

Durand School
230 N. Evergreen Ave
Woodbury, NJ 08096
856-845-0666
856-848-7659 Fax



Durand School 21-22 SY Re-Opening Plan

Re-Opening Document 2021-2021 (September 23, 2021)

Table of Contents

	p. 1
1. Reopening Plan/Closure	p. 2-10
2. Digital Divide	p. 10-17
3. General Health & Safety	p. 18
4. Classrooms, Testing, & Therapy Rooms	p. 18
5. Transportation	p. 18
6. Student Flow, Entry, Exit, & Common Areas	p. 19
7. Screening, PPE, & Response to Student & Staff Presenting Symptoms	p. 19-20
8. Facilities & Cleaning Practices	p. 20
9. Meals	p. 21
10. Recess/Physical Education	p. 21
11. Field Trips, Extra-Curricular Activities, & Use of Facilities Outside School Hours	p. 21
12. Misc.	p. 21
13. Board Approval	p. 22-23
14. Policies and Procedures	p. 24-58

Name of District, Charter School, APSSD or Renaissance School Project: Durand Academy

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Lead: Jennifer McEaddy

Phone Number of Contact: 856-845-0666 ext. 1170 or 856-371-2792 Email: j.mceaddy@durandac.org

I. Reopening Plan

All Durand students will receive 4+ hours of synchronous learning a day as mandated per NJ Administrative Code Title 6A:16-10.1 by a Special Education teacher, special area teacher, and/or related service therapist in accordance with the students' IEP.

Durand will run a hybrid or virtual schedule incorporating the 4+ hours of synchronous instruction for all students if needed due to COVID-19 rates.

Please see attached policies related to re-opening plan for hybrid students:

- Student Arrivals
- Staff Arrivals
- Staff Interactions and Physical Distancing
- Classroom Aides and Teachers
- Classroom Aide Checklist
- Toileting and Bathroom Use
- Quality Assurance Classroom Preparation
- Restraints
- Curriculum Element Changes - Speech, Art, Science, Physical Education, Etc.
- OT/PT Services at Lakeside
- Movements Within and About the School Building
- Food and Drinks
- End of School Session Routines/Student Dismissals
- School Employee Vaccination Policy

Hybrid Schedule: Students return to the school building but on partial schedule for face to face instruction 3 hours plus 1 hour of virtual instruction at home.

1. All students will be requested to wear some type of mask and/or face shield throughout the school day. Students who cannot wear either will maintain 3 feet of physical distancing. All staff will be required to wear a mask throughout work session.
2. All staff and students will be required to take temperature to ensure less than 100.4 degrees to ensure the school building.
3. Durand will ensure all mandates are addressed throughout the school day via face to face instruction and/or virtually via recorded Zoom sessions.

4. Community Based Instruction (CBI) will be on hold outside of the school building until re-evaluated. CBI opportunities within the school building will be established to ensure all IEP goals are addressed. This includes but is not limited to:
 - a. School store - opportunities to purchase items, wait, etc.
 - b. Coffee shop - opportunities to purchase items, wait, order items from a menu, etc.
 - c. Walking/Following map in local area
5. Work Based Learning program (WBL) will be on hold outside of the school building. WBL opportunities within the school building will be established to ensure all IEP goals are addressed. This includes but is not limited to:
 - a. Rake the leaves/Outside clean up
 - b. Weed in the beds and small garden area
 - c. Clean in between bushes (we have a trash picker-upper) outside
 - d. Sweep sidewalks at Lakeside
 - e. Sweep sidewalks at school
 - f. Plant some potted flowers (pansies) for Lakeside and school
 - g. Water flowers
 - h. Feed birds
 - i. School store 2x's a day
 - j. Coffee bar 2x's a day
 - k. Smoothie bar
 - l. Clean therapy equipment
 - m. Clean gym equipment and organize gym closet
 - n. Work stations at Lakeside; office skills, brochure assembly, labeling, copying and shredding
 - o. Grocery/Wawa Station: restock, assemble, sort condiments, napkins, etc.
 - p. Retail: clothing fold, sort match clothing/hang and organize/dress mannequin
 - q. Organize and clean computer lab
 - r. Clean conference room
 - s. Deliver messages and mail to classrooms
 - t. Deliver cleaning and stock and office supplies to classrooms and other school areas
 - u. Pick up trash in areas around school, Lakeside, and church
 - v. Library
6. Students will enter the building on a split schedule - this will allow for no more than 5 students in a classroom plus 1:1 aides and teacher
 - a. 8:30-11:30 am (Cohort 1)
 - b. 12:00-3:00 pm (Cohort 2)

Related Services will resume typical schedule as mandated by students' IEP.

 - c. In SLP room virtually into the students classroom
 - d. In OT and PT, only individual/group sessions will occur. Lakeside classroom time will not occur to ensure social distancing.
7. ELA and Math - students will be provided at least 30 minutes of direct instruction in ELA and Math while face to face within the school building.

8. Special Area Classes & Electives

- a. Science, Music, Computers, Social Skills/Recess and WBL will occur virtually in the opposite session where student is home virtually and face to face (i.e. if attend Cohort 1, students will attend in the PM).
- 9. Lunch - students will not eat lunch in the school building. All lunches and breakfast delivery will be coordinated with sending district for students on free and reduced lunch.
- 10. 1:1 aides will be providing direct support to the students while receiving face to face instruction in school.
- 11. Cohort 1 (8:30-11:30 am - in school building): Additional asynchronous instruction - all classes listed below will be recorded via live Zoom session and emailed to students to watch asynchronously when not in face to face in-school instruction. These lessons will be available for students to watch at home in the afternoon in addition to 3 hours of face to face instruction to allow students to reach mandated 4 hours of instruction per day.

Monday through Friday - all asynchronous instruction		
Time	Subject	Teacher
9:00-9:30 am	Science	Ms. Connie
9:30-10:00 am	Music/Computers	Ms. Gwen
10:00-10:30 am	Art (T-W-R)	Ms. Rachel
10:30-11:00 am	SLE	Ms. Val
11:00-11:30 am	Recess/Social Skills	Ms. Sami Jo

- 1. Cohort 2 (12:00-3:00 pm - in the school building): Additional synchronous instruction- all classes listed below will be live and record via Zoom sessions and emailed to students to watch synchronously or asynchronously when not in face to face in-school instruction. These lessons will be available for students to watch at home in the morning before attending school in addition to 3 hours of face to face instruction to allow students to reach mandated 4 hours of instruction per day.

Monday through Friday - all asynchronous instruction		
Time	Subject	Teacher
9:00-9:30 am	Science	Ms. Connie
9:30-10:00 am	Music/Computers	Ms. Gwen
10:00-10:30 am	Art (T-W-R)	Ms. Rachel
10:30-11:00 am	SLE	Ms. Val
11:00-11:30 am	Recess/Social Skills	Ms. Sami Jo

II. Virtual Schedule: These students will remain all virtual for instruction and receive no face to face in school instruction.

All Durand students are receiving 4+ hours of synchronous learning a day as mandated per NJ Administrative Code Title 6A:16-10.1 by a Special Education teacher, special area teacher, and/or related service therapist in accordance with the students' IEP.

