



## **SPECIAL POLICY ADDENDUM**

### **Policies for the 2020-21 School Year in Direct Response to COVID-19**

#### **OVERVIEW**

The following policies will be implemented starting August 1, 2020, and will remain in place until the Center for Disease Control (CDC) and the New Jersey Department of Education (NJDOE) recommend otherwise. These policies have been developed as a result of recommendations and utilizing information from the CDC and NJDOE. These policies are not developed for any other reason than to protect the health and safety of the Celebrate the Children (CTC) school community.

To assist students and staff with reinforcing these policies, CTC has established new practices and have adjusted facility usage to include smaller class sizes, classroom occupancy limits, outdoor instructional areas, and the use of different egress patterns throughout the building(s). Additional sanitizing and screening stations have been installed, and new procedures have been established with regards to entering the school building(s). To begin the 2020-21 school year, the student body and staff will be broken into two groups (Cohorts). Cohort A will attend in-person sessions on Monday and Tuesday, while Cohort B will attend Thursday and Friday.

This policy document should be comprehensive and appropriate for the 2020-2021 School Year; however, these policies will be adjusted as needed to ensure the health and safety for the entire CTC School Community. In the event of changes, notice will be issued to the CTC School Community.

## **CLEANING SCHEDULES**

The CTC custodial team, as well as the contracted night time cleaning crew, under the supervision of CTC's Coordinator of Buildings and Grounds, will be responsible for sanitizing the buildings and exterior facilities on a predetermined regular basis. Each bathroom will be cleaned and a log will be kept indicating the time and staff member responsible for said cleaning each hour. The outdoor classroom areas, tents, indoor and outdoor playgrounds, and recreational/lounging areas will be scheduled for use by the teaching staff. The schedule will be maintained by a member of the administrative support staff, and the custodial staff will be alerted to sanitize these areas between class use. The entire building will be cleaned each night, with a deep cleaning to take place each Wednesday, when the full school community is working remotely.

Each classroom will be equipped with cleaning supplies. Teachers will facilitate the cleaning of the classroom between activities. Additionally, portable handwashing stations and an increase of hand sanitizing stations will also be made available throughout the campus.

## **SCREENINGS**

All staff, upon entering the building, will be required to have their temperature taken, sign off attesting to their general well-being and their interactions with others who might be symptomatic of or may have COVID-19. This will be followed by the sanitizing of their hands prior to proceeding to their regularly scheduled position in the building.

If a staff member registers a temperature of 100.4° or higher, they will be brought to the medical holding area, where they will acclimate to the school atmosphere. If subsequent temperature readings are still at 100.4°, they will be immediately sent home and must follow the school policies for returning from sickness.

Upon disembarking from their bus, students will also have their temperatures taken, prior to being escorted to their respective classrooms. If a student registers a temperature of 100.4° or higher, they will be brought to the medical holding area, where they will acclimate to the school atmosphere. If subsequent temperature readings are

still at 100.4°, he will be immediately sent home and must follow the school policies for returning from sickness.

Staff and students are to remain in their assigned wing throughout the day, to avoid unnecessary contact with other members of their Cohort.

## **FACE COVERINGS**

It is encouraged that everyone wears a face covering prior to arriving at Celebrate the Children (CTC). Consistent with the school dress code, any and all graphics and/or messages printed on the face covering should be school-appropriate in nature. In the event that a face covering does not meet the standards of the CTC dress code, or if a member of the school community forgets to wear one, CTC will make face coverings available.

In accordance with the New Jersey Department of Education (NJDOE), all staff, students, and visitors are required to wear face coverings except under the following conditions:

1. When doing so would inhibit the individual's health.
2. When a student is in extreme heat outdoors.
3. When a student is in water.
4. If a student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
5. If a student is under the age of two (2), due to the risk of suffocation.
6. When a student is eating or drinking.
7. If or when anyone has trouble breathing or is unconscious, is incapacitated, or is otherwise unable to remove the face covering without assistance (e.g., face coverings should not be worn by Pre-K students during nap time).
8. The student is engaged in high intensity aerobic or anaerobic activities.
9. During gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart (see number 2 below).

10. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task (for example, students operating machinery in which face coverings may get caught).

The CTC faculty and staff will also be required to wear face shields while working directly with students and colleagues. In some instances, certain members of the staff, including, but not limited to nurses, custodians, select paraprofessionals, and select teachers, might also be required to wear gloves, aprons, scrubs, or gowns.

