

Archbishop Damiano School
Reopening Plan
Minimizing the Risk of Covid-19 Infection
July 2020

Introduction

On May 20, 2020, Archbishop Damiano School’s Reopening Committee held its first meeting. The committee consisted of the vice-principal, leader teachers, coordinator of related services, school nurses, community-based instruction teacher, facilities coordinator, and the food services coordinator. Input from staff and parents was collected early on in the planning process. As it was essential to identify and address stakeholder concerns raised by the potential return to school. As input was analyzed, clusters of concerns arose. To address those concern clusters, the reopening plan focuses on six interventions: Disinfecting Protocols, Personal Protective Equipment, Handwashing & Sanitizing, Health Screening, Infection Control/Tracking & Exclusion from School, Social Distancing, and Programming Adjustments. To support these interventions, Contact Tracing, Communications, Training and Social-emotional Supports needs were also addressed.

The resulting reopening plan is designed to be a *fluid document*. As new Covid-19 information emerges, the New Jersey Departments of Health and Education issue additional guidance, and experience with mitigation efforts is gained, the plan will evolve. The current reopening plan addresses three phases that will gradually reduce infection control procedures until the school returns to the old normal of where just universal hygiene procedures were effective in controlling the spread of communicable diseases. The Harvard Global Health Institute’s key metrics for Covid suppression (<https://globalepidemics.org/key-metrics-for-covid-suppression/>) for Gloucester and all contiguous counties will determine which interventions Archbishop Damiano School will employ. Under Covid Risk Level Red Archbishop Damiano School will provide virtual services only. Under Covid Risk Level Orange, phase one interventions will be utilized. Under Covid Risk Level Yellow, phase two interventions will be used. Finally, as the area moves to Covid Risk Level Green, phase three interventions will be in place. It is anticipated that the school will cycle between phases (sometimes at a higher level of precautions, sometimes lower) based community Covid-19 infection rates, or if a confirmed case of Covid-19 occurs within school.

The goal of Archbishop Damiano School’s Reopening Plan is to minimize risk of a Covid-19 infection happening in school while restoring the normal functioning of the school. The procedures detailed in the plan are designed to minimize the threat as much as humanly possible. The school acknowledges it is impossible to eliminate all risk.

Hybrid Reopening Model

Pending any significant upward changes in New Jersey's Covid-19 infections rate or additional guidance from the New Jersey Department of Education, Archbishop Damiano School intends to reopen on September 2, 2020, using a hybrid-reopening model. Archbishop Damiano School will allow parent a choice if their child returns to school, or continue to receive remote services. The parent's choice will be effective for a full marking period. Two weeks prior to a new marking period, each parent's choice can be renewed or changed for each subsequent marking period during 2020 – 2021 school year. Parent options are:

In-school Option

Students will return to school. Both classroom instruction and related services will take place according to the student's schedule. Since the school will operate under its three phase reopening plan. Certain modification will be in place to minimize the spread of the novel coronavirus within the school.

Remote Option

Students will remain at home. Both classroom instruction and related services will remain virtual. Based on Archbishop Damiano School experience with virtual instruction and tele-therapy, the virtual format will be standardized, and data collect will be integrated into the process.

Remote Option with In-School Related Services

Students will remain at home. Classroom instruction will remain virtual. Related services will take place in school according to the student's schedule. If the parent chooses this option, it is the parent's responsibility to transport their child to and from school for the schedules therapy sessions.

Parents will receive a copy of Archbishop Damiano Schools Reopening Plan the week of July 13, 2020. During the week of July 20, 2020, parents will be contacted and asked to select one of the above options for September – December 2020. Choices need to be finalized by Wednesday, July 29, 2020. This deadline will allow the school sufficient time to determine in-school and remote classroom rosters. Students on the remote roster will be assigned to a remote team (teacher and therapists) whose sole responsibility is to provide remote instruction and tele-therapy services. Students on the in-school roster will be assigned to a classroom teacher and in-school therapists. Depending on the ratio of in school to remote students, staffing changes are likely. Students may not have the teacher or therapists they were expecting. Every effort will be made to minimize staff changes. However, some changes are expected.

In November, parents will have the opportunity choose from the above options for the January through March 2020 period. Parents will again be given a choice for the April through June 2021. Parent choices may be constrained by the sending district’s ability to modify bus schedules after September.

To accommodate professional staff whose documented conditions place them at a higher risk if infected by the novel coronavirus, they will be given the option, assuming positions are available, and to work remotely as part of the remote instructional/related services team.

To support the Hybrid Reopening Model the following interventions will be put in place.

Disinfecting Protocols

- *The term disinfect is used throughout the disinfecting protocol section. Disinfect refers to one of three primary methods of disinfection. All methods use a CDC-approved coronavirus specific disinfectant and are generally associated with washing with warm, soapy water prior to applying the disinfecting agent. The disinfectant(s) will be sprayed, via a traditional mist sprayed, or by an electrostatic mister, and allowed to stay on surfaces for a prescribed amount of time. The surfaces will then be allowed to air dry (method 1) or wiped dry (method 2). The use of disinfecting wipes is also permissible (method 3). The method used will be determined by the instructions provided by the manufacturer of the disinfecting agent.*
- *All staff must wear gloves when disinfecting surfaces. Gloves should be treated as a potential biohazard and disposed of after each disinfecting activity is completed in a labeled pedal operated trashcan.*

