



The CTC Academy Protocol for Prevention of Spread of Pandemic Illnesses - V2
Plan for COVID-19 as of August 27, 2020

Fair Lawn Campus

(This plan is compliant with guidance from the Centers for Disease Control; NJ Department of Education; NJ Department of Health and informed by the American Academy of Pediatrics; American Federation of Teachers; Children's Hospital of Philadelphia, the local Department of Health and the CTC Academy Medical Director. The plan will be updated as guidelines and recommendations change.)

Revision to Plan: Temporarily going 100% remote until September 21, 2020

- CTC Academy is temporarily revising its Re-EntryPlan from Hybrid/In-Person to 100% remote. The start-up date of the hybrid/in-person schedule has changed from Thursday, September 10, 2020 to Monday, September 21, 2020 for the following reason:
 - On August 14, 2020, we were notified by the vendor fabricating our custom-made plexi-glass dividers (for wheelchair trays, tables and standing dividers) that production was delayed due to the major power outage and unexpected related plexiglass supplier delays. Since our students cannot wear masks as outlined in the CTC Re-Entry Plan, plexi-glass dividers are essential for the safety of our staff and students. The vendor has assured us that the plexi-glass will be in place to implement the Hybrid Plan on Monday, September 21, 2020, pending approval by the DOE.

1. General Health and Safety:

Prepare Building- In advance of our return we have prepared/are preparing the building by:

- Conducted a deep cleaning and sanitizing of the building, including all floors, walls, bathrooms, blinds, shades, furniture and equipment.
- Checked our HVAC systems to ensure they have adequate fresh air exchange.
- Increased our janitorial supplies to ensure full compliance with government guidance.
- Increased schedules of daily cleaning of surfaces with extra attention to high touch/high contact areas.
- Designated a room to serve as our isolation room when needed; and appropriate supplies to support independent use of space.
- Purchased appropriate amounts of personal protective equipment (PPE) so that staff can wear masks, face shields, smocks, and gloves (when necessary), and have access to ample supplies of cleaning tools and sanitizer.
- Removed furniture and equipment from classrooms and treatment space wherever possible to maximize floor space in support of social distancing.
- Purchased bins for each student's daily supplies.
- Moved furniture and certain desk locations to ensure social distancing.
- Installed sneeze guards at reception desk and other high traffic desk areas.

- Marked 6' intervals on sidewalks contiguous to the buildings, hallways, and in classrooms.
- Marked hallways to create one-way traffic flow where possible.
- Marked treatment areas in gyms that allow for 6'+ separation between students.
- Posted signs encouraging social distancing and rigorous hand washing.
- Posted quarantine/COVID 19 symptom guidelines at all entrances.
- Will conduct prior to opening staff training on universal precautions, hand washing, cleaning protocols, social distancing.
- Will conduct (all staff) in-service training during orientation and on-going on the use of Personal Protective Equipment (PPE), the signs and symptoms of COVID-related illness, and the protocols to follow should someone present with symptoms.
- Reviewed staff screening and wellness protocols of the private duty nursing companies that serve CTC students as well as communicating our expectations and procedures for working at our campuses.
- Assigned all staff and students to a "bubble" (i.e. a group that will have minimal co-mingling with other staff or students). These cohorts of students and staff will assist with increasing social distancing in building and decrease contact and interactions as much as possible. Bubble assignments may change over time as needed and appropriate.

Update Student Health and Emergency Information:

- Families of students returning to the building will receive a health packet from the Head of Health Services, all forms must be complete prior to the student returning to school building:
 - *Annual Forms* – universal health, updated immunizations, medication permission forms, emergency care and seizure action forms to be returned before the first day of in-person attendance.
 - *Medical Clearance* - All students are required to have medical clearance from a doctor, authorizing the student to return to in-person school.
 - *Emergency Contact Information* - All caretakers must supply contact information. A caretaker must be able to pick up the student during the school day for in-person attendance.