Staff and students, under the direction of the teachers and administration, will establish protocols for “mask breaks,” which will allow participants to breathe without the use of their masks, while still following the social distancing and other health guidelines established by the CDC, NJDOE, and local Department of Health (DOH)

### **SOCIAL DISTANCING**

The CDC and NJDOE recommend, in addition to wearing face coverings, that the most effective way to protect oneself from exposure to COVID-19, or any other virus, is social distancing. Recommendations are that people attempt to maintain six (6) feet spacing whenever possible. CTC has decided to implement a hybrid schedule that would allow for student and staff attendance to be cut by 50%, allowing for more space in the school buildings and throughout the school campus.

### **CLASSROOMS, HALLWAYS AND BATHROOMS**

Classrooms will be set up in a way that maximizes the use of the space available, ensuring six feet of space between each student. Additionally, shields will be installed on each of the student desks, and 1:1 paraprofessionals will be equipped with PPEs including masks, shields, and protective clothing (when deemed appropriate). Lastly, attempts will be made to personalize learning tools for each student, to avoid the passing of germs through shared books and general school supplies. In cases where sharing is unavoidable, objects will be sanitized between uses.

The hallways and floors will be clearly marked to remind students of various precautions they should follow, including handwashing, the wearing of face coverings, and social distancing.

To further lessen contact, bathroom use will be relegated to one user at a time, and the custodial team will be required to clean each bathroom hourly. Custodians will sign a log that identifies this task's completion.

### **VISITORS AND OFF-CAMPUS EXPERIENCES**

Non-essential visitors and deliveries will be prohibited until further notice. These deliveries include but are not limited to flowers and off-campus food deliveries, (ie. Pizza, Delicatessen, Chinese Food, and the St. Francis lunch program). Exceptions will be made for students in the Free/Reduced lunch program which is paid for by the sending district. These deliveries will be coordinated by the principal's office, to ensure non-contact interactions.

All Community-Based Instruction (CBI) trips and internships will be canceled until further notice. Internships will continue to be offered to students; however, they will be relegated to on-campus experiences and/or virtual experiences.

Visitors to CTC are to adhere to the same process and procedures as the students and staff. Any visitor demonstrating symptoms of COVID-19 will be refused entry. This refusal will be established by the principal after conferring with the school nurse(s).

### **Transportation**

In the event that students are eventually transported off-campus as part of the instructional program, social distancing regulations will be strongly enforced. Students will be required to sit in assigned seats, and paraprofessionals will be allowed to sit in appropriate proximity, as would be practiced in the classroom. If students refuse to sit in assigned seats and remain sitting throughout the ride, corrective actions at the recommendation of the teacher and at the discretion of the administration will be implemented. Such action may include, but not be limited to, being returned to campus

and not participate in the off-campus experience or not allowing the student to participate in future trips until the student is able to generalize appropriate social distancing behaviors.

## **GENERAL SICKNESS, POSITIVE COVID-19 TESTS, and CONTACT TRACING**

### **General Sickness**

It should be recognized that COVID-19 is not the only malady that can render a member of the CTC School Community ill. Allergies, the common cold, strep throat, and the flu all present themselves with symptoms on the COVID-19 watch list. It is recommended that anyone who is sick should stay home from school.

Furthermore:

1. Anyone who feels sick and has received a COVID-19 test should not attend or visit the school while awaiting test results.
2. If test results return negative, the affected community member should follow the protocols set forth in the CTC general policies (typically 24 hours without a fever without the use of fever-reducing medications, and other symptoms have ceased).
3. The CDC recommends that if a clinician has a suspicion that the illness may be COVID-19 despite a negative test, the community member should wait at least 10 days from symptom onset, followed by adherence to the CTC general policies.

### **Testing Positive for COVID**

The scheduling of two cohorts, the isolation of students by classroom, the use of masks and shield, and the adherence to social distancing, will lessen the likelihood of transmission of the COVID-19 virus from person to person, and at most, beyond the core classroom group. In the event a member of the CTC School Community contracts the virus, CTC will immediately contact the local Department of Health (DOH), and begin contact tracing. This will include the contacting of the faculty, staff, and the parents of students assigned to the classroom group where the incident was reported

while maintaining confidentiality. CTC will work in conjunction with the DOH to establish a comprehensive contact tracing database, and contact members of the database accordingly.