All students will have a complete copy of all discrete trial materials and/or all academic program binders and ongoing as needed to support student learning. This includes but is not limited to ELA, Math, Science, Social Skills, ADLs, Health/PE, SLP, OT and PT. All students will have access to an iPad with the Zoom app. Zoom Educate was purchased to ensure all student information was secure.

All students are provided with an iPad as well as free internet access from Comcast and ASAH. All students/staff will have access to Alana McNellis, IT, while school is in sessions to support as needed. This will be 8:15 am-3:15 pm via Durand main school number. Parents can also email Alana during the school day or non-school hours via a.mcnellis@durandac.org. Principal McEaddy will be joining sessions weekly to ensure learning is occurring.

All teachers and related services will document how much time is spent on online learning via daily logs and semi logs. Lesson plans will be completed weekly for all students.

Monday through Friday - all synchronous instruction		
Time	Subject	Teacher
8:30-9:00 am	Health & PE	Ms. Kelli & Mr. Mike
9:00-9:30 am	Science	Ms. Connie
9:30-10:00 am	Music/Computers	Ms. Gwen
10:00-10:30 am	Art (T-W-R)	Ms. Rachel
10:30-11:00 am	SLE	Ms. Val
11:00-11:30 am	Recess/Social Skills	Ms. Sami Jo
11:30 am-12:00 pm	Lunch	
12:00-12:15 pm	Morning Meeting- whole group	Cohort Groups based upon age-Virtual teachers teaching
12:15-12:35 pm	Social Studies-whole group	Cohort Groups based upon age-Virtual teachers teaching
12:35-12:40 pm	Brain Break-whole group	Cohort Groups based upon age-Virtual teachers teaching
12:40-1:45 pm	DT(Discrete Trial Training) & Individual Work (ELA/Math Instruction)	Cohort Groups based upon age-Virtual teachers teaching

School will be held in accordance with our school calendar. If a day was scheduled off (i.e. spring break, Memorial Day, etc.). All virtual sessions will be recorded in case a student cannot attend for entire session if a behavior occurs. This will allow parents to view at later time if needed.

During DT & Individual Work sessions from 12:40-1:45 pm each day, 1:1 aides will be joining the Zoom call with the classroom teacher to provide support while in break-out rooms on maintenance goals and goals assigned by the classroom teacher to practice while she is providing direct instruction to other students. 1:1 aides will have his/her own copy of each student goals who they are assigned to; this will allow the 1:1 aide to collect data on goals practiced during break-out sessions and while in the large DT work session. Data sheets will be scanned and emailed to the classroom teacher each Friday for the teacher's records in addition to the data collected by the classroom teacher.

In addition, all 1:1 aides will support his/her learning during all OT, PT, and SLP sessions to ensure all skills taught in related services can be carried over to work sessions and information can be shared with the classroom teacher as needed.

Attendance

The attendance policy will be adapted for the 2020-2021 school year to accommodate students who may be learning remotely.

Students attending face to face hybrid schedule will be marked present when in the building participating in synchronous instruction and marked as present. If they are not present, they will be marked absent.

Students attending all virtual instruction will be marked present when participating in synchronous instruction throughout day via the virtual links. If a student is unable to attend synchronous instruction, the recorded videos must be watched and assignments must be submitted to his/her classroom daily. If a student attends virtual instruction (synchronous instruction) or watches videos and sends all assignments via email or ClassDojo, he/she will be marked remote for attendance. Parents must submit complete work (3-5 goals must be run each day for DT/Individual work) to be marked as absent. All class assignments should be sent to the student's classroom teacher and/or uploaded to ClassDojo. Work can included completed data sheets, videos, pictures, or completed worksheets. Durand school principal will work with individual parents to submit work if they are not able to do, do not have access to printers, etc.

Monday through Friday		
Time	Subject	Teacher
8:30-9:00 am	Health & PE	Ms. Kelli & Mr. Mike
9:00-9:30 am	Science	Ms. Connie
9:30-10:00 am	Music/Computers	Ms. Gwen
10:00-10:30 am	Art (T-W-R)	Ms. Rachel
10:30-11:00 am	SLE	Ms. Val
11:00-11:30 am	Recess/Social Skills	Ms. Sami Jo

11:30 am-12:00 pm	Lunch	Cohort Groups based upon age- Virtual teachers teaching
12:00-12:15 pm	Morning Meeting	
12:15-12:35 pm	Social Studies	
12:35-12:40 pm	Brain Break	
12:40-1:30 pm	DT & Individual Work- ELA and Math direct instruction	

Daily attendance will be collected all specials (Heath/PE, Science, Music/Computers, Art, SLE, Social Skills) and related services (SLP, OT, PT, and ACC). If students are attending whole group Zoom lessons, please note your name in the chat as the teacher will need to complete a roll call.

Students must be present for 4 hours of instruction to be marked as present. All work must be submitted each day by midnight to be marked as present unless a special request has been made to school principal. If a student is sick or has a qualified excuse, he/she will have 5 days after return to complete all work to be marked as present. Extraordinary circumstances may require additional time to complete and may be granted by school principal.

All materials, data's sheets and iPad will be asked to be returned to the school once school reopens to allow staff to calculate any data collected by parents and teachers during the virtual learning session.

Virtual Learning Website - available to Hybrid and all Virtual Students

Durand has created a virtual learning website with the following topics: ELA, Math, Science, Social Studies/Social Skills, Health & PE, Music, Computers, Coding, SLE/Daily Living, Art, Occupational Therapy, Speech Therapy, Behavioral Services, and Leisure. On the virtual learning website, activities the students can complete at home or work for the week assigned by related services or special area teachers. Please see www.durandac.org.

Curriculum

Additional online curriculum has been purchased to support student learning and allow teachers to modify materials to meet the diverse needs of all students via online instruction. This includes but is not limited to:

- Adobe to modify PDF files
- Unique Learning
- Typing.com
- Reading Eggs
- Zoom Educate - allows a variety of options to share and increase student engagement
- Everyday Speech at Home
- PebbleGo
- PebbleGo Next
- Capstone Interactive Books

	+/-							
	+/-							
	+/-							

Transitioning Between Hybrid and Virtual

The plan as described above will allow Durand staff to transition students from a hybrid/virtual model to an all virtual model quickly. If Durand students and staff need to transition to an all virtual model the following schedule will be followed:

Monday through Friday - All Virtual - All Students		
Time	Subject	Teacher
8:30-9:00 am	Health & PE	Ms. Kelli & Mr. Mike
9:00-9:30 am	Science	Ms. Connie
9:30-10:00 am	Music/Computers	Ms. Gwen
10:00-10:30 am	Art (T-W-R)	Ms. Rachel
10:30-11:00 am	SLE	Ms. Val
11:00-11:30 am	Recess/Social Skills	Ms. Sami Jo
11:30 am-12:00 pm	Lunch	
12:00-12:15 pm	Morning Meeting	Students will be assigned by Homeroom and Homeroom teacher will provide instruction.
12:15-12:35 pm	Social Studies	Students will be assigned by Homeroom and Homeroom teacher will provide instruction.
12:35-12:40 pm	Brain Break-whole group	Students will be assigned by Homeroom and Homeroom teacher will provide instruction.
12:40-1:30 pm	DT & Individual Work	Students will be assigned by Homeroom and Homeroom teacher will provide instruction.

