



Harbor School

Providing Excellence in Special Education Since 1969

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Affiliated with Gateway School, Carteret, NJ & Alpha School, Jackson, NJ

HARBOR SCHOOL COVID OPERATIONAL PLAN JULY 6, 2020

In response to Governor Murphy's Executive Order 149, Harbor School will operate a "combination" ESY program this summer based out of its building on 240 Broad Street in Eatontown, NJ. The combination of services will include: 1) a continuation of remote learning through our Virtual Home Learning Plan (see Appendix) that has been in place since March 16, 2020, 2) in-person instruction at Harbor School in Eatontown, and 3) both virtual and in-person instruction over the course of the six-week summer program. For those families that choose to send their students back to school in-person, in cooperation with the sending district, we will implement our COVID Operational Plan to ensure to the maximum extent possible a school environment that is safe and healthy and embraces the best practices as established by the Local Health Department, the NJ Department on Health, the CDC and the Department of Education.

If students and their families, in collaboration with the IEP team, including the sending district, do determine that it is in the student's best interest to return to in-person during ESY 2020, the Harbor School administration will evaluate whether there are specific students who are at increased risk of transmitting COVID-19, or unable to follow the established guidelines contained herein, and develop plans for them to continue to work or receive educational and related services virtually in a remote setting.

This plan will include written policies and procedures for each specific area and domain as delineated in the DOE recommended guidelines - ***New Jersey COVID-19 Youth Summer Camp Standards.***

I. Staff and Student Training

1. School Nurse will have knowledge of COVID-19 symptoms and current during guidance for NJ DOH – Communicable Disease Service.
2. Administration, in collaboration with the School Nurse, will develop a written policy regarding personal protective equipment (PPE) use and training.

3. Students will be instructed on safe practices while attending school to the maximum extent possible given their disabling conditions.
4. The COVID Re-Opening Team will access and utilize, as appropriate, recommended training resources:
 - a. Infection Prevention Audit Tool
 - b. Contact Tracing Awareness Training
 - c. Infection Control Resources Document

Harbor School staff will be trained in all the protocols outlined below:

II. Trainings

1. COVID Operational Plan policies and procedures overview
2. CPI de-escalation techniques
3. Health issues
 - a. Blood borne Pathogens
 - b. Epi-pen administration

III. Screening and Admittance

Staff or students that have a fever of 100.4 or above and/or who demonstrate other signs of COVID-19 illness, will not be admitted to the school (staff or students who have a temperature of 99.5 or above will be reassessed one hour later). We will encourage both parents and staff members to be on the alert for signs of the disease, and direct parents to keep their children home when they are sick. In order to implement this policy, the school will institute the following protocols:

1. At the designated entry point(s) to the school both students and staff will be screened for fever or signs of COVID-19 illness prior to being permitted to enter the school. Non-contact thermometers will be used. Staff will be surveyed to disclose symptoms or recent exposure to infected individuals. Symptoms to watch for include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Recent loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

When any signs of symptoms noted during the process of conducting the daily health surveillance are observed, these observations will be documented and made part of the school health record.

Based on the current Communicable Disease Service guidance for illness reporting, if the symptoms fall within the parameters established, any student will be immediately isolated for further assessment, and if necessary discharged to home. Staff who present with any symptoms will be sent home immediately and referred for proper medical attention and follow-up based on CDC protocols.

Staff will be encouraged to use hand sanitizer upon entering the building

Staff will be required to wear face covering upon entering the building. If they do not bring their own mask, the school will provide a disposable face mask for them to wear.

If a staff member refuses to wear appropriate face covering they may not enter the building.

IV. Face masks, Infection Control and Social distancing strategies

A. Face coverings and gloves

Staff and students shall wear cloth or disposable face coverings when social distancing of 6 feet between individuals and/or classes cannot be maintained, except where doing so would inhibit that individual's health. Additionally, the staff and students will be required to wear cloth or paper face coverings unless doing so would inhibit the individual's health. If any staff member feels that there is any reason they are not able to comply with this requirement they will be asked to contact the HR department. If staff do not provide their own face covering, the school will provide them a cloth cover if available, or disposable daily mask per their preference.

Staff will perform proper hand washing and use gloves as appropriate, especially when serving food to students, or coming into contact with any bodily fluids in the course of doing their job.

The school will supply both students and staff with cloth or paper masks, as well as gloves.

V. Infection Control Strategies

Harbor School will implement the following prevention and mitigation strategies to slow and limit COVID-19 exposure and spread:

1. Procedures to avoid large groups from congregation in one location such as the door to the building.
 - a. More than one entrance will be employed to facilitate this process.
 - b. Only one bus group at a time will be permitted to enter the building at each entrance.