Staff Outside Work/Travel:

- CTC will ask all staff to report their exposure to the virus through second jobs or other activities and if there has been close contact with a person who has tested positive. Staff will be instructed to self-quarantine if there has been close contact with a person testing positive for COVID 19.
- Staff in these situations will be required to get **medical clearance as per current CDC/ NJ Department of Health/NJ Department of Education guidelines** prior to returning to school.

Staff and Student Travel: CTC will instruct all caregivers and staff to follow the CDC guidance on travel:

- Parents/guardians must notify school nurses of airline or interstate travel in advance of a trip and prior to return to school .

- Staff must notify the Human Resources Department of airline or interstate travel in advance of a trip or prior to return to school in September.

Note links for CDC travel and quarantine guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

*The NJ executive order requires a quarantine upon returning from high risk states. The NJ State website has the latest list and information. Any staff or student returning from a listed state will be required to self-quarantine and cannot return to the building until the quarantine period has concluded. Employees must contact Human Resources and fill out the CTC FFCRA Request form. **Quarantine time will follow current CDC/NJ Department of Health/NJ Department of Education guidelines.**

Note link for up to date travel restriction notification:

<https://covid19.nj.gov/faqs/nj-information/general-public/are-there-travel-restrictions-to-or-from-nj-jersey-should-i-self-quarantine-if-i-have-recently-traveled>

Safety Accommodations:

- **Students:**

- Multiple bags will be discouraged. Lunch boxes/bags should have ice packs.
- When driven by family (rather than bus/van), students will be greeted by staff at the car and escorted to the screening area. Parents/Guardians must wear a mask, must take their child out of the car and transfer care to staff. They will not be permitted to enter the building at any time.
- Students will have hands washed upon arrival to the classroom.
- All lunch boxes will be stored in individual cubbies and sent home at the end of the day.
- Students will not be required to wear face masks unless they are ill and need to be transported through the school building to the nursing office or to the main exit.
- Paper/Disposable bibs will be provided for the children who would normally wear cloth bibs to help with containment of secretions.
- Isolation/Quarantine Room:
 - Room may also be used for respiratory treatments/suctioning.
 - Once the room is unoccupied, it will be cleaned and disinfected prior to next use.

- **Staff:**

- Staff will be required to wear both a medical mask (covering nose and mouth) and a face shield (provided by CTC Academy) when working directly with a student.
- Staff will be required to wear a medical mask in all communal areas on campus.
- Staff are strongly encouraged to bring minimal personal belongings into the building. Lunch boxes/bags should have ice packs.
- Staff should bring water bottles and sealed coffee mugs.
- No scarfs are to be worn to school.
- Long hair is to be pulled back and tied up.
- Bringing a change of clothes is strongly recommended.

- **Change to the fever and symptom free policy:** Students and staff will be asked to stay symptom free without use of fever reducing medication before returning to our school building **as per current CDC/NJ Department of Health/NJ Department of Education guidelines.**
- We will implement CDC guidelines for students who require respiratory treatments.
Note link for specifics on guidelines:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

Communication:

- Updates to our protocols and plans will be emailed and posted on the CTC Academy School website.
- Email and phone blast will be utilized to communicate updates to school closings, schedule changes or health concerns.

Daily PreScreening Requirement: ANYONE WHO IS SICK AND/OR IS EXHIBITING FEVER OR OTHER COVID 19 SYMPTOMS MUST STAY HOME. Please refer to the current CDC/NJ Department of Health/NJ Department of Education guidelines for COVID symptoms.

- **All parents/guardians** are required to sign an agreement that they will take his/her child's temperature (without fever reducing medication) and review pre-screening questions daily prior to putting the child on the bus/van or transporting their child to school themselves.
- **All staff** members have the responsibility to do a self-assessment and take their own temperature (without fever reducing medication) BEFORE leaving the house.

