



The CTC Academy Protocol for Prevention of Spread of Pandemic Illnesses In Person, Virtual, and Remote Instructional Plan - Oakland Campus

Revised and Effective March 7, 2022

(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.)

Who We Are: CTC Academy is an Approved Private School for Students with Disabilities (APSSD) that provides an educational and therapeutic learning program for students with a diverse array of significant developmental disabilities, in many instances, compounded by medically complex profiles. Taking into consideration the unique learning needs of the students at CTC Academy, the following plan for School Year 21-22 session was developed to ensure our students have full access to a learning and therapeutic program whether a student has opted for in-person instruction and in the event that we need to provide remote learning. The plan reflects the student's daily classroom instructional and therapeutic schedule and activities that provide equitable access to all.

Demographics of Students: As a receiving school, CTC Academy receives students from 64 surrounding towns in four surrounding counties. Our student population ranges from 3 years through 9 years of age at Fair Lawn campus and from 7 years through 21 years of age at Oakland campus. The students display a wide range of disabilities and all require physical support to participate in activities of daily living, instruction and therapy. We serve students with complex medical needs and as a result, a portion of our students require 1:1 private duty nurses to attend school.

1. Reopening Planning

A. **Schedule for 21-22 School Year**

The schedule for our School Year is posted on our school website at <https://ctcacademy.org/>

Per the direction provided by the NJ Governor and NJ DOE for the 2021-2022 school year, all students are expected to attend in person with few exceptions.

Exceptions for remote options will be provided by CTC Academy as needed due to health and safety needs of the class and/or campus. Individual student requests for a



remote learning option will be provided as approved by the student's district due to a student's specific medical needs.

CTC Academy will determine school/classroom capacity based on buildings' capacity, as well as guidance from the Department of Education and Bergen County Department of Health.

In the case of any health concerns, a particular school class may not be held in person and a remote option will be utilized for a specific period of time and the rest of the school may remain open. The school building may also 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.

B. Policy Regarding Remote Learning Services

Individual student requests for a remote learning option will be provided as approved by the student's district due to a student's specific medical needs.

See Letter D of this section for further detail on the technology to be used for remote learning.

C. Ensuring Each Student Has Appropriate Contact Time

The school day for students attending the Fair Lawn Campus is 9am-2:30pm and for the Oakland Campus is 8:45am to 2:45pm. A framework for the remote schedule is a minimum of 4 hours excluding lunch recess. 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
- Professional staff will use Google Classroom to provide parents access to all instructional activities for both in-person and remote students.
- 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 the student's grade, IEP and developmental needs.



Oakland Campus Student Schedule	
8:45am	<p>In-person Student Arrival: Activities for Daily Living</p> <p>Therapeutic Feeding/Snack</p>
9:30-11:30pm	<p>Remote and In-person Instruction/therapy according to each class schedule</p>
11:30am-12:30pm	<p>Lunch/therapeutic Feeding</p> <p>Recess</p>
12:30pm-1:00pm	<p>ADL/Vocational/Read-A-Louds</p> <p>Asynchronous (Remote): Activity on Google Classroom</p>
1:00pm-2:30pm	<p>Remote and In-person Instruction/therapy according to each class schedule</p>
2:30-2:45pm	<p>Preparation for home—ADL</p>
2:45pm	<p>Dismissal</p>



D. Preparations to Shift Back to Entirely Remote Learning

To prepare for a potential shift back to remote learning models, CTC Academy has purchased devices or computers for each classroom. This will allow a fast pivot from in-person to remote instruction when required. This allows remote learners to access the same lessons that their classmates are receiving in the school building.

Staff has received extensive training in the use of Google Classroom. Parents have found Google Classroom user friendly in accessing weekly learning activities and other important information, an important component for successful remote learning.

E. Pandemic Response Team

Pandemic Response Team: The CTC Academy formed a Pandemic Response Team (PRT) in July of 2020 to assist in overseeing our implementation of our reopening plan (especially in regards to health and safety). We will be meeting as necessary to receive ongoing input and feedback, especially regarding health and safety issues.

