields and gloves in addition to masks. Any staff that needs to be closer than 6 feet to a student for more than 10 minutes will be required to wear a face mask and face shield. Any staff assisting a student who is in distress or ill will be required to use full PPE.
- Classroom materials will not be commingled. Each student will have their own plastic bin with individualized materials.
- To accommodate the special needs population of the school, students will have their own laptop computers in their assigned work area. Laptops may not be moved from the work areas.
- All work areas and materials will be cleaned frequently by classroom staff throughout the day.
- Students and staff will be required to wash hands in the morning upon arrival into classrooms, before and after snack before lunch, after lunch, after coughing, sneezing, blowing nose, using bathroom and at the end of the day.
- To accommodate the special needs population of the school, Smart Boards will be used to present classroom materials and books.

- Each classroom is supplied with multiple alcohol based hand sanitizing stations in addition to the ones in common hallways and portable hand washing stations. Designated staff in each classroom cohort will be responsible for informing the principal when hand sanitizing supplies are getting low. The facility manager will regularly check and maintain hand sanitizing machines that require refills. A supply of alcohol based hand sanitizer and alcohol based hand sanitizer refill bags has been procured and a mechanism is in place to reorder supplies prior to running out of items.

Related Services and Specials: All Related Services Providers and Specials Teachers located on the first floor will proceed up the **SOUTH** stairwell to provide service and return to their offices/ classrooms via the **NORTH** stairwell to decrease the amount of people passing in the hallways.

All Third floor Related Services Providers and Specials Teachers will utilize the **NORTH** stairwell to provide services on the floors beneath them and return to their offices/classrooms via the **SOUTH** stairwell.

During phase one of reopening, Specialists bringing students to individual offices and be seated 6 feet away from each other. Floor markings and signage will be used in every room; instructional and non-instructional to indicate appropriate distancing. Session time with specialists and related services will be in accordance with each student's individual IEP mandate during the hybrid phases of reopening.

Art:

- For phase one of reopening, Art will be held via Zoom in the classrooms
- Singing and wind instruments will be prohibited.
- For phases two and three of reopening, service delivery will be determined based on the COVID data at the time
- Each student will have their own set of art materials.
- Art materials will be cleaned between uses.

Music:

- For phase one of reopening, Music will be held via Zoom in the classrooms
- For phases two and three of reopening, service delivery will be determined based on the COVID data at the time.
- Each student will have assigned instruments.
- Instruments will be cleaned after each use.

Personal Finance:

- . For phase one of reopening, Personal Finance will be held via Zoom in the classrooms
- For phases two and three of reopening, service delivery will be determined based on the COVID data at the time.
- Material/manipulatives will be cleaned between uses.

Counseling:

- Social workers have individual offices and provide counseling on an individual basis. Office space allows the social workers and students to remain 6 feet apart.
- Social workers will pick up and return each student to class for their sessions.
- Social workers and students will wear face coverings during sessions. Face shields will also be used if social distancing cannot be maintained.
- Counseling offices/materials will be cleaned after each session.

Occupational Therapy:

- Therapists and students will remain 6 feet apart at all times possible if in OT room.
- Therapists and students will wear masks. Face shields will also be used if a distance if social distancing can't be maintained.
- Each student will have assigned materials. Work areas/materials will be cleaned after each session.

Speech Therapy:

- Therapists and students will remain 6 feet apart at all times in Speech Room.
- Therapists and students will wear masks. Face shields will be worn if social distancing cannot be maintained.
- Each student will have assigned materials. Work areas/materials will be cleaned after each session.

Physical Therapy:

- Therapists and students will remain 6 feet apart at all times possible.
- Therapists and students will wear masks. Face shields will be used if social distancing cannot be maintained.
- Each student will have assigned materials. Work areas will be cleaned after each session.

Area of Operation #3: Transportation The YCS George Washington School does not secure/provide transportation as an out of district placement, however, will collaborate with all sending districts as necessary to assist with health and safety guidelines for transportation to and from school. All transportation is contracted and provided by each student's sending district. As a precaution, the school will provide bus companies with best practice guidelines on cleaning from the CDC, information on the mask mandate and social distancing guidelines.

- School staff will work closely with transportation companies and employees to monitor adherence to best practices and address concerns en route to and from school as well provide support to facilitate students adhering to mask and distancing measures on buses.

- Bus companies and each student's individual sending district will be notified of concerns regarding cleanliness, mask wearing and social distancing.
- Transportation directors will receive information on reopening and safety measures prior to the start of school.
- Bus guidelines will be developed and distributed to bus drivers/companies as is the practice each school year.
- Transportation providers will be asked to screen students prior to allowing them on bus.
- Transportation company information will be collected to aid in contact tracing efforts should it be necessary.