Building Level (Buildings A & B)

| Action | Area | Frequency | Person Responsible | Audited by |
|--|---|--|-------------------------------|--------------------------------------|
| Electrostatic spraying | All spaces and rooms | Daily after school hours, M - F | Custodian | Facilities Coordinator |
| Ultraviolet light disinfecting units operating in all HVAC systems | All spaces and rooms | Continuous | Maintenance Supervisor | Facilities Coordinator |
| Spray and wipe disinfecting of all “high touch” areas in common spaces | Hallways, restrooms, door knobs and handles | Twice during the school day or upon need | Custodial (Porter) | Facilities Coordinator & Principal |
| Spray and wipe disinfecting | Common restrooms | After each use | Individual using the restroom | Principal, Supervisor & lead teacher |

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| Cover all water fountains – to insure they will not be used | Hallway water fountains | Covered prior to school reopening | Maintenance Supervisor | Facilities Coordinator & Principal |
|---|-------------------------|-----------------------------------|------------------------|------------------------------------|

Room Level

| Action(s) | Area | Frequency | Person Responsible | Oversight by |
|---|---------------------|---|---|------------------------|
| 1. Disinfect all high touch areas 2. Spray and wipe disinfecting all equipment | Classrooms | 1. upon arrival, before lunch, end of day 2. After each use. | Classroom assistant | Teacher |
| Spray and wipe disinfecting of all contact surfaces | Classroom Restrooms | After each use | Classroom assistant | Teacher |
| Closed to students during Phase 1, open to approved staff, Spray and wipe disinfecting all high touch surfaces, see posted instructions | Science Room | After each use | Staff using science room | Curriculum Coordinator |
| Closed to students during Phase 1, open to staff, disinfect all high touch surfaces, see posted instructions | Libraries | After each use | Staff using library | Curriculum Coordinator |
| Closed for gym; available for use by PTs, disinfect equipment and any high touch surfaces touched during the PT session | Gym | After each session | Physical therapist, custodian or assigned support assistant | |
| Disinfect high touch surfaces and equipment and furniture | Nurses Offices | Twice during the school day, or after each staff/student visit | Custodian & nurses or assigned assistant | Nurses |
| Disinfecting of all “high touch” areas | Admin. Offices | Twice during the school day or upon need | Admin. Assistants | Principal |

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| 1. Disinfect high touch areas 2. Disinfect equipment | Therapy Rooms | After each use | Therapist or support assistant | Principal, Supervisor & lead teacher |
| 1. Disinfect high touch areas 2. Disinfect equipment | Sensory-Motor Rooms | After each use | Staff using the room | Lead Teachers |
| 1. Disinfect high touch areas 2. Disinfect equipment | Eye-gaze Room | After each use | Therapist using the room | Lead Teachers |
| 1. Disinfect all surfaces 2. Disinfect equipment | Kitchen | As needed during food preparation and again once food service is completed | Food Services Worker | Food Services Supervisor |
| Cover all water fountains – to insure they will not be used | Hallways | Covered prior to school reopening | Maintenance Supervisor | Facilities Coordinator & Principal |
| Closed for lunch during Phase 1 | Cafeteria | After each use | Staff using the space. | Principal, Supervisor & lead teacher |
| Closed for lunch during Phase 1 | Staff Lounges | After each use | Staff using the space. | Principal, Supervisor & lead teacher |
| 1. Disinfect all surfaces 2. Disinfect equipment | Conference Rooms | After each use | Staff using conference space. | Principal, Supervisor & lead teacher |
| Use of dedicated used PPE waste receptacles | All rooms | Used PPEs will be placed in marked | All staff and students | Principal |

Entryways & Outside Areas

| Action(s) | Area | Frequency | Person Responsible | Oversight by |
|---|-----------|--|--|----------------------------|
| Spray disinfectant on all “high touch” areas including outside railings | Entryways | Prior to student arrival, prior to dismissal | Classroom assistant, rotating responsibility, or custodial | Supervisor & lead teachers |

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| Spray disinfectant and wipe all contact areas | Playground | After each individual use | Classroom Assistant | |
| Closed for Phase 1 for students, staff may use for lunch if social distancing is observed | EC Gazebo (once repaired) | After each use | Staff person using area | Lead teacher |
| Spray disinfectant and wipe high touch surfaces, see posted instructions | Secret Garden outdoors instructional area & Gazebo | After each use | Staff person using area | Curriculum Coordinator, Supervisor, Lead Teachers |
| Closed for Phase 1 for students, staff may use for lunch if social distancing is observed | Picnic Tables | After each use | Staff person using area | Supervisor and Lead Teachers |
| Spray disinfectant and wipe all contact areas | Sports field | Before first use of the day & after each subsequent use | Staff person using area | Gym Teacher |

Personal Protective Equipment (PPE) Requirement

Marked pedal operated trashcans will be available in each classroom and therapy area for the disposal of used PPE's and disinfecting waste materials.

Staff

- All staff are required to use facemask/face shield when working with students, when transitioning through common spaces, or when working in a common space where the ability to maintain social distancing of at least six feet is not possible. The minimum requirement under phase one is wearing a mask or a face shield.
- Staff may wear a school supplied mask, or a personal mask. Personal masks must completely cover the nose and mouth areas.
- Other PPEs available to staff are goggles, gloves, hair covers, gowns and shoe covers and will be used as circumstances dictate.
- Gloves are worn for specific individual tasks where staff may come contact with bodily fluids, other contaminants, potentially toxic substances, or when serving food/feeding students. Gloves should not be worn for a prolong periods. Gloves must be properly disposed of after each use.
- When dealing with an individual who is suspected of having Covid-19, staff will use masks, face shield, gloves and gowns.
- Staff working in the isolation of their own office, are not required to use PPEs.