2. Digital Divide: *Equitable Access to Instruction for Re-Entry: hybrid learning schedule:*

A. Process for Identifying Students in Need

During the beginning of the school year, and periodically, the social workers will send out communication regarding the student's technology needs. The communication focuses on getting an understanding for technology and other needs in the home. The school Social Workers will contact any parents/guardians who did not respond. In addition, all new students for the 2021 – 2022 school year have been contacted by the school social workers to obtain an understanding for technology and other needs in the home should learning pivot to a remote option. Based on this needs assessment, families in need will be loaned technology (computers and ipads) including assistive technology and connectivity resources as needed.

The teachers will also serve as a resource and inform the social workers of any concerns related to technology, if a parent makes a request for technology or if they observe a technology need that is not met.

B. Steps to Provide the Needed Technology

If a need is determined, the social worker will share that need with the Assistive Technology Specialist who is responsible for obtaining the technology/service. This will ensure students are able to access instruction and therapy while in the home. A formal spreadsheet with names of students requesting/needing technology support and how



and when their need was fulfilled will be completed and maintained by the social worker with input from the Assistive Technology Specialist and will serve as documentation.

For each item loaned to a parent/guardian, they must fill out a form acknowledging that they are borrowing CTC property and plan to return the item when the student is no longer in need of the technology. The Social Worker or designee will maintain binder with the master copies of the signed technology loan agreement.

C. Prioritize Students Who May Not Be Able to Fully Participate in Remote Instruction

Due to the educational needs of our students in regards to effective accommodations and modifications we understand that Remote Instruction can be challenging for our students to grasp and attend. Teachers and therapists are engaged in ongoing communication with parents and guardians regarding best practices with implementing the lessons. Our behavior team also assists parents both individually and through on-going group support to share tips for supporting learning while in the home.

D. Ongoing Monitoring

During the beginning of the school year, and periodically, the social workers will send out a communication regarding the student's technology needs. This communication will serve as a reminder that we are here to eliminate any lapses in remote learning, due to a technology need. During individualized educational events, such as parent/teacher conferences and IEP meetings, the social worker, teacher, and when appropriate, the principal, can reiterate to families our goal of providing them with equitable access to instruction.

E. Returning Loaned Equipment/Technology

Returning Loaned Equipment: All loaned equipment should be cleaned and sent back in student backpacks.

3. General Health and Safety:

A. Reasonable Accommodations for Students and Staff at Higher Risk Update Student Health and Emergency Information

- **Staff Accommodations** will be discussed with the employee and offered when appropriate. They will include staff who have serious underlying medical conditions, individuals with disabilities and older adults. Accommodations will be discussed and provided as needed.



- **Student Accommodations** will be discussed with parents and identified. Exceptions for remote options will be provided by CTC Academy as needed due to health and safety needs of the class and/or campus. Individual student requests for a remote learning option will be provided as approved by the student's district due to a student's specific medical needs.

In the case of any health concerns, a particular school class may not be held in person and a remote option will be utilized for a specific period of time and the rest of the school may remain open. The school building may also 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.

Identifying small groups and keeping them together ([cohorting](#) or podding).

Dividing students and teachers into distinct groups that stay together throughout an entire school day during in-person classroom instruction. Limit mixing between groups such that there is minimal or no interaction between cohorts.

- **Privacy** - consistent with applicable law, we protect the privacy of student medical information.

4. Classrooms, Testing, and Therapy Rooms

A. Ensuring Students are Seated at Least Three Feet Apart

We have removed furniture and equipment from classrooms and therapy treatment space wherever possible to maximize floor space in support of social distancing. All desks and student work spaces are facing the same direction when possible. Plexiglass dividers will be used at the discretion of the staff to ensure safety.

In addition, we have 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.

