



The CTC Academy Protocol for Prevention of Spread of Pandemic Illnesses - Fair Lawn Campus Plan for COVID-19 effective October 19, 2020

(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 re-entry into the school building was developed to ensure our students have full access to a learning and therapeutic program whether a student has opted for remote or in-person instruction. 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. 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 20-21 School Year

The schedule for our School Year is attached to the end of this document (Attachment 1).

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.

Phased Schedule Plan: 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 option for parents/guardians. 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. Students have the option to continue **full time remote learning**.
2. Students have the option to continue with in-person **therapy only- remote education and in-person/on-campus therapy**. **This option may require that all parents/guardians provide their own transportation.*
 - **Therapy Only Option Schedule:** Students would be assigned two days a week to in-person school therapy (two sessions in-person), any third therapy sessions would be implemented remotely.
3. Students have the option to return to **in-person school**:
 - **Hybrid Cohort Schedule:** Group A (Mon., Tues.); Wed- All remote; Group B (Thurs, Fri.).
 - **Expanded Hybrid Schedule:** All in-person students would be in school four days (Mon., Tues., Thurs., Fri.). All students would receive remote instruction Wednesday.
 - **Notes:**
 - School hours will be implemented as full day (see daily schedule in section C below)
 - 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 decided remote, therapy only or in-person learning as of July 31st.

- As noted earlier, from September 10th to September 18th all students will be full time remote.

- As of September 21st, those families opting for in-person sessions will begin (hybrid model or therapy only in-person). *Hybrid Schedule: Group A (Mon., Tues.); Wed- All remote; Group B (Thurs, Fri.).
- Special Classes:
 - Physical education classes will be a combination of remote and/or in-person. The physical education teacher will be assigned to one wing of the school, yellow wing, (Mon and Tues.) and the other wing of the school, orange wing, (Thurs. And Fri.). Wednesday classes and any classes occurring on non-assigned wing days will be implemented remotely.
 - Music Class will run remotely on Wednesday.

Phase 2: October 19th through January 15th: Parents/guardians must decide remote, therapy only or in-person learning by October 5th.

- From October 19th through October 30th, those families opting for in-person sessions will begin (hybrid model or therapy only in-person). *Hybrid Cohort Schedule: Group A (Mon., Tues.); Wed- All remote; Group B (Thurs, Fri.). *Therapy Only Schedule: Students are assigned two days a week to in-person school therapy (two sessions in-person), any third therapy sessions would be implemented remotely.
- From November 2nd through November 27th, those families opting for in-person sessions will begin (expanded hybrid model or therapy only in-person). *Expanded Hybrid Schedule: All in-person students would be in school four days (Mon., Tues., Thurs., Fri.). All students would receive remote instruction Wednesday. *Therapy Only Schedule: Students are assigned two days a week to in-person school therapy (two sessions in-person), any third therapy sessions would be implemented remotely.
- Special Classes:
 - Physical education classes will be a combination of remote or in-person. The physical education teacher will be assigned to one wing of the school, yellow wing, (Mon and Tues.) and the other wing of the school, orange wing, (Thurs. And Fri.). Wednesday classes and any classes occurring on non-assigned wing days will be implemented remotely.
 - Music Class will run remotely on Wednesday.

Phase 3: January 18th through March 26th: 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 the buildings' capacity (i.e. based on social distancing which reduces how many students can be in the building at any given time)

- Special Classes (i.e. gym and music) may be in-person or remote based on schedule and social distancing requirements.

B. Policy Regarding Full Time Remote Learning Services

As noted above, all Students have the option to continue full-time remote learning throughout the school year unless the NJ DOE and/or the Governor indicates this option is no longer available. 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 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.

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

D. Preparations to Shift Back to Entirely Remote Learning

To prepare for a potential shift back to entirely remote learning models, CTC Academy has purchased a SWIVL device for each classroom. This will allow a fast pivot from in-person to remote instruction when required. The Swivl will allow remote learners to access the same lessons that their classmates are receiving in the school building. As the teacher moves around the classroom with a “marker,” the SWIVL device follows her wherever he/she goes as if the

student was actually in the classroom. The SWIVL will also be used to implement the hybrid model of instruction.

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. Staff development will be scheduled to ensure a successful implementation of SWIVL. Staff meetings will also be used to support the implementation of SWIVL.