2. The School will communicate and educate staff, parents and students in COVID-19 safety measures including:
 - a. Staying home when ill.
 - b. Proper hand hygiene and respiratory etiquette.
 - c. Wearing face coverings.
 - d. Avoiding touching your face as much as possible.
 - e. Reporting illnesses and symptoms to the School Nurse immediately.
3. Face coverings will be encouraged to be worn by students and are most essential in times when physical distancing is difficult to maintain. It is understood that face coverings (masks or face shields) may be challenging to students (especially the younger and more disabled students) to wear all day at school.
4. Hand sanitizing stations and dispensers will be provided in numerous areas around the school, and hand sanitizer will be provided to staff.
5. Procedures have been developed to clean and disinfect throughout the school following CDC guidance and using EPA approved disinfectants.
6. Classroom transitions will be limited. Students may transition to individual therapies, Adapted Physical Education, and outdoor recess.
7. Intermingling between groups of students will be substantially minimized.
8. Occupational and Speech Therapy will be conducted in classroom to the greatest extent possible to avoid unnecessary transitions and focus on classroom related skills for students.
9. Rotation and movement of faculty across classrooms for coverage will be minimized.
10. Classrooms will be re-designed to maintain 6 foot spacing between student desks.
11. Staff will discourage students sharing of items that are difficult to clean, sanitize or disinfect.
12. Staff will prepare designated individual student materials rather than shared materials in classrooms and common areas (life skills materials, pre-vocational materials, etc.).
13. Areas that are prone to congregation, e.g., entrances, eating areas, restrooms and the such, will be especially monitored in terms of infection control procedures.
14. When students need to be evacuated, such as during fire and safety drills, social distancing will be maintained as much as possible.
15. There will be limited exposure to non-essential visitors, volunteers and activities involving external groups or organizations at the school – especially with individuals not from the local geographic area (e.g., community, town, city or county).
 - a. Visitors will be required to wear cloth face coverings while visiting the school, unless doing so would inhibit the individual's health. Anyone refusing to wear a face covering will be barred from entering the school.
 - b. School activities will avoid group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained. Group size will be limited as much as possible.
 - c. Special performances and field trips will be strictly prohibited.

If the school becomes aware that an individual staff member or student has tested positive for COVID-19, Harbor School will immediately notify the local health department, staff and families of a confirmed case while maintaining confidentiality. The policy to be implemented for when someone tests positive will include, as a minimum:

1. Follow the written protocol for symptomatic staff and students including:
 - a. An isolation space/room has been identified in the school building.
 - b. Adequate amount of PPE will, be available accessible and provided for use of staff immediately.
 - c. Staff will begin an immediate contact tracing protocol including records of classes/groups, assigned staff and daily attendance.
 - d. Surveillance of the sick individual.
 - e. Immediate notification to the local health department of those who test positive.
2. Written protocols have been established to address the re-admittance of positive cases who have recovered following CDC guidance:
 - a. When an individual tests positive for COVID-19, the school will immediately notify local health officials, and he/she can return when they clear isolation per CDC guidelines, typically 14-day isolation past recovery from COVID-19.
3. The following actions will be taken in response to identifying an individual who exhibits signs and symptoms of COVID-19 (e.g., fever cough, shortness of breath) while at the school:
 - a. The affected individual will be immediately separated from the well people until the ill person can leave the school.
 - b. Staff members will be sent home and advised to follow appropriate guidelines based on CDC guidelines.
 - c. Sick students will be monitored under the guidance of the school nurse until they are able to leave the school.
4. If it is determined that a staff person, or a student, has tested positive for COVID-19, the school will notify the student's local health department, the sending district and the bus company.

If a positive case is identified, the local Health Department will determine whether or not the closure of Harbor School will be warranted. Factors such as outbreak levels in the community and the number of close contacts the student had and staffing levels.

- a. School staff will help administration in identifying close contacts of positive COVID-19 cases, in conjunction with the local health department.
- b. Areas used by the affected student or staff member will be closed off and not used until after a thorough cleaning and disinfecting have been completed.
- c. To reduce the risk of exposure, the school will wait a period of 24 hours before cleaning and disinfecting.

- d. Safe and correct use and storage of cleaning and disinfection products, safely away from the students, will be implemented.
5. Sick staff members or students, or close contacts will not return to school until they have met CDC's criteria to discontinue home isolation.

B. Protocols for Facility and Buildings Management

1. Ventilation: The school will ensure that the indoor facilities have adequate ventilation and air conditioning as appropriate.
2. Recirculated air will have a fresh air component.
3. If AC is not provided in some parts of the building windows will be opened.
4. Filters for AC units will be maintained and changed according to manufacturer recommendations.

Policies and Procedures for cleaning and disinfection:

1. Bathroom, gym and classroom usage will be staggered, and the shared spaces will be cleaned and disinfected between use. Routine daily cleaning of common surfaces such as gyms, classrooms (staggered use) and rooms (kitchen and restrooms) will be instituted.
2. Any objects or equipment shared among the two entities will be properly cleaned and disinfected.
3. There is a plan to ensure that an adequate supply of cleaning supplies will be maintained.
4. Procedures for deep cleaning that adhere to CDC guidelines for reopening a school closed due to the identification of a positive case will be employed at all times.
5. Post signage:
 - a. Pictures to show Social Distancing, Handwashing, Face coverings and other prevention methods have been posted throughout the school building.