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

Staff Arrival:

- Staff entry will be staggered. Social distancing markers will be placed outside of staff entry point to ensure staggered entry and social distancing requirements. Staff will be informed via email of the entry procedures prior to reporting to the building.
- Covid 19 Safety Signage is posted on the staff entry door and in the staff entry hallway.
- The school Principal/Designee will be outside on the first day of staff arrival to monitor entry procedures.
- Staff safety measures and school protocols will be part of the professional development agenda upon of staff returning.
- All Staff MUST wear a face mask upon entry of school building. Masks are available for staff who needs one. Gaiter masks and bandanas are not considered to be adequate face covering.
- Floor markings have been placed to promote social distancing guidelines throughout the building including arrival areas.
- Staff MUST sanitize their hands prior to/ upon entry.
- Staff will proceed to temperature check station and complete a health questionnaire.
- The YCS health questionnaire will be filled out by staff daily (Appendix D)
- Any staff member answering "yes" to a health screening question is required to leave the building immediately and contact their physician. The School's health screener will inform the school nurse. The school nurse will notify the Principal and follow up with the employee. Staff temperatures will be monitored. A temperature of 100.0 or above will require the employee to leave the building immediately
- Staff answering "no" to all health screening questions will proceed to the swipe machine and to their assigned class following the one way directional flow of halls/stairs as marked.
- Staff is prohibited from congregating in staff lounge or visiting other classes at all times of the work day. All extraneous furniture has been removed from common areas of the school building.

Student Arrival/Security/Dismissal

- To accommodate the special needs population of the school, student arrival into building will be staggered as followed:
Students will exit buses one at a time at the arrival student entry door and be met by school staff. There will not be an outdoor arrival waiting area needed as a result of this procedure. The student entry foyer is equipped with floor markings and Covid 19 safety signage as well as a temperature check and hand sanitization station.
- Students will be required to wear a face covering upon entering and throughout the school day unless medically prohibited. Masks will be available for any student who arrives without one. Gaiter masks or bandanas are not considered adequate face covering.
- Buses will pull up to bus entry and be unloaded one at a time. Students will enter building wearing a face mask and remain 6 feet apart at all times. Floor markings have been placed along the students' path from the student entry point through the health screening and security screenings areas as well as the common areas leading to their classrooms. Staff is posted along the path to assist/ensure social distancing and mask requirements.
- Students will sanitize hands prior to moving to security area.
- All students and staff will be screened safely and respectfully.
- Students will receive temperature check prior to entering the gym/security area.
- Students will proceed through a contactless metal detector and security wand.
- Students will have personal items logged and place them in an assigned locker.
- Second floor students will proceed to class using the North stairwell of building.
- Third floor students will proceed to class using the South stairwell of building.
- To accommodate the special needs population of the school, staff will be posted throughout the arrival/dismissal path to aid in student flow and adherence to guidelines.

Common Areas:

- Chairs have been removed from the staff lounge. Staff will be prohibited from congregating in common areas.
- Floor markings and/or plexiglass dividers have been placed at 6 foot increments in non-instructional/common areas throughout the building (hallways, staff room, gym, bathroom, offices etc.)
- Hand receiver on phone has been removed. Only announcements can be heard.
- Walkie talkies have been procured and will be placed in each classroom as well as assigned to key personnel as identified by the Principal.
- Visitor chairs will be removed as visitors are restricted at this time.
- The YCS George Washington School does not have a locker room

Critical Area of Operation # 5: Screening. PPE and Response to Students and Staff Presenting Symptoms

- School Nurses/administrators and staff assigned by the principal will be assigned to conduct student and staff screenings upon arrival to the building in a safe and respectful manner.
- Screenings will include temperature checks, screening questions and visual monitoring for symptoms of Covid 19. Documentation of screening will be recorded.
- School nurses will educate staff on how to conduct continuous visual monitoring of students and staff for symptoms of Covid 19. Staff will be required to report any suspected symptoms and/or fever over 100.0F to the school nurse immediately.
- To accommodate the special needs of the school population, visual supports such as easy to understand signage and floor markings will be used and staff will be assigned to arrival /screening posts to assist/prompt students through the arrival/screening process. In addition, during the ESY virtual program, students were introduced to Covid 19 safety measures through social stories, modeling and video tutorials.
- Written communication as well as a OneCall notification will be made to parents and staff regarding the policy on remaining at home if there is any sign or symptom of Covid 19. Parents and staff are asked to self-screen at home prior to traveling to school building.
- PPE including masks, gloves, hand sanitizer and face shields have been procured and will be distributed to all staff upon return to the school building.
- The school Principal and Nurse will be notified upon any student or staff member exhibiting symptoms of COVID 19.
- Any staff member exhibiting a fever and/or COVID 19 symptoms upon arrival to school or during the work day will be sent home immediately.
- Any student developing a fever and/or COVID 19 symptoms upon arrival or during the school day will be isolated immediately and a parent/guardian will be required to pick the child up from school. An isolation area has been designated in the gym away from staff and students.
- The isolation area was set up by the school nurses and includes privacy screens, cots, appropriate medical supplies and PPE in order to respectfully screen and isolate students.
- The Hackensack Board of Health approved the isolation area created by the school nurses.
- Any student in need of staying in the isolation area will be supervised by a staff member until the student is picked up by an authorized person.
- Staff must visually monitor for COVID 19 symptoms continually throughout the day.
- The area an ill student or staff member was in will be sanitized in accordance with CDC guidelines.