***Consideration: Have a working thermometer in your home.**

Per CDC fever is not always present in cases of COVID-19. OTHER SYMPTOMS include:

- 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
- Diarrhea

Entering the Building:

- Everyone - other than CTC students - will wear a mask covering nose and mouth.
- Everyone will participate in a confidential screening process:
 - Everyone will stop at their designated entrance and screening station prior to entry. Staff and students will stay six feet apart while in line for screening.
 - Staff will be asked screening questions.

- Everyone will receive a daily temperature check. (A temperature of 100.4 or above will be considered a fail, unless a student has a typical temperature outside the normal range.)
 - Staff: will be denied access to building and will require a medical clearance to return.
 - Students: will don a mask (for transfer time only) and will be escorted to the quarantine room. Parents/guardians will be called to pick up your child. There will be a medical clearance required to return to school.
 - If a caretaker can not be reached or is unable to pick up a child in a timely manner, the student will be transported to the nearest emergency room via EMS transportation.
- CTC will keep a log noting pass/fail of temperature and screening questions for all staff and students.
- All records taken at screening will be kept in the nurse's office in locked medical files.

Only Essential Visitors Will Be Allowed Entry into Building:

- No volunteers, interns, graduate students, bus personnel, non-emergency related repairmen, or non-essential staff will be allowed in the building.
- Parent drop off and pick up will be arranged outside.
- District observations will be supported as required and may be conducted remotely.
- IEP meetings will occur virtually as often as possible.
- No in-person conferences or educational seminars will be held.

Essential visitors *Will be held to the same screening process of students and staff.*

- All essential visitors are to wear face masks (covering nose and mouth).
- Essential visitors will be asked to fill out a form and leave contact information in the event we need to reach them. Information will be kept confidentially in the front office.

Private Duty Nurses: *Will be held to the same screening process as students and staff.*

- All Private Duty nurses are to wear face masks (covering nose and mouth) upon entering the building. All Private Duty Nurses will abide by the same PPE requirements as CTC staff.
- All Private Duty nurses will use hand sanitizer/wash hands upon entry.
- **Private Duty Nurses** will be expected to follow the same protocol as CTC staff. In the event of failing the entry protocol, the private duty nurse will be isolated with their student. They will contact their agency. The agency will arrange transportation for the nurse. The school will contact the parent/guardian to pick up the student. ***Medical Clearance will be required to return to school by anyone who failed school entry protocols.***

Illness or High Temperature Observed Upon Entry Follow Up:

Further action will be determined in consultation with the nursing office personnel, who will ensure compliance with the Bergen County Department of Health and current CDC guidelines regarding potential facility closure and contact tracing.

Illness Observed Once at School:

- If staff suspects a student illness, they are to call the school nurse who will go to the student's location and make an assessment.
- If deemed necessary, a staff/student will be escorted to an isolation room for further assessment.
- If deemed necessary to leave/send the staff/student home, school protocol for staff and students will be followed.
- Staff/students will be required to have a medical clearance prior to returning to school.

COVID-19 Confirmed Protocol:

CTC will contact the Bergen County Department of Health for guidance once a student or staff has been reported to have a confirmed case of COVID-19.

- Contract Tracing: CTC will work in collaboration with the Bergen County Department of Health to implement contract tracing.
- School Closure (for bubbles or entire school) may be implemented.
- Deep cleaning and sanitizing procedures will be implemented.

Return to School After Illness:

- In the event of general illness, staff and students are allowed to return after being fever and symptom free **without fever reducing medication as per the current CDC/NJ Department of Health guidelines**. Medical Clearance is required for suspected COVID-19 or as deemed appropriate by CTC Nursing staff.
- If diagnosed with COVID 19, staff and students are required to have a medical clearance prior to returning to school.

Universal Precautions and PPE:

- All staff members are required to follow universal precautions.
- All staff will be required to abide by face mask policy and social distancing on school campuses.
- CTC will provide disposable clothing covers to use when working with a student who there is a concern for illness.
- Staff are allowed to bring extra clothes, or extra large shirts to wear while working directly with students. Staff will be required to wash their own clothes.