B. Ensuring Other Instructional and Non-instructional Rooms Comply

In addition the protocols and parameters put in place for the classroom areas all other areas in the school have designated spots and cleaning equipment to ensure social distancing and cleaning protocols are continuously followed through, these are include:

- Student therapy areas
- Staff break areas
- Front office areas



- Hallways
- Playground and Sensory Room (these two student rooms will only be used on a scheduled basis)

C. Limited Use of Shared Objects and Clean Between Uses

Each student will have their own plastic covered bin with their own individual supplies for use. Items in the bin will include fine motor tools, self feeding tools, sensory equipment, manipulatives as well as materials needed for classroom instruction. Students will not be allowed to share toys or materials throughout the day. There will be limited use of shared items/equipment. When shared items/equipment do need to be utilized a thorough cleaning will occur using student safe EPA approved cleaning wipes. When a shared item has been cleaned it will be tagged “clean” so the next staff member or student will know it is ready for use.

D. Ensure Indoor Facilities Have Adequate Ventilation

Our school buildings are equipped with central Heating Ventilating and Air Condition (HVAC) units that circulate air throughout the spaces; they provide code compliant fresh air (outside air) to the system. These units are code compliant with ensuring the appropriate amount of ventilation is occurring throughout the school building. They are properly maintained. All units have been serviced and filters changed to ensure they are running appropriately our HVAC maintenance vendor.

E. Ensure Hand Sanitizing Stations are Maintained at Specified Locations

Due to the nature of our students, the building was already equipped with hand sanitizing stations throughout. Additional stations have been placed at the entrances to the building and bathrooms.

F. Ensure that Hand Sanitizing Stations Have Soap, Water and Alcohol Based Sanitizer

We have increased the quantity of hand sanitizing stations throughout the building and each room is equipped with either a sink for handwashing and/or alcohol based hand sanitizer. Custodians are assigned to ensure all sanitizing stations are full and operational on an ongoing basis.

G. Include Provisions That Facilitate Student Handwashing at Intervals

Each classroom and therapy area has a sink in it to allow for handwashing with soap throughout the day. Hand sanitizing stations with alcohol-based hand sanitizers have been placed in communal areas that do not have sinks such as: the entrance and exits of the building, staff break areas, individual office areas, hallways and outside of the bathrooms.



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

5. Transportation

Since we do not have any jurisdiction related to the district's provision of transportation for our students, any family with questions and concerns about busing transportation health and safety protocols will be directed to the sending districts' transportation offices.

6. Student Flow, Entry, Exit and Common Areas

A. Incorporate a Policy which Includes Process and Location for Students and Staff Health Screenings (include Arrival, History of Exposure, etc.):

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 reviewing pre-screening questions daily prior to putting the child on the bus/van or transporting their child to school themselves.

All staff members will sign an agreement reviewing pre-screening questions and have the responsibility to do a health self-assessment BEFORE leaving the house.

COVID-19 SYMPTOMS include:

- Fever or chills (*Per the CDC guidelines, fever is not always present in cases of COVID-19*)
- 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:

- Students/families and staff will be required to sign an acknowledgement that they will conduct a health screening process including COVID screening questions and symptoms and history of exposure before arriving at school.

Upon discovery of onset of apparent symptoms after arriving to school of illness, Students: will don a mask (for transfer time only) and will be escorted to the quarantine room with an assigned teaching assistant who will be wearing a KN95 face mask, face shield, isolation gown, and gloves for handling bodily fluids. Parents/guardians will be called to pick up their child. Nursing staff will continuously monitor the student while awaiting pick up. There will be a medical clearance required to return to school. Parents will be asked about symptoms observed at home and confirmation of potential exposure to COVID.

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.

Visitors *will be held to a screening process.*

- All essential visits will be asked screening questions and exposure history.
- Essential visitors will be asked to sign in and leave contact information in the event we need to reach them.

Private Duty Nurses: *will be held to the same standards 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 may be required to return to school by anyone who is suspected to be potentially positive for COVID-19.

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 Academy will provide disposable clothing covers to use when working with a student when 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.