High School Athletics

Durand students do not participate in athletics.

Pandemic Response Team

Durand established a pandemic response team to oversee the school’s implementation of our re-opening plan, particularly the health and safety measures. The Durand Pandemic Response Team includes:

- Jennifer McEaddy (Durand Principal)
- Brenda Kirchner (Teacher)

- Jillian Bianco (Social Worker)
- Jennifer Lindaberry (Quality Assurance/Nurse)
- Kathleen Breslin (Quality Assurance)
- Joseph Barcelone (School Nurse)
- Paula Pine (Vice President of Finance)
- Rosemary Smith (Vice President of Human Resources)
- Bob Lowe (Consultant)
- Robert Eisinger (Custodian)
- Ms. Sarah Renshaw (Parent) and all parents and staff were surveyed numerous times

II. Digital Divide

All students will have a complete copy of all discrete trial materials and/or all academic program binders sent home for student usage. These have been updated as needed and new materials have been mailed, emailed or faxed to families when needed. The binders included student work aligned to his/her IEP goals. This includes but is not limited to ELA, Math, Science, Social Skills, ADLs, Health/PE, SLP, OT and PT. Generic data sheets were sent home to all families for the recording of data if possible.

All students will have access to an iPad with the Zoom app. Zoom Educate was purchased to ensure all student information was secure. Please see the information below in regards to Zoom. All materials will be sent home with the students the day before closing. If school closes after school hours, all materials and iPad will be mailed to all families to ensure there is not a disruption in services. All iPads are tracked and monitored by IT to ensure it is working properly. If an issue arises with technology, IT is able to remote in to ensure there is not a gap in student learning.

All students are provided with an iPad as well as free internet access from Comcast and ASAH. All students/staff will have access to Alana McNellis, IT, while school is session between 8:15 am-3:15 pm to support as needed via Durand main phone number or via her email at a.mcnellis@durandac.org. She is available after school hours via email in limited access. Principal McEaddy will be joining sessions weekly to ensure learning is occurring.

All teachers and related services will document how much time is spent on online learning as well as preparing weekly and email to the Principal each Friday via a log and also include NJ DOE paper time sheet which is upload to Drop Box for review. Lesson plans will be completed weekly for all students.

Please see information sent home to families on how to connect to Zoom and upload documents to ClassDojo.

How to Connect to the Internet from Home

- Open settings
- Click Wi-Fi
- Select Wi-Fi network
- Enter password

Use Zoom On iPad

- Open zoom app
- Click join
- Enter meeting ID number you received by email
 - Make sure to allow video and microphone use when asked

Zoom Instructions for Participants before a Videoconference

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive notice for a videoconference or conference call. The notification will include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

To Join the Videoconference

1. At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.” You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your committee analyst.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant Controls in the Lower Left Corner of the Zoom Screen

Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

We will be implementing the use of ClassDojo’s Portfolio to help keep students up to date during remote learning. ClassDojo’s Portfolio allows students to share classwork with their teachers. Students can add to their portfolio using their iPads. Teachers can view and approve student work on Portfolios using any device.

Students create and upload photos, videos, drawings, and journal entries through ClassDojo, and can also upload Microsoft Office files, PDFs, and image files. Teachers will be able to use Activities to assign projects directly to student devices to which students can respond.

Parents and teachers can leave positive feedback in the form of a like and/or comments.

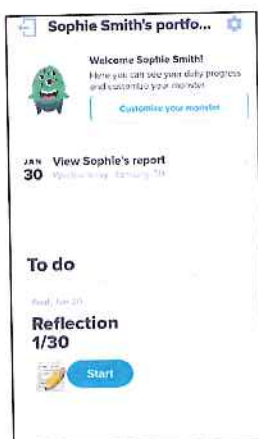
Logging in with an Individual QR Code

IPad

When you log into your account, you will be able to view your reports, customize your monster, respond to Activities, view previously approved Portfolio posts, and submit new posts to your Portfolio!

How to Log in with Your Individual QR Code

1. Open the app
2. Tap on the "I'm a student" button
3. Hold the device up to the QR code (paper or device screen) with the code inside the white lines
4. You're now connected! From your account, you can:
 - Tap on the "Customize your monster" button to change your monster
 - Tap on the "View (student)'s report" button to see your report for this week
 - Underneath the "To do" heading, respond to Activities assigned by your teacher and submit them for approval in your Portfolio
 - Underneath the "My Portfolio" heading, press the "+" button to submit a new Portfolio post or view any previously approved posts



How to Post to a Student Portfolio

IPad

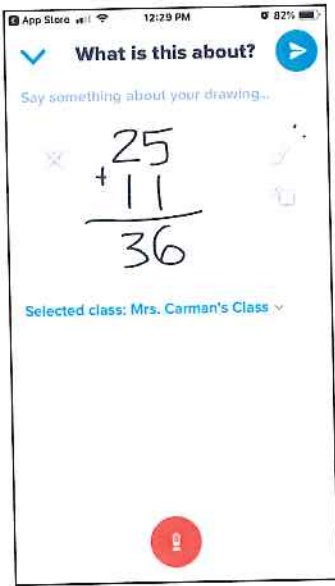
1. Log into the ClassDojo app
2. Select “I’m a student”
3. Scan your QR code to sign up or sign in
4. Under the “My Portfolios” heading, click on the + tile



5. Choose Journal, Photo, Video, or Drawing



6. Once you have created your entry, select the blue paper airplane button to submit it to your teacher to be approved (**Please Note:** If you are in more than one class, please click the small arrow next to the class name to select the correct class)



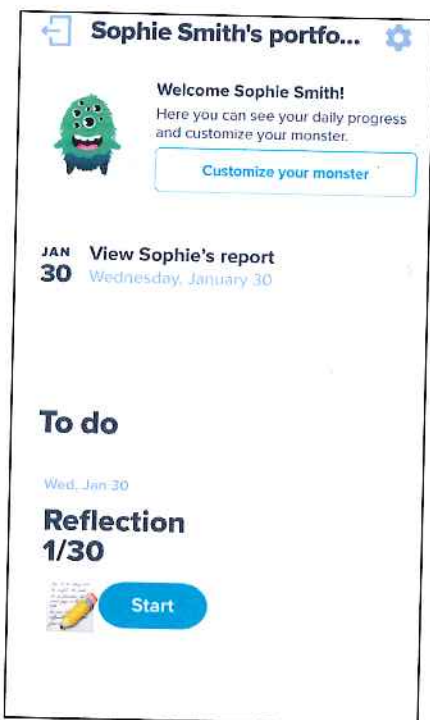
7. To save the entry to continue editing it later, click on the downward facing arrow in the top left corner of the screen. The entry will now be seen as a Draft under the “To Do” heading. From there, click on the entry and select “Continue Editing” to continue editing and submit

Responding to Assigned Portfolio Activities

IPad

To respond to assigned Portfolio activities follow these steps:

1. [Log into your student account](#)
2. At the top of the screen, you will see all of your assigned activities under “To Do”