- *All used PPEs should be considered a biohazard and either disposed of properly or thoroughly disinfected (face shields).*

Students

- Due to students' sensory and intellectual challenges, students will be encouraged to wear masks, but are **not** required to wear masks unless requested by the parent or guardian.
- If a parent/guardian requests that their child wear a mask, every reasonable attempt will be made to insure that child wears a mask. However, the student **will not be forced** to wear the mask. The parent/guardian will be informed by the teacher if is they are not successful in having the student wear a mask.
- If a student is suspected of having Covid-19, every reasonable attempt will be made to have the child wear a mask or a face shield while waiting for the parent to take them home.

Visitors/vendors/volunteers

- Volunteers will not be allowed on campus under phase one.
- Essential visitors such as district child study team members or parents must wear a mask while on campus.
- Non-essential visitors will not be allowed on campus under phase one.
- Essential vendors/contactors who have an immediate need to be on campus must wear a mask.
- Non-essential vendors/contactors are allowed on campus after school hours. Vendors/contractors must wear a mask if social distancing of at least six feet is not possible.

Handwashing & Hand Sanitizing

Hand sanitizer dispensers are located by each of the school's entrances and at various locations around the school. Pump bottles of hand sanitizer are available in all classrooms and therapy areas.

Staff

Staff are encourage to wash hands frequently. Staff are required to wash their hands for at least 20 seconds with soap and water:

- Upon arrival,
- Prior to assisting a student with a physical contact with a student this includes but is not limited to instructional/therapeutic support, personal hygiene support or feeding a student,
- *After physically assisting a student. This includes, but is not limited to, instructional/therapeutic support, personal hygiene support, and toileting or feeding.*
- After touching an items or individuals coming in from outside of the school,

- After using the restroom.

If hand washing is not possible under the any of the above circumstance, the use of hand sanitizer is required. The school will provide hand sanitizer.

Students

Students should be encouraged, and allowed, to wash their hands frequently. Students are required wash their hands:

- Upon arrival.
- After using the restroom,
- Prior to eating.
- After coming into physical contact with another student or staff

The school acknowledges that not all of our students are able to wash their hands independently. Supporting students to wash their hands will cut into instructional time.

Visitors/vendors/volunteers

All individuals entering the school are required to use hand sanitizer upon entering the building.

Health Screenings

Staff

| Action | Person Responsible | Procedure(s) | Location |
|---|----------------------------------|--|--|
| Temperature Screening* *the procedures may be changed as new temperature screening terminals are installed in all entryways. | Designated staff or school nurse | Upon arrival, staff temperatures will be taken with an infrared non-contact thermometer between 8am and 8:30 AM at one location designated as the staff entrance in ADS and ECC buildings. Designate staff complete checklist indication that the employee was cleared. If an employee has a temperature of 100° or higher they will be sent home until they are fever free for 72 hours. For temperatures between 99.0 and 99.9, the employee will be isolated in the nursing office until the nurse clears them for work, or they are sent home. | For ADS building: Main Entry For SJOGCS building: lower door (front bus door) |
| Health Screening | School Nurses | <u>Initial screening</u> form consisting of potential Covid-19 symptoms and contact with anyone with a conformed case of Covid-19, will to be sent to all employees one week before school re-opens. The form must be completed and returned before the employee returns to school. <u>Periodic screening</u> – staff will complete health screening form every Monday morning as they are temperature checked. | |

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| | | Nurses will review forms for areas of concerns, Concerns will be reported to the Principal and if in the opinion of the school nurse to the Gloucester County Department of Health. | |
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Students

| Action | Person Responsible | Procedure(s) | Location |
|---|------------------------------------|--|---|
| Temperature Screening* *the procedures may be changed as new temperature screening terminals are installed in all entryways. | School Nurses and designated staff | Upon arrival, students' temperatures will take with an infrared non-contact thermometer by school nurses, or if necessary designated staff. If a student has a temperature of 100° or higher, they will be isolated in the nursing office prior to being sent home until, they are fever and symptom free for 72 hours. For temperatures between 99.0 and 99.9, the student will be isolated in the nursing office until the nurse clears them for the classroom, or they are sent home. | Marked (X) areas in busing areas. Three students unloaded at a time for temperature checks. |
| Health Screening | School Nurses | 1. <i>Initial screening</i> form consisting of potential Covid-19 symptoms and contact with anyone with a conformed case of Covid-19 will be sent to parents about one week before school re-opens. The form must be completed and returned before the student returns to school. 2. <i>Daily screening</i> form will go home each afternoon should be returned each morning. The student will not be excluded from school if the form is not returned. Nurse will follow-up with parent. Nurses will review forms for areas of concerns, Concerns will be reported to the Principal and if in the opinion of the school nurse to the Gloucester County Department of Health. | |

Visitors/vendors/volunteers

| Action | Person Responsible | Procedure(s) |
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| <p>Temperature Screening*</p> <p>*the procedures may be changed as new temperature screening terminals are installed in all entryways.</p> | <p>School Nurses or designated staff</p> | <p>Upon arrival, essential visitors/vendors/and contractors' temperatures will take with an infrared non-contact thermometer by school nurses or, if necessary, by designated staff. If their temperature is 100° or higher, they will be denied entrance. For temperatures of 99.0 – 99.9, the individual may choose to return to their car for 15 minutes before having their temperature re-checked. For any temperature above 99.0 on re-check, entrance will be denied.</p> |
| <p>Health Screening</p> | <p>School Nurses</p> | <p>Essential visitors/vendors/and contractors will be required to complete a health screening form when they check into the building. If the reception sees and areas of concern, a nurse will review the information with the individual to determine if the individual can remain in the building.</p> |

Infection Control, Tracking, Exclusion from School and School Closure

To address a potential Covid-19 infection in school, the school will establish isolation treatment rooms. The initial isolation rooms will be the curriculum coordinators office adjacent to the ADS building nurses' office and the ventilator treatment room adjacent to the SJOGCS building nurse's office. If the situation warrants, additional isolation rooms will be added.