- A bathroom has been identified for use for individuals showing symptoms only
- See Attached YCS Policy (See Appendix E) for response to those presenting with symptoms and return to work/school requirements. The YVS AVP of Nursing will be notified of any exposure and positive COVID 19 cases.
- The Hackensack Health Department will be notified of any confirmed COVID 19 cases at the YCS George Washington School. The YCS George Washington will adhere to all guidance issued by the Hackensack Health Department.

Critical Area of Operation #6: Contact Tracing

- Three staff members have completed the 7 hour Johns Hopkins Contact Tracing course available online. School staff will be educated on the importance of contact tracing.
- All students and staff will be assigned as cohorts making it easier to successfully trace contacts.
- All student, staff and visitor contact information will be provided as needed for contact tracing.
- School logs for vendors, visitors, part time staff, bus companies etc will be utilized to support contact tracing.
- School nurses, social workers and administrators will aid in contact tracing as deemed appropriate by the Principal/Designee
- The Hackensack Health Department will be notified of a confirmed positive COVID 19 case in the school. Information requested by the Hackensack Health Department will be provided.
- All guidance from the Hackensack health Department will be followed to ensure contact tracing and appropriate notifications.
- Notifications to anyone who came in contact with an infected person will be made in accordance with the Hackensack Health Department. A contact is defined as anyone being closer than 6 feet without a mask to an infected person for 15 minutes or more.
- YCS Human Resources Department and the YCS AVP of Nursing will be notified of any staff member suspected or confirmed COVID positive.

Critical Area of Operation #7: Facilities Cleaning Practices

- All classrooms equipped with cleaning supplies including disinfectant spray and wipes.
- Electro static sanitizing machine has been purchased and will be used by the maintenance staff at the end of each day. The facilities manager has been trained on the use of the machine.
- Bi-monthly pest control services have been scheduled as directed by the Hackensack Board of Health.
- The school is contracted with a licensed HVAC company for regular maintenance of filtration and operation.

- Daily classroom cleaning throughout the school day by classroom staff will be required. Work areas will be wiped clean before and after food is consumed, at the end of each day, after anyone coughs, sneezes or blows nose.
 - Staff will be assigned to copy machines and required to wipe machines down after each use.
 - Sanitizing wipes / cleaning supplies will be available in high traffic areas.
 - Common area cleaning /building cleaning by maintenance staff daily.
 - A cleaning schedule has been developed and will be followed by school staff.
- (See Appendix A)

Critical Area of Operation #8: Meals

- Assigned staff will pick up individual breakfast from the kitchen window and return to class with breakfast for their students. Staff will be required to wear gloves when handling / distributing any food and will be required to wash their hands with soap and water after removing gloves and after handling used food items.
- Hand washing will be required prior to eating any food.
- Individual student lunches will be prepared/packed daily by the school's chef and food will be served in partitioned, disposable plates.
- Lunch in phase one will be sent home with students daily. In phases two and three, lunch will be picked up by assigned staff and brought to the classrooms for students at their assigned meal time.
- Individual snacks will be provided each day and will be consumed at the student's work area.
- Students will eat in their assigned classrooms.
- Disposable plates and utensils will be used daily.
- Surfaces will be wiped down before and after food is consumed.

Critical Area of Operation #9: Recess/Physical Education

- The YCS George Washington School will postpone scheduled recess time during the hybrid phases of reopening. Recess will be reinstated after reassessment of social distancing guidelines in future phases. Small group walks outside may be scheduled on a staggered schedule with the Principal's approval. Any student/staff that participate in walks outside will be required to wash their hands with soap and water upon return to the building.
- The Physical Education teacher will provide instruction via Zoom in the classrooms during phase one. In phases two and three, Physical Education may be resumed either in the classroom or in the Gym as deemed appropriate by the Principal.
- Staff will wear masks during PE, students are not required to wear masks during PE only.
- Gym equipment will be assigned to each cohort for the use of that cohort only.
- Gym equipment must be cleaned before and after use by assigned cohort staff.
- The physical education teacher will be utilizing activities such as Go Noodle, chair yoga, stretching exercises etc. to provide movement activities for students.

- Floor markings will be used to aid the special needs population of the school maintain social distancing rules during PE activities in the classroom. Assigned cohort staff will supervise/provide assistance to students during PE time.
- Students and staff will wash their hands with soap and water immediately following the scheduled PE period.

Critical Area of Operation #10: Extracurricular Activities and Use of Facilities Outside of School Hours

- The YCS George Washington School does not have extracurricular activities or allow facility use outside of school hours.