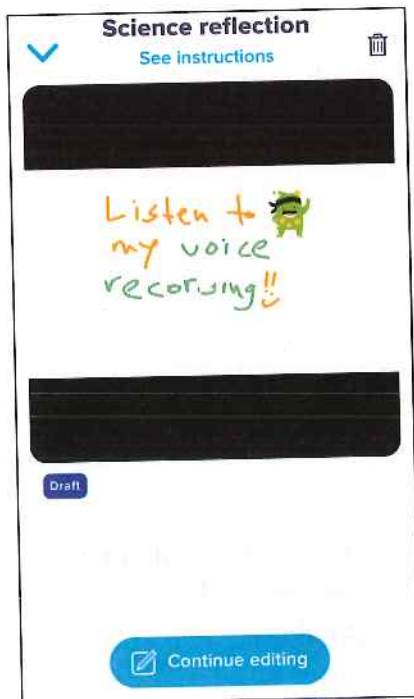


3. Click on the activity to see its instructions. When you are ready to begin, select “Start”
4. Create your post. Then, either select the downward facing arrow in the upper left corner if you want to save your post as a draft or select the blue paper airplane button in the upper right corner when you are ready to submit the post to your teacher for approval

Access a Saved Draft to Edit or Submit

IPad

1. Open the ClassDojo app
2. Select "I'm a student"
3. Scan your QR code to sign in
4. At the top of the page, you will see any saved drafts next to any activities under "To Do"
5. Click on the draft you would like to edit and then press "Continue Editing"



6. When you are finished editing you can either click on the blue downward arrow in the upper left-hand corner to keep the post as a draft or you can press the blue paper plane button in the upper right-hand corner to submit the post to your teacher for approval

For more tips please visit

<https://classdojo.zendesk.com/hc/en-us/categories/200185375-For-students>

Or contact Alana McNellis at a.mcnellis@durandac.org.

III. General Health and Safety

All students who are higher risk for severe illness from CO-VID, including older adults and individuals with disabilities or serious underlying medical conditions will be able to choose to participate in virtual learning at any time throughout the school year.

IV. Classrooms, Testing, and Therapy Rooms

Please see attached policies related to re-opening plan for classrooms, testing and therapy rooms:

- Student Arrivals
- Staff Arrivals
- Student Staff Interactions and Physical Distancing
- Classroom Aides & Teachers
- Classroom Aide Checklist
- Toileting and Bathroom Use
- Classroom Preparation
- Restraints
- Curriculum Element Changes- Speech, Art, Science, Physical Education, Etc.
- OT/PT Services at Lakeside
- Movements Within and About the School Building
- Food and Drinks
- End of School Session Routines/Student Dismissals
- Access to the Nurses Office
- School Employee Vaccination Requirements

IEP Meetings & Testing:

All IEP and re-evaluation meetings will be held via phone or Zoom as scheduled if school remains all virtual.

All Testing of students will be held in the conference room and Durand will follow all guidelines set forth by the sending district when they are assessing. This can be done face to face or virtually. Durand SLP, OT and PTs who test will follow classroom guidelines.

V. Transportation

Durand does not transport students to and from school. This is the responsibility of the sending districts.

If a sending district is closed due to COVID-19 for a suspected or confirmed case or due to exposure and Durand is not closed, the sending district can still transport their students to school if those students have not been exposed. If the sending district is closed and will not transport, the parent can bring/pick up the student each day Durand is open.

VI. Student Flow, Entry, Exit, and Common Areas

Please see attached policies related to student flow, entry, exit and common areas:

- Student Arrivals
- Staff Arrivals
- Student Staff Interactions and Physical Distancing
- Classroom Aides & Teachers
- Classroom Aide Checklist
- Toileting and Bathroom Use
- Classroom Preparation
- Restraints
- Movements Within and About the School Building
- End of School Session Routines/Student Dismissals

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

When teachers, visitors, and/or staff enter the building, they will be required to complete the screening questions listed below to ensure they are not presenting symptoms of CO-VID. For staff this will be done via a paper questionnaire and checked by 9:00 am by the QA staff. If staff answer yes to any of the questions, the school principal or nurse will follow up within 24 hours to determine what are the next steps needed. All teachers, visitors, and/or staff will be required to utilize the thermal scan temperature scanner upon entry. The thermal scanner will record/track individual pictures and temperatures to support contact tracing.

Employee Screening Questions

COVID-19

Must be done by every staff when reporting for their shift, contract professionals and visitors (excludes first responders)

Name _____

Date _____

Time _____

Temperature _____

1. Have you had a temperature 100.4 degrees or higher within the last 24 hours?

2. Have you had a cough, shortness of breath, or difficulty breathing within the last 24 hours?

3. Have you had two or more of the following symptoms in the last 24 hours: coughing, shortness of breath, fever or chills, fatigue, muscle or body aches, new loss of taste or smell, diarrhea, sore throat, congestion or runny nose, headache, nausea or vomiting? _____
4. Have you or someone you live with had close contact within the last 14 days with someone who has tested positive for COVID-19 or who is under investigation for COVID-19 or are ill with a respiratory illness? _____
5. Have you travelled within the last 14 days to an area subject to a Level 3 CDC travel health notice?

If yes, please explain:

*If you answer yes to any of the above questions and/or have a temperature 100.4 degrees or higher, you will not be allowed to work your shift.

*Please note: for an accurate oral temperature, do not eat or drink anything 15 minutes prior to taking your temperature. Disinfect the thermometer thoroughly after each use.

Please see policies attached in regards to screening, PPE, and response to students and staff presenting symptoms:

- Quality Assurance of Compliance with COVID 19 Procedures
- QA Checklist
- Guidelines to Return to School for Staff and Students
- Handwashing and Sanitizing
- Disinfecting/Cleaning Face Shields
- Cleaning and Disinfecting Efforts
- Phone Use and the Disinfecting of Phones
- Personal Belongings
- Windows, Cooling and Ventilation
- Health Monitoring and the Response to Signs of Illness
- Medication Administration
- Contact Tracing
- Workplace Safety Protocols in Response to COVID

VIII. Facilities Cleaning Practices

Please see attached policy in regards to facilities cleaning practices:

- Cleaning and Disinfecting Efforts
- Phone Use and Disinfecting of Phones
- QA Checklist
- Quality Assurance of Compliance with COVID 19 Procedures

IX. Meals

Durand students are not serving lunch or breakfasts during hybrid schedule. Students will be provided edible reinforcers and snacks as needed. All breakfast and lunch for students who qualify for free and reduced lunch programs will be coordinated with the sending school districts for pick up to ensure all students are fed.

Please see attached policy in regards to meals attached

- Food and Drinks

X. Recess/Physical Education

Please see attached policy Physical Education attached

- Curriculum Elements Changes- Speech, Art, Science, Physical Education etc.
- Recess activities for parents will be provided on Durand Virtual Webpage and changed on a monthly basis. This can be accessed by virtual and hybrid students. Students who are hybrid grades K-5 will have recess time embedded within their schedule via movement and sensory breaks. Students will be allowed to take walks outside, have access to recess bin equipment, use sensory paths outside and inside the building, or utilize lawn space. All students and staff must hand sanitize and take his/her temperature upon entering the building. Mask must be worn at all times for staff and recommended for students while outside.