Suspected Covid-19 Infection – Student

If a student presents with Covid-19 like symptoms, such as fever, or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

- A nurse will determine if the student's symptoms can be explained by another documented preexisting condition, or if it is a suspected case of Covid-19 infection.
- If a potential Covid-19 infection is suspected, a parent will be contacted and asked to take their child home immediately.
- While waiting for pickup, the child will be placed in an isolation room. The intent of isolation is to minimize the potential transmission of the novel coronavirus.
- A staff person, in full PPE, will remain with the child until pickup.
- After the child is picked-up, the staff person will dispose of all PPEs, thoroughly wash hands, and go home to shower and to change clothing. The staff person may return to school if feasible and if allowed to by the nurse.
- *The student may return to school:*
 - *If the student presents with one symptom, the school nurse will call parent and evaluate if the student for Covid-19 exposure by completing a screening form. If no exposure, risk is noted the student may return when no symptoms are noted for 72 hours.*

- *If student presents with two or more symptoms- a doctor's note will be required for return to school; the student can return to school at the doctor's recommendation.*
- *If the parent does not secure a return to school note form a doctor, the student will be required to isolate at home following current CDC guidelines for Covid-19. The student will placed on the remote instruction roster for the duration of the quarantine.*
- The parent will be encouraged to have the student tested for Covid-19. The parent will also be encouraged to share the results of testing with a school nurse.
- If the child was in the classroom prior to going to the isolation room:
 - The class will immediately relocated to an alternative instructional space.
 - All staff and students will thoroughly wash their hands, and if wearing a facemask, change their facemask.
 - Classroom windows will be opened until 4:00 PM.
 - The janitorial staff will observe a 24-hour waiting period prior to disinfecting.
 - The classroom will be disinfected using an electrostatic mister.
 - Any spaces visited by the student will be immediately disinfected.
- The school nurse will inform the Gloucester County Department of Health regarding the symptoms observed and will assist Gloucester County Department of Health with contact tracing as requested.

Suspected Covid-19 Infection – Staff

If a staff person presents with Covid-19 like symptoms, such as fever (100° or above), or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea:

- A nurse will determine if the individual's symptoms can be explained by another documented preexisting condition, or if it is a suspected case of Covid-19 infection.
- If a potential Covid-19 infection is suspected, the individual will be sent home immediately.
- If the staff person was in the classroom/office prior being sent home, the classroom/office will:
 - If staff came from a classroom, the class and staff will immediately relocated to an alternative instructional space.
 - All staff and students will thoroughly wash their hands, and if wearing a facemask, change their facemask.
 - Classroom windows will be opened until 4:00 PM.
 - If staff came from an office, office windows will be opened until 4:00 PM.
 - The janitorial staff will observe a 24-hour waiting period prior to disinfecting.
 - The classroom/office will be disinfected using an electrostatic mister.
 - Any spaces visited by the staff person will be immediately disinfected.

- Be immediately disinfected using an electrostatic mister. All staff and students who came within six feet of the individual will thoroughly wash their hands, and if wearing a facemask, change the facemask.
- The staff person will not return to work for 14 days and will be advised to self-quarantine during that period.
- Additionally, the results of a Covid-19 test must be presented for the individual to return to work. If negative test results are obtained within the 14 days, the individual should notify the Principal and Human Resources Generalist 24 hours in advance that they can return to work.
- The school nurse will inform the Gloucester County Department of Health regarding the symptoms observed and will assist Gloucester County Department of Health with contact tracing as requested by the department.

Confirmed Covid-19 Infection

- The school will follow the guidelines established by the New Jersey Department of Health regarding confirmed cases of Covid-19 and will cooperate in all attempts at contact tracing.
- Staff or students with confirmed cases of Covid-19 will be excluded from school until they are symptom free for 14 days.
- *The Principal, in consultation the school's nurses and with the Gloucester County Department of Health, may choose to close school, or a building within the school, for a minimum of 48 hours. The school will be thorough disinfected during the closing and health screenings completed for all staff and students affected by the temporary closure. If a temporary closure is necessary, remote instruction will be made available to all students whose parent selected the in-school option.*
- Staff and parents are strongly urged to share with the school if someone they have met has a confirmed case of Covid-19.

Social Distancing (Phase One)

Staff

- Staff are expected to maintain social distancing of at least six feet whenever possible. The school acknowledges that our students require significant physical and instructional support that will make social distancing between direct service staff and students impossible.
- Staff must comply with all social distancing visual markings placed in hallways and other common areas.

- Staff are required to maintain social distancing during lunch and during any other breaks. Staff may take their lunch breaks in the classroom/their office, in their car, or any other outside area designated for staff, such as picnic tables, gazebos, and the Not So Secret Garden outdoor instructional space.

Students

- To the degree possible taking a students' disabilities into account, students should maintain social distancing of at least six feet whenever possible. Staff need should structure the environment to support social distancing. Students must be seated at least six feet apart. (See the section on Adjustments to Programming) and continue to teach/reinforce social distancing protocols.
- Students should be taught and assisted to comply with all social distancing visual markings placed in hallways and other common areas.
- Bus arrival – Staff will assist students to maintain social distancing while walking from the bus to their classroom.
- Bus Dismissal - Students will be dismissed for busing from their classrooms. There will be no staging of students in the hallways or other common spaces during phase one. Staff must assist students in maintaining social distancing while walking to their bus.

Visitors, Volunteers and Vendors

All individuals given access to the school will comply with all social distancing markings and will only go to those areas approved for their use.