2. Facilities Cleaning Practices:

Cleaning and Sanitizing Procedures:

- Janitorial staff will be using an antimicrobial disinfectant cleaner (CDC/school EPA approved) on all surfaces, bathrooms, floors, light switches, door knobs, handrails, PT mats, on a daily basis.
- Rugs will be vacuumed daily with an HVAC vacuum.
- Cleaning with CDC/EPA school approved products will be used regularly for classrooms, therapy spaces, nurses offices and other high frequency areas, when space is empty.
- Surfaces, materials and equipment will all be cleaned and disinfected between use. All staff will participate in cleaning and sanitizing.
- Will implement a cleaning notification system for equipment and spaces (such as bathrooms, classrooms and therapy areas).

- CDC/EPA school approved cleaning products will be used during the day on all high frequency used surfaces, equipment, bathrooms, changing tables, computers, phones, etc.
Please note CDC recommendations for cleaning procedures:
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589932065842
- Staff will wash hands frequently and assist students in washing theirs with CDC/EPA school approved soap.
Please note CDC recommendation for hand washing:
<https://www.cdc.gov/handwashing/when-how-handwashing.html>

3. Classrooms, Instruction and Therapy:

- In order to ensure a safe start and end of the school day for students, the school day at Oakland will be adjusted from 8:45am to 2:45pm to 9:00am to 2:30pm.
- Student groups/classrooms will be determined - there will be no mingling between groups.
- Students will remain in classrooms with minimal movement throughout the building.
- We will increase the designated times for students and staff to wash students hands including, at a minimum:
 - at the start of the day when children enter the classroom
 - **Before and after contact with a student**
 - before and after snacks and lunch
 - after using the toilet or helping a child use a toilet
 - after sneezing, wiping, blowing noses or if hands become soiled for any reason
 - when students come in from outdoor play or recess
 - throughout the day as staff deem appropriate and necessary
- Each student will be assigned a covered bin with all supplies and materials needed/assigned for school day. Students will not be allowed to share toys or materials throughout the day.
- There will continue to be a sheet sent home daily from classroom staff with information regarding each student's day, including a log of feeding and toileting. All therapy notes will continue to be sent via google classroom (email when necessary).
- Distancing guidelines will not be expected during assistance with ADL's and individual student supports and activities.
- Every effort will be made to minimize the number of staff members interacting with each class and minimize the number of classes each staff member supports. Staff will be assigned to a classroom and bubble area and will not mingle within the school building.
- Changes to teacher, paraprofessional and therapist student assignments may be required in order to prioritize safety throughout the school year.
- "Specials" teachers, such as music and physical education, will not travel between campuses. They may remain virtual. If they do implement in-person lessons in the classroom, they will remain socially distant from students and supplies will be wiped down and disinfected between use.

Changes to the program to reduce group interactions and encourage social distancing:

- There will be no school assemblies or picture day scheduled

- There will be no group activities between students from other classrooms, i.e. clubs, electives, Halloween parade, holiday show, etc.
- There will be no in-person back to school night or other staff or parent gatherings, all will be conducted virtually.
- Gross Motor Opportunities:
 - Bicycling and walking programs will be conducted in designated indoor and outdoor areas. All equipment will be wiped down between use.
 - Outdoor space will be used as much as possible, weather permitting.
 - Playground and indoor gross motor equipment will be utilized on a scheduled basis and sanitized between each use.
- Therapy Guidelines
 - All therapies will be conducted in classrooms as much as possible to maintain the “bubble” environment.
 - Physical Therapy and Occupational Therapy will have designated areas for gross motor treatment if needed. These areas and equipment will be cleaned between students sessions by the treating therapists and/or support staff.
 - After therapy sessions, hands of student and therapists will be washed
 - Shared therapy equipment (standers, walkers, bikes) will be used on a staggered schedule and sanitized between each use. A tagging system will be implemented to indicate when a piece of equipment has been sanitized.
 - When possible equipment will be assigned to individual students (benches, mats, etc.).
 - Group therapy sessions will no longer occur - individual sessions will replace groups.
 - Physiatry Clinic is cancelled until further notice.
 - Orthotic and Equipment Clinics will occur on an as needed basis with social distancing and visitor guidelines enforced.
 - Tooth Brushing Program will not be implemented until further notice.
 - Daily therapy communication notes will be posted in google classroom (or email when necessary) rather than communication book.