Staff Trainings and Faculty Meetings:

- There are four days dedicated to staff education prior to the students returning in September 2020. Topics will include the building's health and safety measures specific to COVID 19, hand hygiene, social distancing, and face coverings for both staff and students.
- Staff has completed an online hand hygiene class and informational class on COVID 19 through Relias online learning. Relias virtual learning will continue to be utilized as appropriate for staff trainings relevant to COVID 19 health and Safety.
- The YCS Director of Food Safety and Nutrition will be training all staff on the health and safety regulations associated with school food service.
- In person staff trainings/meetings will be held in the gym in group of 25 or less 6 feet apart or outside in parking lot if weather permits.
- Staff should not leave the classrooms to go to any office without calling the destination first.

Additional Elements to Re opening:

- Connectivity will be enhanced using wifi hotspots and can be sent home with students if needed to ensure equitable access to internet instruction.
- Pictures of classrooms and safety measures instituted to facilitate a safe return to school will be emailed to parents and staff and posted on the school's website.
- Parents and guardians will have time prior to the first day of students returning to speak with the school social worker assigned to their child to address any questions or concerns.
- Remote learning students will have their instruction coordinated with school personnel and sending district case manager.
- In order to facilitate continuity of operations, all administrative responsibilities and work product will be kept in a master file and the Principal will identify staff approved to access aforementioned file.

Continuity of Learning

The YCS George Washington School is a school that provides education to students with disabilities. We recognize the accommodations they need and have and the need to prioritize them for in person services provided within a brick and mortar setting. To the greatest extent possible we will strive to provide instruction, supports, related services, meals, and other supports in person and in accordance with their IEP mandates due to their heightened need for services. In person provision of all services will be based on state laws and guidance, CDC and DOH guidance that are current and applicable. Consideration will be taken for our students who do not respond well to remote learning, who have regressed and made the least progress to the greatest extent possible and applicable. To accommodate our families who choose the all remote learning option, the needs of the individual student will be addressed and accommodated to the greatest extent possible and in accordance with the IEP requirements. Remote learning platforms and schedules will be provided to the student/parent prior to initiating the all remote learning option. Ongoing communication between school administrators, teachers, related services specialists and parents will be a priority during the phased reopening for both in person and all remote students and families. This will be achieved via regular phone contact with social workers, frequent informational updates via letters, email and website postings, frequent communication from specialists regarding scheduling, progress, generalization of skills and continuity of learning.

- Refer to the School Health Related Closure Plan for the remote learning platform information.
- Wi-Fi hotspots have been purchased for those families who choose in person instruction. They will be available to be sent home if needed to ensure connectivity.
- Each classroom's smart board will be used to enable remote students and staff to participate virtually in real time with the rest of the class who are in person in the classroom.
- Staff evaluations will be based on supervision of in person instruction and support as well as supervision of virtual instruction and support.
- Supervisors observe lessons in person and virtually and continue to review lesson plans.
- Professional learning for all school staff has been create virtually working in tandem with the YCS Training Department.
- All required DOE training will be provided virtually trough Relias when there is remote learning and a combination of both Relias and in person training will occur within in the school building.
- In collaboration with each student's Child Study Team we will determine the best means to educate their student and document how that will occur.
- Ongoing communication with each sending district for each student will continue.
- For those students who may have underlying health impairments the school will limit their in person instructional time to meet their needs in conjunction with the Child Study Team.

- Students who may miss services and lack progress will be identified.
- Working closely with Child Study Teams a determination will be made regarding the need for compensatory services.
- The school will collaborate with Child Study Teams to aid in the completion of overdue and or incomplete evaluations.
- The George Washington School provides ESY to all students whose IEPs require it and individualizes their instruction and services based on their IEP.
- Through online assessments, classroom teacher assessments data is compiled to identify progress or learning loss.
- The information from the assessment data is communicated to each student's Child Study Team.
- Staff return on September 1, 2020 and upon return the TLC of Bergen County will be in the school to present trauma informed care and work with staff regarding their own trauma and responses to their student's trauma.
- Face coverings are required for students when social distancing is not possible.
- The school will continue lessons with students regarding wearing face masks.
- Teachers have begun weaving face masks virtually to familiarize students to seeing their teacher with a face mask.
- School social workers will continue to support families in the use of masks as well as identifying families that may need masks.
- Exceptions for the use of face masks for students will be permitted on an individual basis as determined by medical need documentation and/or their IEP and in conjunction with their Child Study Team.
- Social and Emotional needs for both staff and students will be addressed via virtual support groups for staff and families, dissemination of resources, in person mental health on site for staff upon return to school.
- Staff may participate in a bi weekly YCS Connections support group that was established at the beginning of the pandemic and continues to be held regularly.
- YCS offers an extensive Employee Assistance Plan and all staff have had that information re distributed and may use that at any time.
- The schools' paraprofessionals will continue to be an integral part of assisting in the education of our students.
- Paraprofessionals will do, but not limited to; continue supporting the students and teachers-leading review instruction, leading learning activities, communicating with students both in person and virtually