- Under phase one, sending district personnel shall be encouraged to continue to conduct remote meetings. If an in-building meeting is necessary, participants will use the designated conference areas that is setup for social distancing protocols.
- Sending district personnel shall be encouraged to conduct virtual observations. The school will make every reasonable effort to arrange for a remote, real-time video observation. If an in-building meeting is necessary, observation may only be from observation rooms or through hallway windows.
- Sending district personnel, their contactors, will be encouraged to conduct evaluations remotely. Realizing this is not always possible under evaluation protocols, the school will provide an evaluation area, where social distancing protocols can be maintained given a 48 hour advanced notice so a safe space can be scheduled. It may be necessary to ask sending districts to accept an alternative date because of space demands.
- Volunteers will not be on campus.
- Vendors/contractors will comply with all social distancing markings and will only go to those areas approved for their use.

Programming Adjustments

Instruction/Therapy (Phase One)

- Students will be self-contained, with limited movement outside of the classroom.

- Circle time activities must be restructured to allow for six foot social distancing. If social distancing is not possible, circle time will not take place.
- Students' personal belongings should be stored in cubbies, or in individual containers.
- Specialty area teachers (Gym, Daily Living Skills, Horticulture, & CBI) will provide instruction in the classroom as per the special's schedule. The only exception if a specialty area teacher determined that instruction outside on the campus' grounds is both safe and applicable to the instructional need.
- Speech and Occupational therapy sessions will be conducted within the classroom as per the therapy schedule. The only exception will be if a speech therapist determines that the eye-gaze training room is both safe and is required to meet a speech goal(s). If the eye-gaze room is used, only the speech therapist, a single student, and the student's 1:1 assistant may be in the room. The room must be disinfected after each use.
- Physical Therapy will take place in the PT office or gym for bike riding goals. The Early Childhood student will riding bikes in the hallway from the lower entrance door to the top of the ramp, office hallways, and the first hallway at the base of the ramp.
- Therapeutic co-treat sessions are permissible as long as PPEs, social distancing between therapists and disinfecting protocols are followed. If due to the nature of the co-treat, social distancing between therapists in not possible, therapists will provide services in alternating co-treat session while consulting between sessions.
- The libraries will be closed to students, but open for staff. The curriculum coordinator will bring a book cart to the classrooms and do story time activities with the students.
- The science room is closed for students, but open for staff.
- The Daily Living Skills room is closed for students, but open for staff.
- External CBI trips, field trips and external job sampling/work study are canceled.
- Traveling teacher activities are canceled.
- Special events outside of the classroom are canceled.
- To the extent possible, based on students and staffs' medical conditions and outside weather conditions, classroom and therapy room windows should be opened to allow for the additional exchange of fresh area beyond that provided by the HVAC system.

Instructional/Therapeutic (Phase Two)

- The degree to which students are restricted to their classrooms will begin to be reduced.
- Students' personal belongings should be stored in cubbies, or in individual containers.
- Circle time activities must be restructured to allow for six foot social distancing. If social distancing is not possible, circle time will not take place.
- The gym will reopen for gym class. The gym schedule will be slightly altered requiring one class to return to their classroom before the next class is dismissed to go to the gym.
- Individual therapies will resume in all therapy rooms. Group therapy can resume in all therapy rooms as long as the group consists of students form the same classroom. Horticulture classes can resume in the science room.
- The science room will reopen for individual classroom use, as scheduled.

- The Daily Living Skills instruction can resume in the DLS room as long as the group consists of students from the same classroom.
- Classrooms may resume going to the school libraries. Library activities resume.
- To the extent possible, based on students and staffs' medical conditions and outside weather conditions, classroom and therapy room windows should be opened to allow for the additional exchange of fresh area beyond that provided by the HVAC system.

Instructional/Therapeutic (Phase Three)

- All mixed group instruction and therapy will resume.
- Students' personal belongings should be stored in cubbies, or in individual containers.
- Social distancing in the classroom is still in place. Circle time activities must be restructured to allow for six foot social distancing. If social distancing is not possible, circle time will not take place.
- Social distancing bus arrival and dismissal routines will remain in place.
- Traveling teachers activities are still canceled.
- Large group special events are still prohibited.
- All off campus instruction is still canceled.
- To the extent possible, based on students and staffs' medical conditions and outside weather conditions, classroom and therapy room windows should be opened to allow for the additional exchange of fresh area beyond that provided by the HVAC system.

Lunch (Phase One)

- Students will eat lunch in their classrooms; the cafeteria is closed to students. Lunches will be served using individually plated meals or meals in pre-packaged boxes or bags.
- Parents will be encouraged to send lunch for their child. Lunches sent from home should require minimal to no preparation on the part of staff.
- Foods services will deliver lunch to just outside of the classroom. Classroom staff will bring lunches into the classroom and return trays to hallway once lunch is over. Food services staff will return trays to the kitchen.
- Staff may eat lunch in their classrooms, cars or in the following locations as long as social distancing markings are adhered to, and disinfecting protocols are maintained.
 - ADS cafeteria
 - Rear of the ADS gym
 - Daily Living Skills Room
 - Outside picnic tables
 - Not So Secret Garden outdoor instructional space
 - ADS Gazebo
 - Early Childhood Gazebo
- Staff lounges will be closed for lunches.
- Staff who are ordering out must use contactless delivery.

Lunch (Phase Two)

- Students will continue eat lunch in their classrooms. The cafeteria will gradually reopen for students. Two classrooms will be able to eat in the cafeteria at the same time with social distancing guidelines in place. A lunch schedule will be developed prior to this being implemented.
- Lunches will continue to be served using individually plated meals or meals in pre-packaged boxes or bags.
- For those classrooms eating in their rooms, staff will pick-up student lunches from the cafeteria (Building B only) and return trays to the cafeteria when lunch is over.
- Staff may eat lunch in their classrooms, cars or in the following locations as long as social distancing markings are adhered to, and disinfecting protocols are maintained.
 - ADS cafeteria
 - Rear of the ADS gym
 - Daily Living Skills Room
 - Outside picnic tables
 - Not So Secret Garden outdoor instructional space
 - ADS Gazebo
 - Early Childhood Gazebo
- Staff lounges will be closed for lunches.
- Staff who are ordering out must use contactless delivery.