Student Consultant Teachers: (i.e. Vision Teaching, Teacher of the Deaf and Commission of the Blind): CTC Academy will encourage student consultant teaching to be virtual. If parents and team decide to move forward with in-person sessions at CTC the Student Consultant Teachers will be expected to follow CTC social distancing and PPE guidelines.

BCBA Consultants Fairlawn: CTC Academy will assign consultants to provide training and guidance to groups/bubbles to avoid mingling of staff/students. Virtual consultation will occur as much as possible.

Student Meal Procedure:

- Parents are asked to provide an ice pack in the students lunch bag to keep meals cool to avoid the use of communal refrigerators in classrooms.
- Students' hands will be washed prior to and after mealtimes.
- Students will be provided with a disposable bib during meal time and if needed for other health reasons throughout the day.

- Staff will continue to prepare students meals as needed - following universal precautions and safety guidelines.
- Parents will need to supply drinking water on a daily basis for their child, CTC will no longer have use of a shared, filtered, water cooler (we will have a supply of bottled water for back up).
- Student meal time equipment, whether supplied by home or school, will be kept in each student's individual, sealed, classroom container to avoid contamination. Home equipment will be sent home daily.
- If there is a food allergy present in the classroom, that food will not be allowed to be consumed by any other member of the classroom. There will not be a "safe room" available for allergic foods to be consumed. Parents in an affected classroom will be notified if there is a food restriction for allergen purposes.

IEP/District Meetings:

- All annual IEP and Evaluation Meetings will continue virtually unless room allows for social distancing.

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589932065842

Returning Loaned Equipment/Technology:

- Returning Loaned Equipment: All loaned equipment should be cleaned and sent back in student backpacks.
- Some equipment may continue to be loaned and used if the parent is choosing to remain virtual, if we implement a hybrid schedule or if we have to shift back to a remote plan.

EEP: Our Early Enrichment Program (EEP) will reopen on Tuesday, September 8, 2020. The EEP program is following the guidelines we have put in place for the school program (above). The EEP staff and children will use a separate entrance on the side of school. The EEP children will not have the opportunity to mingle with other staff and students in the school.

4. Student/Staff Flow, Entry, Exit and Common

Areas:

- **Arrival:**
 - Parents will not bring children into the building, instead CTC staff will take students from parents in designated parking lot areas. Temperature checks will occur while the parent is still present.
 - Campuses will have designated spots for arrival to reduce mingling of student groups. These designated spots will have staff assigned to check staff and student temperatures upon arrival
 - FL Campus: Orange Wing students will use the front door and yellow wing students will use the playground door for entry and dismissal. Staff will come in through their assigned wing door.
- **Dismissal:**

- Students will stay in the classroom until their assigned bus/van arrives. Students will be called when their specific bus/van arrives and brought out through their designated exit.
- Due to the layout of the school one direction hallways are not possible, therefore staff and students will need to be vigilant regarding social distancing. There will be markers will be placed in hallways to indicate six feet distancing and prompt for social distancing.
- Staff hours *may* change to reflect needs of the program and/or to accommodate social distancing but in the meantime, staff should abide by their contracted schedule and avoid arriving early or staying late.