XI. Field Trips, Extra-Curricular Activities & Use of Facilities Outside of School Hours

The Durand school is not participating in field trips, CBI, or extra-curricular activities at this time. The Durand School is not allowing the use of the facilities outside of school hours.

XII. Misc.

Parent Notification:

Parents and guardians have received ongoing and will continue to receive, numerous letters (paper and email version) with updates about COVID-19, SY 20-21 earning and updates in policy changes. Additional information has been posted to Durand's website in regards to

COVID symptoms, SY 20-21 schedules, transportation, and attendance. This will be updated on an on-going basis throughout the school year.

Parents and guardians will continue to receive updates, in addition, the use of Durand's School Messenger phone message system will be used in conjunction to ensure all information is decimated to all including transportation and school districts.

Classroom and 1:1 Aides

Classroom and 1:1 aides will work with assigned student during DT work sessions each day. In addition, they will be required to submit data sheets to his/her classroom teacher each Friday to document attendance in work session. Classroom and 1:1 aides will be required to email his/her teacher and Curriculum Coordinator, 2-3 activities the student he/she is assigned to can complete independently to support student learning based upon IEP goals. This will be sent daily.

*Is the plan board approved? Yes Enter Date (09/23/21)

See attached letter

Executive Offices
Community Services
Adult Training Services
Family Services
Durand Foundation
304 Birchfield Dr.
Mt. Laurel, NJ 08054
856-235-3540
856-235-4120 Fax



www.durandac.org

School
230 N. Evergreen Ave
Woodbury, NJ 08096
856-845-0666
856-848-7659 Fax
**Adult Training Svcs/
Thrift Store**
549 N. Evergreen Ave
Woodbury, NJ 08096
856-845-8910

On September 30, 2021, The Durand Board of Trustees unanimously approved the NJ DOE Durand School Re-Opening Plan for the 2021-2022 school year.



Raymond Cristofolletti
Executive Director
Durand, Inc.

XIII. Policies and Procedures

STUDENT ARRIVAL POLICY

A. Assuming you did not arrive with your student, you will be notified that your assigned student has arrived if you are not already waiting where the buses stop.

B. Please meet your assigned student at the door of their bus, this is where their temperature checks will be conducted outside in the bus line by staff. Parents will not be required to complete a COVID survey each day, however parents have been alerted to look for signs of COVID which have been posted on Durand's website, will be sent home on the first day of school, via email to all parents, and provided during Parent Training session in July.

C. If the student's temperature is 100.4 degrees or higher he/she will be directed to the Conference Room, via the Church entrance, for a temperature recheck. Should his/her temperature remain 100.4 or higher they will not be permitted to school that day and parents will be notified to pick his/her child up from school.

D. Please assure they have discarded any gloves they may be wearing before entering the School building. There will be a secure receptacle for this use at the entryway door.

E. Please guide your assigned student to your assigned classroom. Please maintain physical distancing in your travels, and seek to keep your student from touching any surfaces unnecessarily during your trip through the building.

F. Should your student require a bathroom stop upon arrival, please follow the guidelines provided in the School Procedure for Bathroom Use.

G. Upon arrival at your assigned classroom, please direct the student to their assigned work station. Please remind your student of what we are attempting to accomplish with physical distancing, and reinforce that they should stay in their assigned area.

H. You and your student are to disinfect your hands, upon arrival, and before engaging with any educational equipment and materials.

Promulgated 7/1/2020

STAFF INTERACTIONS WITH STUDENTS AND PHYSICAL DISTANCING POLICY

- A. In teaching, maintaining physical distance is extremely hard, often nearly impossible. Therefore specific guidance is necessary. First, staff should always have a mask on at all times; face shields may also be worn at all times but must be worn when toileting or engaged with challenging behaviors. Now, we expect that some students will have difficulty tolerating a mask. That is why we also use face shields and or a mask. Staff will work to increase the amount of time students are tolerating wearing a mask.
- B. Everyone should always face in the same direction, totally avoid if possible, interacting face to face - facing each other. Work from the side, or from behind the student. Students will remain 6 feet from each other at all times in the classroom and physical barriers will be placed between/around students in the classrooms.
- C. If physical guidance is required, quickly sanitize your hands before doing so, and immediately following. Gloves are not recommended merely for physical contact. Use gloves only when there is a high probability of exposure to bodily fluid.
- D. Everyone should attempt to rely upon verbal direction, gestural cues, and modeling. It is often easier to just physically guide a student, but now is the time to strive for greater pupil independence.
- E. Now is not the time for hugs and high fives, although elbow to elbow acknowledgements are acceptable. If you rely heavily upon physical touch as a reinforcement, you will need to change your approach. Experiment with nonphysical means to express your pupil's accomplishments.
- F. Remember that everyone's receptive vocabulary is greater than his or her expressive skills. All of us, including your students, understand more than we can clearly verbalize or explain. Explain what is happening, and why you are approaching your student differently. Explain why you are asking them to behave differently as well.
- G. Stay mindful that you are wearing a mask. Your facial expressions are not nearly as communicative as when you are not wearing a mask. You will need to verbalize what you previously expressed by a mere facial expression. This will require your constant attention. We have all lived without masks, and communicate a great deal of information through our facial expressions. This channel of communication is no longer available. You may also have to speak more clearly, and avoid mumbling and/or using expressions like "unhuh," "Euww," etc.

Promulgated 7/1/2020

CLASSROOM AIDES AND TEACHERS POLICY

- A. Classroom aides and teachers function differently in their interactions with students. Unlike One to One Aides and non-instructional staff, they will have the opportunity, and the possible necessity, of interacting with more than one student during the classroom day.
- B. As a result they need to always stay mindful of the fact that they are potential sources of cross contamination.
- C. Therefore they need to sanitize their hands before, and after, interacting within a student's designated classroom work space
- D. They also need to sanitize their hands before and after handling all educational materials that may be used by others, whether presently, or in the future.

Classroom Aide Daily Checklist

Staff: _____

Date: _____

Classroom # _____

Item to Clean	8:15 am	10:15 am	11:15 am	11:45 pm	1:45 pm	2:45 pm
Student Desks						
Student Chairs						
Staff Desks						
Staff Chairs						
Bathrooms/sinks if applicable						
Door Handles						
Light Switches						
Windows						
Refrigerator						
Telephone						
SmartBoard						
Computers						
Student Masks						
Student Faceshields						
Staff Masks						
Staff Faceshields						
Cleaning Occurred After Each Usage						
Classroom Phone						
Student Materials						
Toilets						
Sinks/Handles						
Classroom Computers						
Classroom Ipads						
Student Wearing Masks - Record Initials of Students Who are Wearing Masks.						
Items to Be Laundered - all items are packed up in mesh bags and taken to front office for cleaning after each shift						
8:30-11:30 am Shift						
12:00-3:00 pm Shift						
AC Units - Please Clean the Filter Each Day						