Lunch (Phase Three)

- Students will return to having lunch in the cafeteria. Extra distancing between classes in both space and time will be worked into the lunch schedule. To provide the extra distancing the rear gym may be used as an auxiliary cafeteria area. (Building B only).
- Lunches will continue to be served using individually plated meals or meals in pre-packaged boxes or bags.
- Staff lounges will open for lunches.
- Staff who are ordering out still must use contactless delivery. In-person delivery will resume with the termination of the reopening plan.

Water

During the length of time in which the reopening plan is in place, hallway water fountains will be covered and turned off. Bottled water will be provided to the classrooms and therapy areas. The use of water fountains will be re-evaluated during phase 3 to determine if they will be put back in service, or taken out.

Nursing Offices (Phase One)

- The nursing offices are off-limits to staff and students except under a direct order from a nurse to enter the room.
- If there is an emergency use the paging system along with the appropriate code to call a nurse to the classroom, therapy room or common area where the emergency is occurring.

- If a child is sick, or is suspected of being, sick, Call the nurse's extension or use the walkie-talkie. The nurse will come to the student. The student is **not** to be brought to the nurse. The nurse will assess the best course of action. The nurse's directions must be followed and not debated.
- If a staff person needs to see a nurse. The staff person, or another person, can call the nurse's extension, or use the walkie-talkie to contact the nurse. The nurse will come to the staff member; the staff member is **not** to go to the nurse. The nurse will assess the best course of action. The nurse's directions must be followed and not debated.
- The traditional routine courtesy services (weights, blood pressures, Tylenol, an ear to listen/a place to decompress) provided by our nurses for staff will be suspended.
- If a student is admitted to the nursing office, they will may be treated and released, or held while the parent is coming to pick up. In the event a student is being held in the nursing office, a classroom assistant will be required to stay with the student.
- There will be no medication drop-offs to the medical offices. The nurses will be doing temperature screening and will be responsible for receiving medications then.
- If a student or staff person is suspected of having Covid-19, they will be placed in a quarantine room. In the case of a student, a classroom assistant will be required to wait with the student until the parent can pick-up. The assistant will wear maximum PPEs; mask, face shield, gown and gloves (head covering and shoe covering is at the discretion of the assistant but will be available). The assistant will also be issued a walkie-talkie to contact a nurse if necessary.

Nursing Offices (Phase Two and Three)

- These sections will be written during phase one of the reopening. Actions will be dependent on how the demands for nursing services evolve after the school is reopened.

Copiers (Phase One)

- All copy requests should either be emailed to the administrative assistant (Elaine) or sent via inter-office mail. Indicate the number of copies required and the date needed. You must give at least 48 hours' notice.
- The administrative assistant will place the copies on an inter-office envelop which will be place in the staff person's mailbox.
- If the administrative assistant cannot copy material within the 24 hours of receiving notice, she will inform the staff person of the delay.

Copiers (Phase Two)

- All copy requests should either be emailed to the administrative assistant (Elaine) or sent via inter-office mail. Indicate the number of copies required and the date needed. You must give at least 48 hours' notice.
- The administrative assistant will place the copies on an inter-office envelop which will be place in the staff person's mailbox.

- If the administrative assistant cannot copy material within the 24 hours of receiving notice, she will inform the staff person of the delay.
- Staff may access the copiers before or after school. Social distancing and disinfecting protocols must be followed.
- Staff waiting to use the copier in Building B (ADS) must a) inform the person using the copier that they are waiting, b) wait in the main hallway, do not wait in the office hallway, and c) once done with the copy machine the user will disinfect high touch areas then inform the waiter that the machine is now free.
- Staff waiting to use the copier in Building A (ADS) must: a) waiting at a socially appropriate distance from the user, and b) only use the copier after the user has infected. If more than, one person is waiting, the additional person(s) must wait in their classroom after notifying the user and the first waiter that want to make copies. The user will let the person waiting in their classroom know when they can move to the staff lounge to wait their turn.

Copiers (Phase Three)

- All copy requests can continued to be emailed to the administrative assistant (Elaine) or sent via inter-office mail. Indicate the number of copies required and the date needed. You must give at least 48 hours' notice.
- The administrative assistant will place the copies on an inter-office envelop which will be place in the staff person's mailbox.
- If the administrative assistant cannot copy material within the 24 hours of receiving notice, she will inform the staff person of the delay.
- Staff may access the copiers before, **during** and after school. Social distancing and disinfecting protocols must be followed.
- Staff waiting to use the copier in Building B (ADS) must a) inform the person using the copier that they are waiting, b) wait in the main hallway, do not wait in the office hallway, and c) once done with the copy machine the user will disinfect high touch areas then inform the waiter that the machine is now free.
- Staff waiting to use the copier in Building A (ADS) must a) waiting at a socially appropriate distance from the user, and b) only use the copier after the user has infected. If more than, one person is waiting, the additional person(s) must wait in their classroom after notifying the user and the first waiter that want to make copies. The user will let the person waiting in their classroom know when they can move to the staff lounge to wait their turn.

School Office (Phase One and Two)

- Student cannot be in to the school office.
- Staff should avoid going into the office area except to access file or forms. Social distancing should be maintained, masks are required, and high touch surfaces disinfected after use.

- Student daily attendance should be emailed to the administrative assistant (Fran) by 10:00 AM.
- Requests for office supplies should be emailed to the administrative assistant (Elaine), She will fill the order within 24 hours and place the supplies on the table outside of the classroom or therapy area.
- If supplies are not in stock, she will inform the person who made the request.