Leadership and Planning

The Pandemic response team for the YCS George Washington School:

- Ruth Ann Hunt, Principal
- Boswell Brown, Facility Maintenance
- Jona Jeanoutte – School Nurse
- Irene Andrews – School Nurse
- Lauren Hunt, Safety and Security
- Prudence Kelly, School Social Worker/Clinical Supervisor
- Annabelle Gonzalez, Teacher
- Yvonne Montemurro, YCS Training Department
- Larry Bernard, YCS Purchasing Officer
- Two Parent Representatives

The Reopening Committee for the YCs George Washington School:

- Annabelle Gonzalez, Teacher
- Madelyn Carrion, Educational Staff
- Mary Vogt, Administrative Assistant
- Walick Albright, Educational Staff
- Mr. Tyrell, Food Services

Ruth Ann Hunt, Principal and Annabelle Gonzalez, Teacher will be the liaison between the Pandemic Response Team and The Reopening Committee. The team will consist of a cross section of stakeholders including the principal, supervisors, teachers, teacher assistants, nurse, custodian and parents.

The Pandemic Response Team responsibilities include but are not limited to oversight of school's reopening plan with specific attention to health and safety measures, needed modifications, supporting and training staff, promoting safe and supportive environment for students and staff, communication, and facilitating the sharing of information between stakeholders to assist in Team's decision making.

- The Pandemic Response Team will meet regularly with the reopening committee.
- The Pandemic Response Team will adhere to the NJ Health Department's COVID 19 Public Health Recommendations for Local Health Departments K-12 Schools guidance document in collaboration with the Hackensack Health Department regarding classroom and/or school closure in the event of confirmed or suspected Covid 19 cases.
- The Pandemic Response Team will report Covid 19 cases in the school to the Bergen County Office of Education using the NJDOE County Office Incident/Issue Report Form.
- Leadership and Planning Teams have been established and have been meeting regularly
- The teams are interdisciplinary including but not limited to, Teachers, TAs, nurses, social workers, purchasing, technology, facility, administration, training, all in conjunction with parent input
- The school is planning to reopen with a four hour minimum school day four days a week based on each students individual needs. An all remote option will be offered to parents who request that option.

- The school will to the greatest extent possible assist in ensuring that the requirements in the IEPs are met
- Will utilize the Internet Access Information for families included in the NJ Road Back Plan. The school will continue to monitor Governor Murphy's Plan to address the digital divide.
- All of our students have IEPs and are our first priority for in person instruction is to meet their unique needs to the greatest extent possible
- All scheduling decisions will be reviewed by the current and applicable health and safety standards from the NJDOH and the leadership teams
- Any staff accommodations will be supportive and to the greatest extent possible
- Hallway ambassadors will be assigned to monitor student movement, hallway traffic. And maintain safety as per the most up to date CDC and State Health Department guidelines.

Policy and Funding

YCS George Washington School is part of a larger nonprofit agency YCS. YCS has applied for Federal Emergency Management Assistance funds to be used for COVID-19 equipment and supplies. YCS George Washington School will utilize the Internet Access Information for families included in the NJ Road Back Plan. The school will continue monitor Governor Murphy's Plan to Address the Digital Divide for 2020/2021.

- The school participates in the federal E-Rate program
- The school has applied for FEMA fund to be used for COVID-19 equipment and supplies required for the NJ Road Back
- The school works closely with the Purchasing Department to procure PPE items at reasonable rates.

As described previously the YCS George Washington School will reopen for in person learning for the 2020/2021 school year and will be offering an all remote learning option to parents who chose to remain with distance learning. Parents have been informed via zoom meetings, email and phone contact of the full remote learning option and have been requested to let the Principal know of their decision by September 1, 2020. Electronic surveys will continue on a weekly basis to assess the needs of students and families regarding but not limited to continuity of learning, device and connectivity needs, nutrition needs, and digital learning platform support. Parents have bi weekly contact with their child's assigned social worker and an open line of communication via email and phone with the Principal and educational staff has been established and is ongoing. Devices and WiFi hotspots are available to be deployed to students in need of electronic support. The YCS George Washington School has established and continuing relationships and communication with the students' sending districts' Child Study Teams. Collaboration between each student's District case manager and the student's YCS George Washington School's educational team will continue to be frequent and ongoing throughout the 2020-2021 school year.

The YCS George Washington School is prepared to return to virtual learning at any point if deemed necessary by the Governor or required to close by order of the Local, County or State Health Departments. Remote instruction will include 4 hours of active instruction utilizing both synchronous and asynchronous instruction. Students will have daily, synchronous virtual contact with educational staff.

The following document describes our virtual learning.