TOILETING AND BATHROOM USE POLICY

- A. Due to physical distancing concerns, and infection control considerations, all bathrooms on the 1st and 3rd floors are single use only – only one student, and their assigned staff, are permitted in any bathroom at any point in time. The bathrooms on the 2nd floor can accommodate only 2 students, and their assigned staff, at any point in time.
- B. You will note that certain areas of the bathroom have been marked off, and all blow dryers have been disabled. This is to enhance physical distancing and to provide greater infection control.
- C. Bathrooms can be used for hand washing, providing the one student rule is followed, and no one needing to use the room for more conventional purposes is inconvenienced.
- D. Avoid congregating in the hallway, waiting to use the facilities, and implement physical distancing protocols at all times.
- E. If a student needs assistance in toileting, it is appropriate for staff to don protective gloves for this purpose. Staff will be required to wear a face shield when toileting students.
- F. Due to infection control concerns, please close any toilet lid, if such exists, before flushing the toilet, and do not loiter in the stall area once the toilet has been flushed.
- G. Protective gloves should be removed, and discarded in the provided receptacle before leaving the bathroom. Both the student and any assisting/escorting staff are to wash their hands thoroughly immediately before leaving the bathroom.
- H. Please do not touch any bathroom surfaces unnecessarily, and direct your student to avoid doing so as well.
- I. Please understand that bathroom accessibility is at a premium. In consideration of others, do not loiter unnecessarily in this area.

Promulgated 7/1/2020

QUALITY ASSURANCE CLASSROOM PREPARATIONS POLICY

A. Upon arrival to your assigned classroom please move to your, and your assigned student's work station, limiting your movements, and physical contacts, elsewhere within the classroom. Your and your student's assigned work area will be clearly designated to provide for physical distancing.

The goal is to provide physical distancing between you and your assigned student, to every extent possible. Additionally we will strive to maintain appropriate physical distancing between the two of you and other students and staff assigned to your classroom.

B. Proceed to disinfect your and your student's work area, and any educational materials you may need to use during the session. Disinfecting supplies will be available for your use in doing so.

C. Please repeat this disinfecting routine when the second shift of students arrive.

D. During this disinfecting process, please disinfect your hands, and your student's hands, at the same time.

E. Any shared educational materials should be disinfected after use, and before being placed where they are stored.

The goal is to begin all class sessions with a clean, virus free space, providing you both with the freedom to concentrate on the educational tasks scheduled for the day.

F. Please also see the School Procedure for Physical Distancing, and the School Procedure for Physical Interactions with Students for further guidance.

Promulgated 7/1/2020

RESTRAINTS POLICY

- A. Restraint involves the most extensive human contact you are likely to be involved in within the school setting. Therefore every effort should be taken to avoid restraining someone. You should use all your de-escalation training to avoid the necessity of becoming physically involved. This includes initiating calming efforts earlier in the behavioral chain than you might otherwise.
- B. However, do not fail to intervene when true danger is present.
- C. Restraint gloves are available for your use. They are specifically assigned to you, and the student you are assigned to. Gloves are also available for the use by others who may assist you. Each set of gloves is to be restricted to the use of one staff member, with one specific student, for the duration of that school day.
- D. At the end of the school shift these gloves will be placed in the classroom laundry bin for cleaning.
- E. If restraint is truly necessary, avoid facing the client, face to face. Work from the side of the student, preferably from behind the individual if at all possible. If the student requires a prone position, keep your face to the side, and have another staff member, who is more physically distant, observe the individual's face as necessary to guide you.
- F. Do not prolong any restraint longer than necessary – test partial releases earlier than you might otherwise.
- G. Once the restraint episode is over, place the used gloves aside, for possible future use during that school day.
- H. Having done so, sanitize your hands and any exposed skin on your arms. Do so with/for the client also. Once you are cleaned up, proceed with your lesson plan.
- I. Assisting staff should cleanup in like fashion, having set aside their used gloves for any potential future use with the restrained client during that school day.
- J. Provide notifications, and complete all required documentation by existing standards.
- K. At the end of your school day, please ensure that all used restraint gloves have been placed in the classroom laundry bin. And please sanitize the surface upon which they sat following the restraint.

Promulgated 7/1/2020

CURRICULUM ELEMENT CHANGES –SPEECH, ART, SCIENCE, PHYSICAL EDUCATION, ETC. POLICY

- A. Due to the infection risks associated with COVID 19 there will be changes in how and where some curriculum elements will be provided to Durand students.
- B. Speech and Hearing Therapy will be provided virtually to the participating students while they are attending classroom sessions in person. If a student is participating in the Durand virtually, this service will also be provided virtually to their home.
- C. Science Instruction, Music Instruction, Computer Science, and the Structure Learning Experience will be provided virtually during the off hours, before or after the student's classroom session. A schedule will be established for each participating student to engage in these elements from their home.
- D. Art, Health/Physical Education, and Gym/Recess will be conducted out of doors adjacent to the School building, weather permitting. During inclement weather Art will be provided in the student's classroom, and Health/Physical Education will be provided with in the Gym. These guidelines will be followed for hybrid students. A Zoom recorded and live session will be shared with all students participating virtually.
- E. During the out of doors sessions, masks and/or face shields will still be required to be worn [except for during the most strenuous physical activities]. Students and staff will be required to take his/her temperature via the thermal scanner and hand sanitize upon re-entering the building.
- F. Physical distancing will still be required during all out of doors sessions.
- G. While out of doors, Teachers and Class Room Aides will need to remain mindful of the cross contamination risks they present as they move among the students and their aides during the class session. Therefore they will need to sanitize their hands as they move to and from a student/Aide pair.

Promulgated 7/1/2020

ACCESS TO THE NURSE'S OFFICE POLICY

- A. The Nurse's Office is available for the Nurse's use, and prescheduled medical evaluations and treatments only.
- B. Other than the Nurse [medical staff], only one student, and their assigned staff, are permitted in this area at any point in time.
- C. To every extent possible, physical distancing should be implemented within the Nurse's Office.
- D. If a student, or staff member, needs to see the Nurse, call the Nurse's Office from the classroom to schedule a visit. Do not leave for the Nurse's Office prior to the scheduled visit. We need to avoid physical distancing being compromised by individuals congregating outside the Office.
- E. The Nurse will determine when you can visit, on the basis of call volume, and the priority of the need.
- F. Practice physical distancing, to every extent possible, while traveling to and from the Nurse's Office.
- G. Do not hesitate calling the Nurse for advice as needed. While we wish to limit compromising our infection control practices, we wish to ensure the provision of quality and timely care for all participants of our School community.