The CTC administration, along with its COVID-19 Health Committee, led by the school nurses, will work with the DOH to establish appropriate quarantine protocols. These protocols will, at the very least, adhere to the minimum basic guidelines of the CDC which includes 14 days from last prior exposure.

If individuals have been in contact with someone outside of the CTC School Community who has tested positive for COVID-19, they should self-quarantine for 14 days from the last possible exposure prior to returning. For the purpose of this policy, the CDC defines “contact” as being within 6 feet of someone for at least ten minutes.

### **LEARNING THROUGH QUARANTINE**

If a student is removed from or denied access to the CTC school building, based on the aforementioned scenarios, CTC will develop appropriate learning experiences to assist the students in meeting their 180 day school year requirement. If a student is able to fully participate in CTC’s synchronous or asynchronous remote learning offerings, this participation will count as days attending school. Days, when the student is unable to participate in remote learning, will be counted as absences. The remote student will follow all attendance policies for students enrolled in the full-time remote learning program.

### **ATTENDANCE POLICIES**

Student attendance will follow the process and procedures outlined in the CTC Student handbook. All policies regarding calling in a student’s absence, as well as return from illness, are still enforced for the 2020-2021 school year.

#### **Length of School Day:**

According to the NJDOE, a school day shall consist of no less than four hours of synchronous or asynchronous instruction, not including recess or lunch, for grades 1-12

and the Young Adult Program. A full Kindergarten day will consist of one continuous session of two and one-half hours.\* Teachers or their designees will report daily attendance to the principal's office at a specified time each day. Teachers will ultimately be responsible for maintaining classroom attendance records for their class.

Attendance includes in-person and remote attendance for students attending the CTC hybrid program or daily remote learning attendance for students attending the CTC full remote program.

Delivery of IEP mandated services (OT, PT, SLP), as well as DIR/Floortime sessions, will be scheduled either remotely, or in a combination of remote and in-person sessions. This scheduling will be individualized to meet the unique needs of each student as integrated into the instructional program they will participate in throughout the 2020-21 school year.

\*(N.J.A.C. 6A:32-8.3)

### **TECHNOLOGY ACCEPTABLE USE**

A major component in a successful remote learning program requires the use of technology and web-based communication. These communications require students to responsibly participate in instruction that offers them technology-based real-time and on-demand learning opportunities. Prior to engaging in these virtual learning activities, the CTC staff will review with the students and their parents the following guidelines to ensure a rich and appropriate learning experience for all teachers, students, and staff members is delivered, and a shared set of expectations are established.

1. Students and parents must use the @celebratethechildren.org account when participating in CTC's remote learning activities.
2. Students will not share their log-in with any other person, outside of their parents.
3. Students should attempt to conduct lessons in a space devoid of distractions, to allow students to be fully engaged in the learning process. However, parents should be able to monitor their student's participation and related behavior.



4. Screenshots, pictures, audio/video recordings, downloading of other students' work, and distribution of such files is strictly prohibited.
5. All conversations, whether conducted live over audio/video or through online text-based conversations, should be school appropriate, devoid of bullying or cyberbullying, inappropriate or threatening language, sexual content or innuendo, or include personal political, racial, or religious opinions deemed inappropriate by the teacher and subsequently the CTC administration.
6. Parents/guardians and other household members agree to respect and keep confidential any personal or private information inadvertently discovered about other students and their families due to remote learning.
7. Students and parents are prohibited from using the assigned user account to establish a social media presence or create teacher-only groups and classes available through the assigned G-Suite account.
8. Students are not to use their assigned account to access chat rooms not set up or assigned by the teacher.
9. Students shall neither download nor install any commercial software, shareware, freeware, or plug-ins onto the CTC-loaned and owned portable devices.
10. The Student and Parents are responsible for the upkeep of the loaned Chromebook or other portable devices. The loss or breakage of the loaned unit will be the responsibility of the Parent.

While it is impossible to monitor all content created or commented on by the school community, CTC will make every effort to do so, with the express intent of ensuring a wholesome and rich learning environment. If a student is found breaking any of these guidelines, corrective actions will be taken by the administration, which may include the temporary suspension of the user account, and have the student complete their curricular activities via non-electronic, print-based activities.

### **ADHERENCE TO THESE POLICIES**

All members of the school community are expected to follow the aforementioned policies. Those who fail to follow these or any safety guidelines may receive corrective actions at the discretion of the administration. These actions may include, but not be limited to, the use of physical barriers (when not following social distancing guidelines), staff/student suspension, or a program/schedule change.