School Office (Phase 3)

- Students, who can wear masks/face shields, may run errands to the office or accompany staff to the copy room.
- Staff should continue to avoid going into the office area except to access file or forms. Social distancing should be maintained, masks are required, and high touch surfaces disinfected after use.
- Student daily attendance should be emailed to the administrative assistant (Fran) by 10:00 AM, or a masked/face shielded student can bring the attendance to the office.
- Requests for office supplies should be emailed to the administrative assistant (Elaine), She will fill the order and leave it on the office counter (Building A) or the office desk (Building).
- If supplies are not in stock, she will inform the person who made the request.

Principal, Vice-Principal, Supervisor, & Lead Teacher Offices (Phase One – Three)

- Offices will be re-structure to allow for social distancing during 1:1 meetings.
- If additional meeting attendees are required, the meeting room will be dependent on each office's ability to maintain social distancing. If necessary alternative meeting space will be arranged.
- Masks/face shields should be worn by all participants.

Meetings

- During phase, one and staff meeting will take place via Zoom.
- During phase, three staff meeting will take place via Zoom or in the gym with the appropriate social distancing measures in place and with the use masks/face shields being required.
- During phases, two and three, meetings other than full staff meetings will take place in a space where appropriate social distancing measures in place and with the use, masks/face shields being required. Disinfecting of the space must occur after each use.

Contact Tracing

Archbishop Damiano School will cooperate will local, state and federal agencies in regards to Covid-10 contact tracing. The school will:

- Contact the Gloucester County Department of Health whenever a suspected case of Covid-19 is identified among students or staff.
- Maintain attendance records,
- Maintain staff assignment records.
- Maintain a visitors' log,
- Maintain a volunteer log,
- Maintain schedules that document student and staff movements outside of their assigned areas.

Communications

Open, two-way communications is an essential element of the reopening plan. The draft-reopening plan will be shared with staff, parents and the Executive Director of St. John of God Community serviced in order to secure additional feedback prior to the plan becoming operational. Archbishop Damiano School will continue to welcome feedback, questions, concerns, and recommendations after the initial plan becomes operational. Contact information is listed below.

| Target Group | Method of Distribution | Time Frame – Contact by*: | Person Responsible/ Contact for Questions |
|--------------------------|--|----------------------------------|---|
| Staff | Email, Posting on website, staff meeting, supervisory meetings | 7/7/20 | Ms. Kate Flynn, Principal 856-848-4700 x1152 |
| Parents/Guardians | Email, Mail & Posting on website | 7/14/20 | Dr. Greg Zink, Vice Principal (until 9/3/20) 856-848-4700 x1173 or 484-947-7190 |
| School Physician | Email, phone conversation | 8/3/20 | Mrs. Mary Meduri, School Nurse 856-848-4700 x1154 |
| District Spec. Ed Admin. | Email & Posting on website | 8/3/20 | Dr. Greg Zink, Vice Principal (until 9/3/20) 856-848-4700 x1173 or 484-947-7190 |
| District Case Managers | Email & Posting on website | 7/7/20 | Dr. Greg Zink (until 9/3/20) 856-848-4700 x1173 or 484-947-7190 |
| Volunteers | Email, Mail & Posting on website | 8/3/20 | Ms. Casey Schell, Volunteer Coordinator 856-848-4700 x1110 |

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|--|--|------------------------------|--|
| Gloucester County Department of Health | Phone call & Posting on website | 7/3/20 | Mrs. Linda Hughes, School Nurse, 856-848-4700 x1180 |
| Contractors | Email, Mail & Posting on website | 7/7/20 | Mr. Steve Aman. Maintenance Supervisor 856-848-4700 x1160 |
| Vendors | Email, Mail & Posting on website | 7/7/20 | Mr. Jason Bintliff, Risk Manager 856-848-4700 x1135 |
| Bus Companies | Email, Mail & Posting on website | 8/3/20 | Ms. Kate Flynn, Principal, or Transportation Coordinator 856-848-4700 x1152 |
| Nursing Agencies | Email, Mail & Posting on website | Two weeks prior to reopening | Mrs. Linda Hughes, School Nurse, 856-848-4700 x1180 |
| NJCB&VI | Email & Posting on website | 8/3/20 | Mrs. Joelle Rossi. Lead Teacher 856-848-4700 x1194 |
| Police/Fire/EMT | Email, Mail, Phone call and Posting on website | 8/3/20 | Mr. Jason Bintliff, Risk Manager 856-848-4700 x1135 |
| Executive Director, St. John of God Community Services | Email and Posting on website | 7/7/20 | Ms. Kate Flynn, Principal 856-848-4700 x1152 |
| Archbishop Damiano School's Board of Trustees | Email, Mail, Phone call and Posting on website | 8/3/20 | Ms. Kate Flynn, Principal 856-848-4700 x1152 |

* Time frame may change based on actual reopening date

Training & Supports

Training

| Topic | Audience(s) | Time Frame - Completed by*: | Method | Person(s) Responsible |
|---------------------------------------|--|------------------------------------|------------------------------------|------------------------------|
| Reopening Plan – Overview & Questions | 1. Staff 2. Parents 3. Interested others | 7/9/20 | Zoom Presentation & Chat Questions | Dr. Greg Zink |