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). The PRT reviewed and provided feedback on the draft reopening plan prior to submission to the DOE for review. The PRT has also received a draft of this revised plan for feedback and ongoing oversight as we move forward. We will be meeting on a monthly basis to receive ongoing input and feedback, especially regarding health and safety issues. Members of the team include the following individuals;

1. Ken Berger, Executive Director
2. Denise O'Brien, Parent
3. Sandra Parente, Parent
4. Sandra Bottge, Parent
5. Kate Brunetto, Parent
6. Jenny Nolan, Parent
7. Bill Presutti, Oakland Principal
8. Cara Rogerino, Fair Lawn Principal
9. Laura Bejot, Head of Therapeutic Services
10. Carol Anne Chupak, Head of Health Services
11. Amy Bergeson, Speech Therapist
12. Angela Eastlake, Speech Therapist
13. Caitlin Carrigan, Occupational Therapist
14. Nancy Garcia, Occupational Therapist
15. Milly Salerno, Physical Therapist
16. Barbara Meyers, Physical Therapist
17. Susan Koger, Teacher of Students with Disabilities
18. Louise Gulleyan, Teacher of Students with Disabilities
19. Lex Haarman, Physical Education Teacher
20. Yuheini Gonzalez, Teachers Assistant/Paraprofessional
21. Sue Cataldi, Registered Nurse
22. Julianne Ryan, Registered Nurse
23. Svetlana Smurygina, Teachers Assistant/ Paraprofessional
24. Kristin Griffith, Teacher of Students with Disabilities
25. Izzy Wall, Teacher of Students with Disabilities
26. Toni Ann, Teacher of Students with Disabilities
27. Dana V, Teacher of Students with Disabilities
28. Del Marie Alvarez, Social Worker
29. Noah Gaston, Teachers Assistant/Paraprofessional

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

A. Process for Identifying Students in Need:

During our remote learning time a survey was sent to all our student's parents/guardians. The survey focused on getting an understanding for technology and other needs in the home during this time. The school Social Workers contacted any parents/guardians who did not respond. Based on this needs assessment, families in need were loaned computers and ipads.

As we re-enter the school and prepare for hybrid learning this fall our school Social Workers will work with parents and teachers to ensure all technology needs continue to be met. A survey to parents will be sent out during the first week of school and during the beginning of each school phase after that, (10/19/2020; 11/30/2020) to ensure there is accessibility to educational technology, including hardware and connectivity. 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 point person 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 by the social worker 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. There is a 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 each phase, and periodically, the social workers will send out an email regarding student's technology needs. This email 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.

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.

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. They will include the following options:

- Hybrid work schedule including on campus work as well as remote work.
- All remote work schedule.
- Emergency Paid Sick Leave
- Emergency Child Care Leave.

- Students

Accommodations will be discussed with parents and identified. As all CTC students have underlying medical conditions and are also individuals with disabilities the following accommodations are being offered:

- All remote instruction.
- All remote instruction with in-person therapies.
- Hybrid schedule of in-person instruction and therapies 2 days per week and remote instruction and therapies 3 days per week.
- Provide inclusive programming for children and youth with special [healthcare needs](#) and [disabilities](#) that allows on-site or virtual participation with appropriate accommodations, modifications, and assistance (e.g., students with disabilities may have more difficulties accessing and using technology for virtual learning). <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html>
- Consistent with applicable law, put in place policies to protect the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions. https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html

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.

4. Classrooms, Testing, and Therapy Rooms

A. Ensuring Students are Seated at Least Six 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. Each classroom and therapy floor space has been marked with colored tape to provide spaces for each student to work based on the social distancing guidelines. All desks and student work spaces are facing the same direction. Custom plexiglass dividers that allow for a staff member to put their hands through to assist the students will be placed on the students' wheelchair trays, desks or classroom tables as well as moveable plexiglass barriers will be placed between students' work areas.

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 and will be cleaned between student groups)

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, by Armistead, our HVAC maintenance vendor. We also assessed the building's exhaust systems to ensure the appropriate level of negative pressure was occurring in student bathrooms/toilet rooms.

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.

Parents that are transporting students to school must use the school bus line for student drop off so that students can be screened by the nurses. No parents will be permitted to enter the building.

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

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, Visual Check or Family, 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 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 the CDC guidelines, 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 including symptoms and history of exposure.
 - Everyone will receive a daily temperature check and a visual inspection of apparent symptoms of illness.. (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 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.

- 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.***

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.

B. Ensure there are Physical Guides or Markings to Help Ensure Six Feet Apart 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 they need full physical support for activities of daily living(feeding and toileting). Staff will be required to change from their disposable face mask and face shield into a KN95 face mask and face shield to allow for extra protection for these activities. Staff will also be provided clothing covers to be removed and laundered after use.