Promulgated 7/1/2020

CLEANING AND DISINFECTING EFFORTS POLICY

- A. As you review the new Procedures established to address the present COVID 19 epidemic, you will note that everyone has a role to play in cleaning, disinfecting, avoiding cross contamination, and general infection control practices. It is critically important that all, staff and students alike, follow these new practices on a consistent basis. You will note here that additional steps are being taken,
- B. Classroom Aides, those assigned to a classroom cohort but not to a specific student in a 1 to 1 capacity, have a set schedule of classroom cleaning and disinfecting assignments throughout the school day. Please see the attached "Classroom Aide Daily Checklist," for specific details as to these tasks and their timing.
- C. The two School Custodians will perform extra disinfecting tasks in addition to their existing schedule. The AM Custodian will fog all classrooms and common areas each morning, prior to the arrivals of students and staff. The PM Custodian will do likewise at the end of each school day, after students and staff have left for the day. This Custodian will also clear any contaminated PPE materials from the building. Note that this disinfecting fog is benign, does not leave any residue, and clears within minutes.
- D. Additionally, the Custodians will clean each classroom during the day, while students are participating in activities elsewhere, during their Health and PE schedule.
- E. Both Custodians will clean all bathrooms, morning and afternoon, and cleanup after any student issues.
- F. The QA Aides, a new function, will not only provide Quality Assurance oversight, but also disinfect commonly touched surfaces in all common areas during their rounds. Please see the attached "Quality Assurance Checklist" for details of this activity.
- G. Please note these new functions and activities carefully. The assigned individuals play a critically important role in keeping us all safe. Your cooperation in assisting them is paramount.

Promulgated 7/1/2020

CONTACT TRACING POLICY

- A. For your protection and health, the Durand School will be actively contact recording for staff and students. Put simply, the School will be actively recording your general health status, and who you have contact with among our School community. This to ensure that we can be able to notify you timely should you have had contact with someone testing positive for COVID 19 at work.
- B. The School accomplishes this by temperature checks, the health questionnaire you complete when reporting to work for staff only, and the scheduling of all school activities and group cohorts. This is why it is important for you to remain with the individuals you are assigned to, and keep yourself physically distant from all others.
- C. Following your assigned schedule, remaining with your assigned cohort of individuals, and following the new School Procedures established for your, our, safety are all key to the School's ability to track your potential exposures should a contact trace be necessary.
- D. If you have to go off schedule, or off your assigned cohort group, either of which might expose you to individuals that are unplanned for, please make sure to make note of this and email the school principal. For example, if you respond to a behavioral or medical emergency, involving individuals you do not typically interact with, make sure you are listed as a participant on the existing reporting forms for such events.
- E. If you have had notable contact with individuals who you do not normally interact with at School, note this, and advise Administration if you feel it is necessary to do so.
- F. Should someone test positive for COVID 19, this is confidential medical information. The School can only release this information to someone having exposure to the individual testing positive. This information cannot be shared beyond potentially exposed individuals. This is why having a record of your school contacts each day is critically important. The School does not expect any School exposures. Many practices have been established to prevent this, and protect you. But if the unexpected should happen, we need to be able to intervene promptly and effectively.
- G. The school principal and/or school nurse will contact the Department of Health for notification of a positive COVID result immediately and provide all information needed for contact tracing.

Promulgated 7/1/2020

DISINFECTING/CLEANING FACE SHIELDS POLICY

- A. Face shields are made from a variety of plastics, but all have common strengths and weaknesses. Plastic is strong, has some flexibility, and does not break easily. However, plastic can scratch, or etch, hampering visibility. Plastic can also become cloudy when exposed to some chemicals.
- B. To wash [disinfect] a face shield, first soak it in warm water to loosen any debris stuck on the shield.
- C. Next add some gentle dish detergent to the basin you are soaking the face shield in. Swirl the soapy water on both sides of the shield using your hand, a soft sponge, or soft cloth. Avoid any abrasive materials as they will potentially scratch the shield.
- D. Soapy water will disable the virus on the face shield, just as it does on your hands.
- E. Thoroughly rinse the face shield with warm water.
- F. Allow the face shield to air dry, or dry with a soft cloth. Paper towels are not recommended as they sometimes contain abrasive material that can scratch the shield.
- G. Never use any product which contains ammonia to clean a face shield. Ammonia based compounds can cloud plastic. Also avoid any products containing abrasives, or harsh chemicals.
- H. Disinfecting a face shield is as simple as hand washing dishes.

Promulgated 7/1/2020

END OF SCHOOL SESSION ROUTINES/STUDENT DISMISSALS POLICY

- A. At the end of the class session you and your student are to disinfect your hands, your work surfaces, and any educational equipment and materials you have interacted with.
- B. You will be notified when your student's bus is ready for loading, and the appropriate time for you to guide him or her to the loading zone. Do not leave your classroom for the bus loading area until you are called to do so.
- C. The School will dismiss students and classrooms in order to enhance physical distancing while leaving the classroom and proceeding to the buses. Please review the School's Procedure regarding Movements Within and About the School Building.
- D. Always stay to the right when moving down a hallway or stairs. And give other people both space and time so that congregations do not occur.
- E. Follow any directional signage you observe in the hallways and stairwells.
- F. Upon arrival at the buses, wait your turn to load your student. Give the staff member in front of you in line sufficient time to exit the bus before entering with your student. Make sure your student has his face shield on, and her mask if she tolerates it.
- G. Please be guided by any special bus signage you observe, and the instructions of the bus driver.

Promulgated 7/1/2020

FOOD AND DRINKS

Procedures:

- A. Food and drinks cannot be shared under any circumstances.
- B. Staff and students are required to wash hands before and after eating.
- C. All food and drinks brought in by students and staff must be isolated and not comingled with other foods, drinks, or other materials. This can be done by individual lunch boxes in the refrigerator or book bag. Staff lunches can be stored in a lunch box or bag in the classroom refrigerator or staff's locker. Staff are not permitted to utilize share refrigerators.
- D. Other than what they have personally brought in, students can only eat or drink snacks officially provided by the School. Staff are not permitted to eat snacks from Durand, only personal food brought to work.
- E. Food and drinks brought in by staff must be isolated and not comingled with other foods, drinks, or other material.
- F. Staff will be permitted when school is open full day to eat during designated lunch period. Staff are not permitted to eat outside this period (i.e. snack with students). The lunch period will be broken into two periods, half where the students eat and half when the staff eat and students engage in recess/leisure time. Staff will be provided face shields to utilize when eating and should sit 3 feet away from staff and students when eating lunch.
- G. Bottled water or water bottles will be provided by the School at all times.

Promulgated 7/1/2020

HANDWASHING AND SANITIZING POLICY

A. Following proper hand washing/sanitizing techniques is a key to preventing the spread of disease, most especially COVID 19.

B. Using either a soap that foams, or a hand sanitizer that is alcohol-based, is effective if used appropriately. The School will have appropriate amounts of each for your use, as well as for the students you work with.

C. Hand washing with soap has five [5] basic steps:

1/ get the soap to foam, 2/wash your palms, 3/ wash the back of your hands, 4/ twist your fingertips [nails] in the palms of each hand, and 5/ do so for at least 20 seconds.

D. Cleaning your hands with sanitizer is just as easy. Ensure you have enough sanitizer in your palm to wet both the palms and backs of your hands. Rub your hands together as described above until your hands dry [the sanitizer evaporates], and you are done.

E. Staff and students must wash or sanitize their hands, & the hands of their students frequently. Such as:

1. Upon entering the building
2. After making physical contact with another person
3. After toileting
4. After touching a surface that you have not personally sanitized.
5. Whenever you move from one classroom to another.
6. After coughing, sneezing, or blowing one's nose
7. Before/after students eat a snack or edible reinforcer

F. Hand sanitizing stations are placed in each classroom, at all school entrances, and bathrooms with alcohol-based hand sanitizer for student and staff usage.