Staff Communal Areas (kitchenette, lounge, bathrooms):

- Staff lounges will have marked socially distant spaces. These spots will be utilized for staff breaks and lunch. *At these designated areas staff may take off his/her mask for eating and break purposes.
- Staff will have the opportunity to use designated spots outside under awnings to take breaks and have lunch. *At these designated areas staff may take off his/her mask for eating and break purposes.
- Staff will be assigned a specific bathroom for use during the school day.
- Staff will wash hands, wipe down chairs, tables, countertops, between use, as appropriate.
- Community sharing of food in all departments and all classrooms will not be allowed.
- We will no longer be providing plastic utensils, staff must bring their own utensils.
- There will be no shared coffee machines available - if staff brings a beverage to school, they are required to use a sealed lid container. (ie Contigo brand).
- Staff should bring in personal water bottles for their consumption. There will be no use of the shared filtered water cooler.
- Staff is encouraged to bring in lunch with an ice pack as there will be no access to a shared refrigerator.

No Food Deliveries Permitted:

- Staff and private duty nurses are required to bring food from home, we encourage ice packs as needed.
- Staff are allowed to leave campus during their lunch break.

Reducing Staff in Building: if applicable to job function:

- High risk staff members may be able to work from home as long as their position permits, is workable from home and with supervisor and ED permission. Staff will comply with: “The CTC Academy Families First Coronavirus Response Act Policy,” and “The CTC Academy COVID-19 Temporary Telework Policy,” and fill out “The CTC Academy, Telework Request Form.”
- Staff who do not need daily student contact may be encouraged to work from home as their position permits - approvals will be on a case-by-case basis. CTC Academy Staff members will be required to review the “The CTC Academy Covid-19 Temporary Telework Policy” and fill out “The CTC Academy Telework Request Form.”

Transportation/Busing:

Any family questions and concerns about busing transportation health and safety protocols should be directed to the sending districts' transportation offices.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

5. Three Phase Plan (In/Out):

Due to the complexity and uncertainty of what COVID-19 will bring to the 2020-21 school year, CTC will be implementing a three phase-in/out plan. This will allow for flexibility, structure, and a scheduled and timely reassessment of the schedule. In order to plan for staffing and social distancing, for each phase parents/guardians will either opt for in-school, in-school therapy only or remote learning for the time period (i.e. phase). For each phase CTC will determine school/classroom capacity based on parental choices, our buildings' capacity as well as guidance from the Department of Education.

In the case of any health concerns, the school building may be closed for a period of time as determined in conjunction with the Bergen County Department of Health and, as a result, we would pivot to remote learning for that campus.

For each phase parents/guardians will choose one of the below three options, once a choice has been made it can not be changed until the next phase opt in/out:

1. Parents/Students have the option to continue full time remote learning.
2. Parents/Students have the option to continue with remote education and in-person/on-campus therapy. This option may require that all parents/guardians provide their own transportation.
3. Parents/Students have the option to return to in-person school:
 - Schedule will be dependent on capacity: either 5 days a week or a hybrid Group A (Mon., Tues.); Wed- All remote; Group B (Thurs, Fri.).
 - School hours will be implemented as full day (FL Campus 9:00am to 2:30pm and OL Campus 9:00am to 2:30pm).
 - There will be remote learning implemented for everyone in the event there are days not in school.
 - To the greatest extent possible, therapy sessions will occur in-person during in-person school days, some sessions may remain virtual.

Phase 1: September 10th through October 16th: Parents/guardians must decide remote, therapy only or in-person learning by July 31.

- **Special Classes:** Music will be remote. Physical Education will be provided in classrooms in-person.

Phase 2: October 19th through November 27th: Parents/guardians must decide remote, therapy only or in-person learning by October 5th. However, the parent/guardian choice is subject to the limitation of each buildings' capacity (i.e. based on social distancing which reduces how many students can be in the building at any given time)

- **Special Classes:** Music will be remote. Physical Education will be provided in classrooms in-person.

Phase 3: November 30th through January 15th: Parents/guardians must decide remote, therapy only or in-person learning by November 6th. However, the parent/guardian choice is subject to the limitation of each buildings' capacity (i.e. based on social distancing which reduces how many students can be in the building at any given time)

- Special Classes: Music will be remote. Physical Education will be provided in classrooms in-person.