Plan for Remote Learning in Preparation for Extended Closure if Deemed Necessary:

School Health-Related Closure School year 2020-2021

County	03/Bergen
District	8370/YCS George Washington School
Date Submitted	May 20, 2020
Chief School Administrator/ Charter Lead Name/Director	Ruth Ann Hunt
Phone Contact	201-931-1301/201-312-5424

Summary Statement

Should an extended school closure be necessary due to risks associated with COVID-19, the YCS George Washington’s School Emergency Preparedness Plan has been extended to meet the requirements and needs of our school population by creating, implementing, and transitioning from school based instruction and related services, to home instruction. Home Instruction will be provided utilizing online technology and will be facilitated by credentialed staff remotely as approved by Bergen County protocols and by the New Jersey Department of Education.

The New Jersey Department of Health (NJDOH) guidance identifies school closure as a potential strategy to limit transmission within a community. In the event that the YCS George Washington School in collaboration and consultation with its local health agency, determines that it is in the best interest of students and staff to close individual schools or the entire district, the YCS George Washington School will utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services will be guided by **N.J.A.C 6A:16-10.1** and may include direct services, online instruction, services provided through contract with another district board of education, and/or any other means developed by the district to meet the needs of all students in the district. Any day in which all students impacted by a public health-related school closure have access to home instruction services provided in alignment with this guidance will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in **N.J.S.A. 18A:7F-9.**

Home Instruction:

YCS George Washington School will provide students enrolled with appropriate Home Instruction by certified school staff.

Home Instruction as defined by **N.J.A.C 6A:16-10.1**: “A student, whether a general education student in kindergarten through grade 12 or special education student age three to 21, when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, may receive Home Instruction services.”

In compliance with state guidelines, classified students may receive Home Instruction while implementing his/her Individualized Education Program (IEP) when no other option is appropriate and/or available. Students at YCS George Washington School will receive home instruction during the approved school calendar on a daily basis Monday through Friday with no less than 10 hour per week as outlined by state guidelines. YCS George Washington School administration has prepared academic schedules which include online instruction, parent/guardian/caregiver contact/guidance and assignments beyond the minimum requirement as it is important for our student population to maintain previously mastered/taught skills and concepts.

The school will lengthen the instruction time to accommodate parents and families who work during the day.

COMPONENT 1

Preparedness Plan Components

Equitable Access To Instruction:

To ensure equitable access to instruction for enrolled students, the YCS George Washington School administration in collaboration with key staff conducted surveys of the entire student body. This survey consisted of polling families on access to technology, access to internet and/or Wi-Fi and access to devices including desktops, laptops, Chromebooks, tablets, and smartphones. Surveys will be ongoing throughout the school year.

As a result of the Spring 2020 survey, the YCS George Washington administrative team along with the Licensed Clinical Social Worker team identified students without internet access and conducted research and contacted local cable companies and cell phone providers in regards to options for free access. These options were then shared with and offered to families. Students having no access to devices for instruction were identified and school Chromebooks were distributed by YCS authorized personnel. Sending districts were notified of these situations. Should another closure be needed, this process will be repeated.

All students will be provided with instructional materials for the period of the school closure. These instructional packets will be put together and sent home with students prior to school closing if possible, hand delivered or delivered through US Mail if not possible. Additionally the students will be assigned a school code and individual instructional materials for students will be uploaded to our website, www.ycsgws.org, in their prospective teacher's page allowing for access to handouts in the event packets were misplaced or lost. Parents/Guardians/Caregivers will be notified about this by teaching staff.

Students will be provided with paper instructional materials to supplement the online learning and to reinforce skills. Chrome books and iPods will again be distributed to families whose needs for devices have changed. Regular communication with families allows the school to know their needs and address as we can.

A new technology survey is being conducted in the summer of 2020 to determine the updated needs of our families.

The school has purchased an additional learning platform that compliments and enhances current learning, Let's Go Learn Edge Plus. Wi-Fi Hotspots have also been purchased to be used for families that may need them.

Demographic Profile:

The YCS George Washington School is a state approved private school for students with emotional and behavioral needs. Students at the YCS George Washington school are all classified and have IEP's which are implemented by certified staff. The school services students from 32 sending districts. A majority of our students come from low socioeconomic homes, at risk and eligible for free or reduced meals.

Addressing Varied and Age-appropriate Needs:

YCS George Washington School's Remote Instructional plan aims to comply with student IEP goals and objectives.

Let's Go Learn/Blended Learning/Khan Academy:

Instructional staff will utilize Let's Go Learn to continue to assess and monitor student progress and growth. Let's Go Learn is a platform where students can complete the following assessments; DORA-Diagnostic Online Reading Assessment and ADAM-Adaptive Diagnostic Assessment of Math. The DORA and ADAM results are utilized by teaching staff to provide individualized instruction based on functioning levels to best address student needs and fill in educational gaps. Based on these levels students are automatically placed their prospective leveled groups and teaching staff will then create varied lessons through Let's Go Learn "Blended Learning" Platform and Khan Academy.