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|--|--|----------------------------------|--|--|
| Reopening- What to Expect | Students | Ongoing from 7/6/20 | Video Social Story | Mrs. Pat Parkinson, Mrs. Joelle Rossi & Teachers |
| Reopening – Helping Students learn to Wear Masks | Students | Ongoing from 7/6/20 | Multiple formats and materials posted on website | Teachers |
| Custodian-specific training in regards to disinfecting protocols | Custodians | 8/17/20 | Mini-workshop | Mr. Jason Bintliff |
| Proper use of disinfecting agents & disinfecting schedule | Custodians, Assistants, Teachers, & therapists | 9/8/20 | Zoom or Social Distanced in-person (gym) | Mr. Jason Bintliff |
| Safe removal and disposals of PPEs | All Staff | 8/17/20 | Zoom | Mrs. Linda Hughes and Mrs. Mary Meduri |
| Blood Borne Pathogens, Covid-19 signs and symptoms & Infection Control | All Staff | 9/8/20 | Zoom or Social Distanced in-person (gym) | Mrs. Linda Hughes and Mrs. Mary Meduri |
| Contact Tracing – Maintenance of required information | All Staff | 9/11/20 | Online video | Mrs. Hannah Sykes |
| Proper Handwashing Techniques | 1. Staff 2. Students | 9/6/20 | Zoom Zoom & first day back | Lead Teachers Classroom Teacher |
| Security Drills and Procedures | Staff | During a September staff meeting | Zoom | Lead Teacher assigned to the agency's security committee |
| Recognizing Trauma and Anxiety in Individuals who are non-verbal. | Teachers and therapists | Shortly after school reopens | Zoom or online recorded workshop | To be determined |
| Stress Management - Yoga | Staff (optional) | To be determined | Zoom or Social Distanced in-person (gym) | Mrs. Joelle Rossi |
| Stress Management- Mindfulness | Staff (optional) | To be determined | Zoom or Social Distanced in-person (gym) | Mrs. Alicia Gilbert |

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|-----------------------|--|--------|--|--|
| Universal Precautions | | 9/6/20 | | Mrs. Linda Hughes and Mrs. Mary Meduri |
|-----------------------|--|--------|--|--|

* Time frame may change based on actual reopening date

Social-emotional Supports

Staff

- Staff will have access to “break” areas should they find the need to decompress. Break time needs to be communicated within the classroom team, so that students are never left unsupervised.
- Break areas are the science room, Not So Secret Garden, Gazebos, and Chapel (assuming access is available).
- The nurses’ offices are not available for decompression.
- The Principal, Vice Principal, Supervisor and Lead Teachers are available to listen to and help resolve staff concerns or stressors.
- This plan addresses concerns staff have articulated regarding return to work. Since the plan is fluid, as additional concerns are identified, every attempt will be made to adjust the plan to alleviate those concerns.
- During staff meetings, add ongoing item related to stress management and resiliency.

Parents

- Staff will be sensitive to parent concerns and be available to listen, plan and make individual adjustments
- The social worker is available to parents to listen to and advise on any topics of concerns.
- The agency’s pastoral care department is available to parents.
- Parents are encouraged to watch the return to social video and access all support materials and resources posted on the school’s website.
- This plan will address the majority of articulated parent concerns regarding their child’s return to school. The only concern that cannot be alleviated is the potential threat Covid-19 presents.

Students

- Staff are ready and waiting for students to return. Staff are aware that students have experienced and will continue to experience disruptions to daily routine. Staff will do everything in their power to preserve known routines and structures, while making necessary changes known to students in advance.
- ADS has created a social story video to introduce student to what school will look like when they return. Teachers will incorporate the social story and other materials into their lesson plans well in advance of the schools reopening.
- If a student needs individualized supports to adjust to the new routines staff will provide those supports.

- The social worker is available to help support students.

Behavioral Supports & Safety for All

Archbishop Damiano School will continue to provide students with a full range of behavioral supports. However, if an in-school student's behavior escalates to the point where that student is endangering the safety of self or others, that student will be placed on a remote learning roster for the remainder of the school year. The school's program supervisor and lead teachers will be contacting case managers over the summer to identify students of concern. In the event of an involuntary move to a remote roster, the district case manager will be notified immediately.

Phase Change Benchmarks

Introduction

Phase One actions addresses the highest level of infection control sustainable within the school. Phase Two reduces some of the social distancing and programmatic restrictions put in place under phase one. Phase Two does not reduce disinfecting protocols nor the required use of personal protective equipment. Phase Three further reduces social distancing and programmatic restrictions until the school resembles the pre-Covid-19 norm. Disinfecting protocols will be reduced in frequency. Upon the termination of the reopening plan, school will return to normal programming and consistent implementation of universal hygiene precautions. The following benchmarks will be adjusted to meet new information and guidance as it arises. If at any point, a report is received that a staff or student who has confirmed case of Covid-19, the school will return to phase one precautions for a period of no less than 14 days.

Transition between Phase One and Phase Two

The conditions for transition are as follows:

- Gloucester and the contiguous counties are determined to be at Covid Risk Level Yellow
- Counties report enough testing is available for symptomatic individuals, high-risk populations, health care workers and first responders.
- The New Jersey Department of Health has implemented a substantial contact tracing and investigation process.

Transition between Phase Two and Phase Three

The conditions for this transition is as follows:

The conditions for transition are as follows:

- Gloucester and the contiguous counties are determined to be at Covid Risk level Green
- Counties continue to report enough testing is available for symptomatic individuals, high-risk populations, health care workers and first responders.

- The New Jersey Department of Health continues to implement a substantial contact tracing and investigation process.

Termination of the Reopening Plan

The conditions for termination is as follows:

- Our students' residence counties report an average of less than 1 new Covid-19 case per day over a 30-day period.
- Counties continue to report enough testing is available for symptomatic individuals, high-risk populations, health care workers and first responders.
- The New Jersey Department of Health continues to implement a substantial contact tracing and investigation process.
- Alternatively, a Covid-19 specific vaccine is developed and mass immunization takes place.