B. Ensure there are Physical Guides to Help Ensure Three to Six Feet Apart whenever practical and Require Face Coverings when Distance Cannot be Maintained While Providing Accommodations for Students With Disabilities

Due to the complex disabilities of our students, it is not possible to maintain social distance during times when they need full physical support for activities of daily living (feeding and toileting).

Arrival:

- Parents will not bring children into the building, instead CTC Academy staff will take students from parents in designated parking lot areas. Campuses will have designated spots for arrival to reduce mingling of student groups.

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. Students require total assistance by an adult therefore social distancing between students when practical will be honored and assured by the assisting adult.

Staff Communal Areas (kitchenette, lounge, bathrooms):

- Staff lounges will be used according to social distancing guidelines. Areas are marked to indicate proper social distancing.
- Staff will be assigned a specific bathroom for use during the school day.
- Staff will wash hands, wipe down chairs, tables, countertops, microwaves, keurig, between use, as appropriate.
- Community sharing of food in all departments and all classrooms will not be allowed.
- If staff bring a beverage to school, they are required to use a sealed lid container (ie Contigo brand).



7. Screening, PPE, and Response to Students and Staff Presenting Symptoms

A. Require Students, Staff and Visitors to Wear Face Coverings (with exceptions to provide accommodations)

Students - Most of the CTC Academy students are unable to wear a face mask as outlined by the CDC guidelines.

Masks should not be worn by:

***Children younger than 2 years old: CTC Academy provides services to some students who are under the age of 2 years.

***Anyone who has trouble breathing: Many of CTC Academy students have underlying respiratory issues such as asthma and chronic lung disease. Some students have tracheostomies and require ventilators for respiratory support.

***Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance: Many of CTC Academy students have motoric limitations which prohibits them from being able to remove their mask without assistance.

For those students who do not fit the CDC guidelines for mask exclusion, efforts will be made to have students wear face masks as per CDC and NJDOE guidelines.

All parents/guardians have been asked to return documentation to the campus health offices, from their child's physician, indicating if they can tolerate mask use, if not, or under what limited circumstances.

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 using a fogging sanitation system.

Staff - Staff may choose to wear a mask of their choosing but may be required to wear a KN 95 medical mask (covering nose and mouth) provided by CTC Academy due to under limited circumstances related to COVID positivity or exposure.

B. Policy and Procedure for Symptomatic Students and Staff (cover all 6 sub-bullets as content)

Illness or High Temperature Observed During School Day 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. Face masks will be worn by students (if possible) for transport through hallways.
- If deemed necessary to leave/send the staff/student home, school protocol for staff and students will be followed. While awaiting pickup, student/staff members will be isolated in a quarantine room and will be continually supervised, monitored and cared for by nursing staff.
- If a parent cannot be reached or cannot pick their child up in a reasonable amount of time frame, 911 will be called and the student will be transported to the nearest hospital emergency room. A CTC staff member will not be able to accompany the child to the hospital.
- Staff/students may be required to have a medical clearance prior to returning to school.
- Upon notification of a positive COVID diagnosis, CTC will work in collaboration with the Bergen County Department of Health to implement contract tracing. CTC Academy Head of Health Services will be the lead contact person to work in collaboration with the Bergen County Department of Health and the county/state contact tracing team. CTC Academy will utilize line reporting forms supplied by the governmental agency. CTC Academy will provide any requested material to assist contact tracing including attendance records, cohort/staffing groupings, and visitor information. Staff & family notification will be issued via email blast with information that contact tracers will contact those people who had exposure to discuss next steps.

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 review pre-screening questions daily prior to putting the child on the bus/van or transporting their child to school themselves.
- **All staff** members will be required to sign an acknowledgement that they will conduct a health screening process including COVID screening questions and



symptoms and history of exposure before arriving at school and they have the responsibility to do a self-assessment BEFORE leaving the house.