The Blended Learning platform is utilized to upload teacher created resources and materials and to upload individualized worksheets and materials. This platform allows for differentiation across all subject areas.

Khan Academy provides visual step by step instruction on a variety of lessons across all subject areas to support teachers' instruction.

Flipgrid:

Flipgrid will be the main engine for facilitating instruction, organizing additional online resources and assessment, tracking student engagement hours, and keeping a virtual portfolio of student work. Flipgrid offers the students a variety of accommodations and can be navigated easily. YCS George Washington School understands that many of our students may not be afforded exact individual assistance at home as in school. Flipgrid provides an immersive reader which is a text to speech feature allowing for our learners to work independently at home. Via Flipgrid students will be afforded the opportunity to receive video feedback from teachers, tutorials, record responses, post questions to the teacher on assignments via Flipgrid videos, access to instructional materials both teacher made and through a variety of educational publishing companies including but not limited to Remedia Publications, Scott Foresman, Pearson, Globe Fearon, PCI Education, Steck-Vaughn, Houghton Mifflin Harcourt, Spectrum, Carson Dellosa, Macmillan/McGraw-Hill, Scholastic, and Teacher Created Resources.

BrainPop:

Students will access BrainPop under the instruction of teaching staff in order to complete reinforcement assignments in all academic areas including special subjects such as; Music, Art, Physical Education/Health, Personal Finance, and Social Emotional Learning. BrainPop provides a wide variety of resources such as student videos for the audio visual learners, games and art for the more interactive tactile learners, related reading on topics, worksheets, graphic organizers, content vocabulary words, and Quizzes. All topics adhere to core standards. Students will be required to take Quizzes and email results to teachers. Teachers will review the results and plan intervention lessons if necessary or advance students to next skills and concepts.

Additional Educational Sites:

Instructional staff will utilize additional sites to provide supplemental instruction and to enhance individualized lessons with available resources. Sites being utilized and future sites that will be incorporated are as follows, but are not limited to:

- ❖ EdHelper.com
- ❖ SuperTeacherWorksheets.com
- ❖ SplashMath.com
- ❖ Prodegy.com
- ❖ XtraMath.org
- ❖ Math-drills.com
- ❖ K5learning.com
- ❖ ABCmouse.com
- ❖ Teach-nology.com
- ❖ AdventureAcademy.com
- ❖ ReadingIQ.com

- ❖ Storylineonline.net
- ❖ Scholastic Learn at Home
- ❖ DOGOnews.com
- ❖ GoNoodle.com
- ❖ Kahoot.com
- ❖ Happynumbers.com

<u>Knowledge and Access for Online Platforms:</u>
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Families and Students of the YCS George Washington School have received prior notification of the virtual platforms being utilized. All were emailed by instructional staff with a letter from administration detailing the direction of remote learning and the links for each site. At the time of a needed closure, this information will be redistributed. Additionally, tutorial links for students were created by instructional supervisor on YouTube for each site. Students were provided with login step by step directions for each site clearly outlining the entire process. This will be repeated if an additional closure is required. YCS George Washington School staff will be available to support staff during the transition to virtual home instruction. Teaching staff will incorporate their own individual tutorials on Flipgrid for students during the first full week of virtual instruction to assess each student’s ability to navigate the site and to provide feedback and assistance to students who are struggling.

COMPONENT 2

Addressing Special Education Needs

Individual Educational Plans (IEP’s):

As per the NJDOE guidelines, The YCS George Washington School will continue to closely work with sending school districts and honor requests to either reschedule, conduct and/or plan for future IEP reviews, eligibility meetings and reevaluation meetings. The platform in which IEP’s will take place will be decided collaboratively between the case manager and school administration be it via phone, Zoom, Google Meets, or any other platform that is conducive to all participants including the families. As the YCS George Washington School continues to be informed of new state guidelines and requirements, the school will adjust its current IEP template to reflect new remote learning instructional schedules, student participation and engagement and related service updates and platforms.

Related Services:

All parents/guardians/caregivers of students receiving related services as per their IEPs will be contacted by the related service specialists to provide information regarding remote learning in their disciplines. The related service providers will continue to be in contact with students and families.

Our related service providers will be utilizing Zoom, Boom Learning platform, phone sessions, paper packets and teletherapy to delivery of the following IEP mandated therapeutic services applicable to our student IEPs.

- Speech Therapy
- Counseling Sessions
- Occupational Therapy

- Physical Therapy
- Social Work Services

Data will continue to be collected and analyzed and compensatory sessions will be decided upon by the IEP team.

Please note, these services are provided as per NJAC 6A:14-3.9.