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
 - i. Fair Lawn 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. Only two busses will disembark students at a time. Students require total assistance by an adult therefore social distancing between students will be honored and assured by the assisting adult. Ground markings are present.

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. Only two busses at a time will be permitted to embark students for dismissal. Students require total assistance by an adult therefore social distancing between students will be honored and assured by the assisting adult. Ground markings are also present.
- Traffic flow in hallways will be one-way when possible. Markers and arrows will be placed in hallways to indicate direction and prompt for social distancing.

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. Sanitizing wipes have been placed in each stall.
- 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. An emergency supply of bottled water will be available
- 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.

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.”

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)

Student

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

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

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 mask as per CDC and NJ DOE guidelines.

- 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 using fogging sanitation system.

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.

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

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. Face mask will be worn by student for transport through hallways. Face mask will be worn by staff at all times.
- If deemed necessary to leave/send the staff/student home, school protocol for staff and students will be followed. While awaiting pickup, student/staff member will be isolated in 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 will 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 contact 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 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.

8. Contact Tracing

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

COVID-19 Confirmed Protocol:

CTC will contact the Bergen County Department of Health for guidance immediately upon recognition that 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. 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 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 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 from their healthcare provider prior to returning to school.

9. Facilities Cleaning Practices

A. Develop a Procedure Manual to Establish Schedules 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 followed by the use of a hand-held fogger as the custodian leaves the classroom.
- 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.

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>

- A procedure manual is available for public consumption.

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 Six Feet Apart

As noted earlier in this document, students are six feet apart in the classroom. They will be eating lunch in the classroom and the six 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. All students will be facing the same direction during meal times.

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

Only one class at a time will be allowed on the playground. After each use, the playground will be sanitized.

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

As noted in item A, only one class at a time will be in the playground area. Equipment is sanitized after each use and a system has been implemented to ensure equipment is not used unless it has been sanitized.

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 and will disinfect the equipment after each use.

F. Designate Areas for Each Class During Recess to Avoid Cohort Mixing

Recess for each class is at a different time so as to avoid cohort mixing.

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.

Attachment 1 - CTC Academy School Calendar

CTC Academy – Fair Lawn
 29-01 Berkshire Road
 Fair Lawn, NJ 07410
 Phone: 201-797-7440 Fax: 201-797-1039

CTC ACADEMY | 2020-2021 CALENDAR | REVISED

CTC Academy – Oakland
 125 Bauer Drive
 Oakland, NJ 07436
 Phone: 201-612-5677 Fax: 201-612-6706

There are 3 snow days built in this calendar. Unused snow days will be taken off the calendar in the following order: June 29, 28, 25. If additional snow days are required beyond 3, they will be scheduled in the following order: May 28, April 2, April 1, March 31.

<p>JULY 2020</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr> </tbody> </table> <p>1 Closed 2 Closed 3 Closed 6 First Day for Staff and Students 30 In-Service - 1:00 Dismissal for Students 31 Last Day for Staff and Students 1:00 Student Dismissal* Total Student Days = 20 Total Staff Days = 20</p>	S	M	T	W	Th	F	S							4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				<p>JANUARY 2021</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>1 Closed – New Year’s Day 18 MLK Observance - 1:00 Dismissal for Students* Total Student Days = 20 Total Staff Days = 20</p>	S	M	T	W	Th	F	S							2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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<p>DECEMBER 2020</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p>23 1:00 Dismissal for Students* 24 Closed – Winter Break 25 Closed – Winter Break 28 Closed – Winter Break 29 Closed – Winter Break 30 Closed – Winter Break 30 Closed – Winter Break Total Student Days = 17 Total Staff Days = 17</p>	S	M	T	W	Th	F	S							5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>JUNE 2021</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table> <p>28 In-Service – 1:00 Dismissal for Students 29 Last Day for Staff and Students - 1:00 Dismissal for Students 30 Closed Total Student Days = 21 Total Staff Days = 21</p>	S	M	T	W	Th	F	S							5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
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Key: ■ First/Last Day of school for Students ■ Academy Closed ■ In-Service 1:00 Dismissal for Students ■ Staff Only 1:00 Student Dismissal * Staff to leave after students have been dismissed
 2020-2021 Total Days for Students 211-3 Snow Days = 208 Total Days for Staff 213-3 Snow Days = 210
 The CTC Academy reserves the right to change the calendar at any time to meet the needs of our students. Board Approval – March 19, 2020; Revised Date – August 12, 2020 Revised Date – October 2