6. Virtual Learning Plans:

“Blended/Hybrid” Schedule- *This would occur while learning virtually at home while in-person instruction occurs in the building.*

As we will be opening up classes for “in-person” learning in September, we will be offering a blended/hybrid model to allow synchronous learning (i.e. both in person and remote students participating in the activity together) since we need to implement a hybrid schedule based on student capacity in the buildings and with the amount of families that have chosen to continue with a remote only plan.

*Synchronous- remote students join in person students by participating in live streaming of class

*Asynchronous- remote students will be provided lessons and activities to complete without live streaming.

Student Instructional Schedule:

Overall Parameters: The school day for students will be 9:00am to 2:30pm. A framework for the schedule is included below. Please note the following:

- The same schedule will be followed for both in-person and remote learning. This will enable CTC Academy to pivot from one to another as required.
- Synchronous Instruction: Highlighted in Yellow-Provided via Zoom
- Asynchronous Instruction: Highlighted in Orange-Provided via Google Classroom
- Swivl devices have been ordered for each classroom which will be used for streaming synchronous instruction
- Professional staff will use Google Classroom to provide parents access to all instructional activities for both in-person and remote students.
- Therapy (OT, PT, Speech) will be integrated into the school day.
- Subjects: Facilitated Play, Literacy, Math, Science, Social Studies, Activities for Daily Living (ADL), Social Groups/Social Emotional Learning, Music and Physical Education
- Schedules will be differentiated based on student’s grade, IEP and developmental needs.
- Therapy sessions via Zoom/written activities or in person as indicated by students schedule
- Scheduled subject area times may change to meet the needs of individual classrooms

Fair Lawn Campus Schedule:

Student Schedule	
9:00am	Student Arrival
9:00am-9:45am	Therapeutic Feeding/Snack and Morning Matters Routine (ADL Activities)
9:45am-10:15am	Morning Circle
10:15am-10:30am	Break
10:30am-11:00am	Subject
11:00am-11:30am	Subject
11:30am-12:15pm	Lunch/therapeutic Feeding Recess
12:15pm-1:00pm	ADL/Facilitated Play
1:00pm-1:30pm	Subject
1:30pm-2:00pm	Subject
2:00pm-2:30pm	ADL/Afternoon Circle
2:30pm	Dismissal

***Should we need to close the school building due to NJ Department of Education or Bergen County directives this model will be utilized for all students remotely.**

A virtual back to school meeting (scheduled on September 15th) will be held for parents and guardians to explain the details of how these models will work as well as the families responsibilities.

7. Social Emotional Learning Plans:

CTC Academy is committed to addressing the social emotional health of our families, students and staff during Covid- 19.

Families:

Prior to opening

- Opening Email- One week before the first day of school
 - Reiteration of school safety precautions
 - Ensure all efforts to engage and communicate with families are culturally sensitive. Ensure all written and oral communications are available in easily accessible formats and multiple languages; translation services can be made available upon request.
 - Engage families to get a better understanding of their concerns regarding student needs and ways to collaborate to support a successful re-entry plan. This includes a needs assessment for families to identify points of anxiety and triggers for potential stress.
 - Needs assessment (see below)

Upon Re-Entry:

- Complete a re-entry plan checklist to help guide in implementing a successful re-entry plan (see below)
 - Use input provided by families to offer specific education, appropriate services, resources and/or supports to those with identified needs.
 - Offer support groups specifically related to Covid-19 to all parents virtually.

- o Continue to offer Social Work related services/groups that have been offered previously, virtually
 - Parent groups
 - Sibshops
 - Education nights
 - Etc.
- Notify all parents about education and support services available to them in the community.

Assessment after 1 month of re-entry

- Send out a follow up needs assessment to families (see below)
 - o Check in to assess feelings/concerns that may still exist or new concerns that may have come up related to re-entry.