Communication:

Consistent and ongoing communication with families and caregivers is essential to ensure a successful remote learning experience. Parents, guardians and caregivers will receive daily emails from teaching staff to account for student attendance and to share updates and daily assignments, as well as daily phone calls from the clinical team who will be instrumental in case managing and directing family questions and/or concerns to the proper staff. Administration, instructional staff and clinical staff will be available daily to provide families with support as needed. School Administration will utilize One Call communication system to send frequent notification and alerts to parents, guardians and caregivers via telephone. The school website will be updated to keep parents, guardians and caregivers informed of changes and updates as they become available. Ongoing communication with sending districts is essential and will continue.

COMPONENT 3

ELL

The YCS George Washington School does not have ELL students.

COMPONENT 4

Safe Delivery of Meals

Food is delivered regularly to each of our students’ homes each week. The food delivery follows the FDA guidelines for a week’s worth of breakfast, lunch and snack items.

In the event that the Extended School Year is conducted virtually food delivery will continue as stated above.

Vendors utilized are:

Driscoll Foods; 339-345 Bergen Ave Clifton, NJ 07014 201-522-0485	Nu- Way Concessionaires 174 Delawana Ave. Kearny, NJ 07032 973-672-9400	The Center for Food Action
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Resources will be provided to all families as to where they can also access food in their home Districts.

Food is delivered fresh weekly to the school. Essential safely separate the food items for breakfast, lunch and snack and bag these items. Essential staff deliver to students' homes. Staff will at all times wear masks and gloves and social distance.

COMPONENT 5

Length of Virtual or Remote Instructions Day

As previously stated in Component 2 all instruction is differentiated and specific to each student's IEP. The online assessments are utilized by teaching staff to provide individualized instruction based on functioning levels to best address student needs and fill in educational gaps. Based on these levels students are automatically placed in their prospective leveled groups and teaching staff then creates varied lessons following their IEPs.

The length of virtual day is the same as the length of an in school building day, 8:30-2:30.

All staff will be available and do work with families beyond those hours as needed during remote learning.

COMPONENT 6

Attendance Plan

Each morning teaching staff communicate with parents, guardians and caregivers via email with follow up as needed by telephone and more emails. School social workers are also in regular communication with families to establish attendance and absences. The school secretary keeps attendance in the same manner as completed within the school building. The school social workers follow up with families is the same procedure virtually as conducted in the school building. Communication is ongoing. Administrative staff communicates concerns to sending districts and there is a weekly check in, in person with each family when food is delivered.

COMPONENT 7

Facilities Plan

The school building is maintained daily by facility staff that has sanitized and continues to clean and disinfect all areas of the building. This ensures sanitation and will also include work on restructuring classrooms as applicable for in school learning.

The egresses are locked and only school staff is allowed in the building.

All Emergency Closure plans will be posted on the YCS George Washington School website and will continue to be posted there.

Essential Staff:

The following are the essential employees in and out of the school building during the virtual learning;

Ruth Ann Hunt, Principal
Boswell Brown, Facility Maintenance
Mary Vogt, Administrative Assistant
Diane Roefaro, School Secretary
Lauren Hunt, Safety and Security
Prudence Kelly, School Social Worker/Clinical Supervisor
Annabelle Gonzalez, Master Teacher-Remote/Virtual Instruction & School Instruction/Curriculum
Mr. Tyrell, Food Services

Food Delivery Employees –
Walik Albright, TA
Miako Booker, TA
Annette Fuller, TA
Yolanda Nickels, TA
Nina Moore, Teacher
Chris Lee, Teacher
Jacquelyn Dykeman, Teacher
Caitlin Helmstetter, School Social Worker
Chris Bober, School Social Worker
Andrea Lara, TA

Additional Staff may be approved by the Principal/Designee

All emergency closure plans will be shared with all sending districts and will continue to be shared after each revision.

October 27, 2020

Appendix A Common Area/Classroom Cleaning Schedule

- **SEE MANUAL**
- Every morning, prior to staff arrival, all handrails, door knobs, and common use objects (lockers, copy machine etc) will be cleaned
- Ongoing cleaning of work surfaces during the school day
- Electro static machine to be used throughout the school building daily after student departure
- Classroom staff will clean common use objects after each use
- Bathrooms will be cleaned prior to student arrival, during the school day and after student departure
- Assigned hall staff will clean water faucet/handles after each student finishes using
- Only 1 student at a time will be allowed to use bathroom/sinks. Area to be cleaned in between uses

Appendix B Hand washing Schedule

- Proper hand wash hygiene will be reviewed with students each morning.
- Staff will monitor students washing hands to ensure proper hand hygiene.
- Each student will use hand sanitizing station prior to entering gym for morning arrival
- Students will be wash hands at sink before consuming food.
- Students will be required to wash hands after sneezing or coughing.
- Students will wash hands after each bathroom use.

Appendix C Staff and Student Health Monitoring

- See Attached YCS Policy

Appendix D

- See Attached YCS Health Questionnaire

Appendix E

- Response to those presenting with symptoms and return to work/school requirements : See Attached YCS Policy