C. Proof of Vaccination or Weekly Testing

Per NJ Executive Order 253, all public, private, and preschool programs, and elementary and secondary schools, must maintain a policy that requires all covered workers to either **provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at minimum one to two times weekly**. This requirement took effect on October 18, 2021, at which time any employees that have not provided adequate proof that they are fully vaccinated must submit to a minimum of weekly or twice weekly testing on an ongoing basis until fully vaccinated.

CTC Academy will require both full and part-time, including, but not limited to, administrators, teachers, educational support professionals, custodial, and administrative support services, substitute teachers, whether employed directly or contracted, contractors, providers, and any other individuals performing work in whose job duties require them to make regular visits, including volunteers to provide proof of vaccination or undergo at least weekly testing. This does not include individuals who visit only to provide one-time or limited duration repairs, services, or construction.

CTC Academy has developed a system to acquire and track COVID vaccination documentation status and testing results. This information is confidential health protected information and cannot be disclosed to students or families.

8. Contact Tracing

A. Incorporate a Contact Tracing Policy in Consultation with the Local Health Department and School Nurses

COVID-19 Confirmed Protocol:

Contract Tracing: CTC will work in collaboration with the Bergen County Department of Health to implement contract tracing. CTC Academy Head of Health Services will be the lead contact person to work in collaboration with the Bergen County Department of Health and the county/state contact tracing team. CTC Academy will utilize line reporting forms supplied by the governmental agency. CTC Academy will provide any requested material to assist contact tracing including attendance records, cohort/staffing groupings, and visitor information.

- School Closure (for bubbles or the entire school) may be implemented based on the recommendations of the Bergen County Department of Health.
- Deep cleaning and sanitizing procedures will be implemented including utilizing the fogging sanitation system.



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 may be required for suspected COVID-19 or as deemed appropriate by CTC Nursing staff.
- If diagnosed with COVID 19, staff and students are required to follow CTC Academy exclusion policy prior to returning to school.

9. Facilities Cleaning Practices

A. Procedure for Increase Cleaning and Disinfection, Targeted Areas including Frequently Touched Surfaces and Objects, Frequent Sanitization of Bathrooms and Methods and Materials to Be Used

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.
- Each night each room will be thoroughly cleaned and sanitized.
- Rugs will be vacuumed daily with an HEPA 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.
- 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>

10. Meals

A. Stagger Use of Cafeteria or Group Dining Areas, Clean and Disinfect Between Groups

We do not have a cafeteria and students bring their own lunch.



B. Discontinue Family, Self-Service and Buffet Meal Service

We do not use family self-service or buffet meal service.

C. Ensure Students are At Least Three Feet Apart

As noted earlier in this document, students are three feet apart in the classroom. They will be eating lunch in the classroom and the three foot distancing will remain in effect during this time.

Students will be eating in their classroom in their designated work/desk area space socially distanced from each other as well as a plexiglass barrier will be placed in between the students whenever practical.

D. Require Individuals to Wash Their hands with Soap After Removing Gloves or Directly Handling Food Service items

- Students' hands will be washed prior to and after mealtimes.
- 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. School owned meal time equipment will be sanitized after each use in the school dishwasher.
- 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.

11. Recess/Physical Education

A. Stagger Recess or Outdoor Activities. Indicate How to Maintain Social Distance

Classes are scheduled to be allowed on the playground.

B. Require Students to Wash Hands Immediately After Outdoor Playtime

All students will wash their hands upon returning from recess/fitness.

C. Stagger the Use of Playground Equipment and Disinfect Protocol

Class use is scheduled. Disinfection is completed as scheduled.

D. Close or Stagger Use of Locker Rooms and Disinfect

We do not use locker rooms.

E. Minimize Sharing of Equipment and Disinfect



We will minimize the sharing of playground equipment.

12. Field Trips, Extra-curricular Activities & Use Of Facilities Outside of School Hours

A. Maintain Social Distancing and Hygiene Practices

Students will not be participating in any field trips or community based instruction trips at this time.

B. Require External Community Orgs to Follow CTC Protocols

Buildings are not used by external community organizations.