Student/Family Needs Assessment

This assessment was created to help identify student/family needs and concerns to help support you in a successful re-entry plan. This needs assessment will help to identify points of stress and/or concern brought upon by COVID-19 that may impact your child's educational experience and return to school. All answers will be kept confidential.

1. Child's name:
2. Name of person completing the form:
3. Campus:
4. Have you experienced any losses due to COVID-19? If yes, please explain.
5. Has your family suffered from financial hardship due to COVID-19? If yes, please explain.
6. Have you or anyone in your family suffered from mental health conditions (ex. depression or anxiety) due to COVID-19? If yes, please explain.
7. Have you or a family member suffered any other stressors due to COVID-19 that you seek assistance for? If yes, please explain.
8. Would you like the social worker to reach out to you to discuss the above information? If yes, please provide your contact information.

Social Work Checklist

(for social worker to keep on file for every family)

1. Student name:
2. Assessment completed?
3. Who completed the assessment?
4. What needs were identified?
5. Follow-up needed/provided:

Follow-up Assessment

Now that your child has been back in school for the past month, we wanted to check-in to see how you and your child are coping with the re-entry. We ask that you please answer the following questions:

1. Do you have any new concerns you would like to share that we can help to address related to COVID-19?
2. Is there anything additional you would like to share or need assistance with related to COVID-19?

Students:

1. Prior to opening:
 - a. During the remainder of the extended school year, continue to talk to students about how school might look when we return to live school.
 - i. Wear masks for lessons
 - ii. Read social stories about wearing masks, how school is different, etc.
 - iii. Provide feelings check-ins for students
 - b. Provide information to parents about preparing their children for the school year.
2. When School Resumes (in person, hybrid, remote):
 - a. Students will continue to participate in weekly social skills groups that will promote the key SEL components of self-awareness, self-management, responsible decision making, relationship skills, and social awareness. This will help boost the social emotional learning within the classroom.
 - b. The focus on returning should be to re-engage the students, support the staff, rebuild relationships, and create a safe learning environment. Students feeling safe and heard help set the track for academic learning.
 - i. New routines
 - ii. New teachers/therapists/staff
 - iii. New classmates
 - c. Each student should have a point person to check in on them as well as provide communication with their families. This could be the School Psychologist, School Social Worker, Teacher, Therapist, Administration, etc. This increase in communication is paramount to help ease the anxieties of the students and parents.
 - d. Teachers will seamlessly incorporate daily check-ins with students to assess their comfort level for the day. This can be done by asking students how they are feeling (happy, mad, sad, nervous, etc.). Teachers can share how they are feeling as well because that helps normalize feelings.
 - e. Pictures of staff and student faces will be printed out in order for students and staff to know who is behind the mask. This adds a level of comfort.
3. Follow-up:
 - a. The students will attend social groups weekly for the entire school year.
 - b. School Psychologist, School Social Worker, Teachers, and other trusted adults, will be available to meet with students as appropriate if a greater need is expressed by student/parent/teacher/staff.

Staff:

1. Prior to in person instruction with students

Assess the comfort level of the staff in regards to returning to in person school programs by engaging in conversations in staff meetings and encouraging staff to contact administration via email or scheduled meetings. In addition:

- Staff training during orientation in September on the importance of SEL and how student behavior may look different when returning to instruction.
- Provide staff with information on how to prepare for the school year regarding Covid-19 policies and procedures.
- Provide staff with contact information for SEL Team (school psychologist, social workers, principals, Head of Therapeutic Services, Head of Health Services, Human Resources).

2. When school resumes (in person instruction, hybrid, remote)

- Staff will be reminded of taking care of themselves (reaching out to colleagues, privately seeking help, participating in wellness activities etc.) Self-care is of utmost importance.
- Information will be provided to staff on employee assistance programs offered through our employee benefits program.
- Scheduled and self guided wellness programs will be implemented on a regular basis for staff.
- Regularly scheduled overtures to staff to determine the effectiveness of current policies.

Resources:

https://www.state.nj.us/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12Schools.pdf