VI. Attendance

The attestation form has identified Harbor School as primarily an "indoor" program. Restrictions will remain in place to minimize the mixing of classes within the school setting to reduce potential transmission and facilitate a simplified method of contact tracing should that become necessary.

1. Indoor Requirements
 - a. Classes will be directed to stay together during the school day and the same staff will remain with their class each day to the maximum extent possible.
 - b. To the maximum extent possible the class groupings and staff assignments will be established on the first day of in-person programming, and will remain until the ESY program has concluded on August 14, 2020.
 - c. Mixing between classes will be restricted and carefully monitored.
 - d. Students who go outside for daily recess breaks will not intermix with other classes.

- e. If interactions do occur, social distancing will be maintained between groups.
- f. Staff and students will social distance and when social distancing cannot be maintained face coverings will be worn.
- g. Staff to student ratios will be no more than one TOSD/TOH: eight students. (Many Harbor students are assigned a personal 1:1 aide as mandated in their IEP. These paraprofessional staff will work alongside the teacher thus bringing the staff:student ratio down further.)

VII. Protocols for Transportation Services

- 1. Transportation to and from school is a Related Service as designated in the student's IEP and will be the responsibility of the sending district.
- 2. ESY will refrain from conducting field trips during the 2020 summer program.
- 3. Classes may engage in walking trips around the school neighborhood while abiding by all social distancing protocols and wearing face coverings to the maximum degree possible.

VIII. Documented policy and procedure for lunch management

- 1. Harbor School does not have a cafeteria, so students "brown bag" their lunch on a daily basis. Schools will make proper accommodations for food storage.
- 2. Students will be restricted to eating lunch in their classroom settings to ensure separation of classes and avoid congregation.
- 3. Classrooms will be cleaned and sanitized before each lunch period.
- 4. Proper handwashing will be conducted before and after the lunch period.
- 5. Students will not be allowed to share their lunches.
- 6. Staff will use designated areas around the building to eat their lunch. These areas should be limited to maximum occupancy for social distancing. Staff should follow cleaning protocols before and after eating their lunch.

IX. Activities

- 1. Policies outlining permitted and prohibited activities
 - a. Field trips will be prohibited.
 - b. Any APE sporting activities will be conducted in an outdoor setting.
 - c. Outdoor recess periods will be staggered to avoid intermingling of classes and congregation of students from different groups.
 - d. Contact sports or inter-group competitions will be prohibited.
 - e. Activities that focus on "skills and drills" will be allowed so long as they do not involve contact and can be socially distanced.
 - f. Focus will be on team skills and drills.
 - g. Focus on individual skill building.

- h. The time players spend in proximity to each other will be limited.
- i. Breaks and hydration activities will be increased and water readily available to all students and staff.
- j. Students will be instructed in proper sports etiquette regarding social distancing and hygiene (no High-fives or handshakes).
- k. Items and equipment will be selected so that it can be readily cleaned, disinfected and sanitized.
- l. All equipment will be cleaned, disinfected and air-dry after use.
- m. Weather permitting the use of face coverings will be recommended to the maximum extent possible.

X. Miscellaneous

- a. APE, PT, OT, and Speech activities will be implemented in accordance with each student's IEP mandates with the above guidelines followed to the maximum extent practicable.
- b. Crisis Team members and all staff will review de-escalation training to avoid more intrusive interventions to the maximum degree possible.
- c. Special classes, such as Music and STEMLab, may be delivered virtually via video-conferencing into the classroom.
- d. Supervised hallway passing will be minimized and social distancing will be observed to the maximum extent possible. Lines will be taped off to provide visual reminders of the need for social distancing.
- e. Staff will be directed to minimize visits to the main office. Staff will be directed to make phone calls and/or email to communicate with the secretary. A sign-up sheet will be posted for copier use.
- f. Documents, such as memos, State Sheets, schedules, etc., will be shared paperless through email or other electronic platforms.
- g. Emergency plans, shelter in place, evacuation, etc. will be reviewed and modified in order to adhere to social distancing to the maximum extent possible.
- h. Implement intensified handwashing protocols/hand sanitizer protocols:
 - i. When student arrive and are dismissed
 - ii. Prior to the lunch period
 - iii. At other regular intervals as deemed appropriate after toileting and recess
- i. Appropriate signage will be posted to remind staff and students to follow handwashing protocols throughout the building and audio reminders will be announced during the day over the intercom system.
- j. Community-based Instruction (CBI) will be cancelled during the 2020 ESY.
- k. All Structured Learning Experiences (SLEs) will be canceled during the 2020 ESY.
- l. Maintain a supply of hand sanitizer, wipes for all offices and school classrooms.
- m. All common areas will be sanitized between uses.

- n. The use of playground equipment will be prohibited.
- o. Teaching programs will be in place to encourage students to wear face coverings and masks during school day.