Promulgated 7/1/2020

HEALTH MONITORING AND THE RESPONSE TO SIGNS OF ILLNESS POLICY

- A. Staff and Students all need to be mindful, and vigilant, of each other's health. If you feel sick, or are running a fever, call out and do not come to the School.
- B. If you have come into contact with someone testing positive, or diagnosed with COVID 19. Let the School Administration know so they can advise you as to whether you should work, or self-quarantine. Please see Guidelines for Return to School for Staff and Students.
- C. Each day staff will be asked about their health status [general information only], and have temperature checked upon entering the building.
- D. Students will have their temperatures taken before exiting their buses.
- E. Temperatures above 100.4 degrees F will be retaken, for accuracy, after a 5 minute pause. You, and students, will not be permitted within the main entrance until your [their] temperature is below 100.4 degrees. You may use the Church entrance to access the Conference Room as you await your temperature recheck. Do not leave this room or wander until you have been cleared.
- F. If your temperature remains high, you will be sent home and required to follow the Guidelines to Return to School for Staff and Students Policy.
- G. If a student's temperature remains high, they will be escorted to the Conference Room by way of the Church entrance and remain with his/her aide and/or school nurse. They will remain there until transportation home can be arranged.
- H. Monitor your student[s] throughout the school day. If clear indications of illness present themselves, please advise the School Nurse by calling from the classroom phone. The Nurse will determine, and advise you, as to how and where the student will be evaluated.
- I. If a student's illness is confirmed or suspected, upon the Nurse's evaluation, they will be taken to the Conference Room, by the shortest route available. They will be isolated from others there awaiting next steps to be taken.
- J. If you, as a staff member, become ill, notify the Administrative Offices immediately so that you can be relieved of duty and go home and/or seek medical treatment. Please expect to be contacted for the purpose of potential contact tracing.
- K. We will be keeping track of the contacts all people have throughout the school day. This is one of the reasons we will limit movements within the School, and keep student and staff cohorts [classrooms] isolated from each other during the day. Should a suspected COVID 19 illness occur within the school, we will need to advise those who have been in contact with the potentially infected individual. This is critically important to these contacts. They will need to know the nature and the duration of the contact in order to know what they should do in terms of self-quarantining and/or seeking medical advice. Please be advised that due to medical confidentiality rules, only known contacts will be told of any potential exposure.

Promulgated 7/1/2020

GUIDELINES TO RETURN TO SCHOOL FOR STAFF AND STUDENTS POLICY

Staff Policy

To ensure the safety and welfare of all students and staff, the following policy has been established if a staff member has indirect or direct exposure to COVID.

Fever Procedure

- If a staff or student has a fever of over 100.4 degrees, he/she is to contact his/her family doctor or pediatrician to determine if they should get tested for COVID, quarantine, etc. A return to school/work note will be required or a negative COVID test.

Indirect Exposure to CO-VID Procedure

- Employee is to notify Principal McEaddy immediately.
- Employee should continue to come to work, however, he/she is recommended to get tested for COVID. This can be done at American WorkCare via your own health insurance or at your family physician. It is recommended by not required.
- Documentation of the results of the COVID testing must be provided to Principal McEaddy once received. Test must be negative to return to work

Direct Exposure to COVID Procedure

- Employee is to notify Principal McEaddy immediately.
- Employee should NOT continue to come to work and he/she is required to get tested for COVID. This can be done at American WorkCare via your own health insurance or at your family physician.
- The duration staff quarantine is determined by his/her doctor.
- Documentation of the results of the COVID testing must be provided to Principal McEaddy once received.
- All employees have 70 hours to use if directly exposed or test positive for COVID. If an additional exposure or case of COVID occurs, staff are required to use his/her own PTO.

Student Policy

To ensure the safety and welfare of all students and staff, the following policy has been established if a student has indirect or direct exposure to COVID.

Indirect Exposure to COVID Procedure

- Parent or Guardian is to notify Principal McEaddy or School Nurse immediately.

- Student should continue to come to school, however, he/she is recommended to get tested for COVID. It is recommended by not required.
- Documentation of the results of the COVID testing must be provided to Principal McEaddt or once received.

Direct Exposure to COVID Procedure

- Parent or Guardian is to notify Principal McEaddy or School Nurse immediately.
- Student should NOT continue to come to school and he/she is required to get tested for COVID.
- The duration staff quarantine is determined by his/her doctor.
- Documentation of the results of the COVID testing must be provided to Principal McEaddy once received. Test must be negative to return to school.
- Students who are quarantining, will be provided the virtual learning option if he/she is not too sick to participate. If they are too sick to complete work, all work must be submitted 5 days after he/she returns to school.

Promulgated 7/1/2020

MEDICATION ADMINISTRATION POLICY

- A. To limit movements within the building, each student's medication will be delivered to their classroom by the School Nurse. This will be done at the appropriate administration times and all medications will be carried in the school building in a locked box.
- B. The Nurse will announce the delivery, and administer the medication at the door entry for the individual recipient. A small desk will be placed outside each classroom door to assist with administration of medication. If there is more than one student scheduled for medication receipt within the classroom at the same time, each student's medication will be placed separately, one at a time, in succession. Student A's medication will be placed, and she or he will then take it, and then Student B's medication will be placed, and he or she then will take it, and so on. This practice will help to prevent any potential medication errors.
- C. To maintain physical distancing each student will remain seated until their specific medication is placed, and their name is called.
- D. Medications will be provided in disposable cups, which the student, and/or their assigned staff, will discard in the provided receptacle.
- E. The School Nurse will witness each administration from just outside the classroom door. This will enable accurate recording of administration while also providing physical distancing.
- F. The student's assigned staff will assist their student as necessary.
- G. In all other regards, medication administration will be prepared and documented by existing routine.

Promulgated 7/1/2020

MOVEMENTS WITHIN AND ABOUT THE SCHOOL BUILDING POLICIES

A. Mask wearing, rigorous hand washing/sanitizing routines, and physical distancing are the most effective infection control methods for limiting the spread of viruses. And these three tools are surprisingly effective if implemented properly and consistently – that is our goal.

We all have to be extremely careful to avoid congregating and socializing in and about the school. We are all social beings, and crave social interaction. But we have to always stay mindful that compromising physical distancing is extremely dangerous at this time, and will not be tolerated.

B. Movement scheduling, designated pathways [through signage and floor markings], and anticipation of the activities that you will be involved in, have all been designed to assist you in physically distancing to the best of your ability.

C. However, we need your cooperation, and attention to detail.

D. When moving through the hallways and common areas, always stay to the right, and obey the floor designations and signage.

E. Please avoid, and direct your student[s] to avoid, touching any wall surfaces or objects unnecessarily. However, if railings are necessary to avoid falls, use the railings! Just avoid touching your face afterwards until you can disinfect, or wash your hands, when you arrive at your destination.

F. Please understand that scheduling glitches will happen, some people will move slower than you, accidents will happen. Be prepared for any or all of these events. Slow up when necessary to accommodate another's pace. Find an open, safe space, to wait when accidental congregations develop. Safety has no timeline. Patience is always virtue, most especially when it comes to keeping us all safe.

G. Know that exposure to any virus is measured by proximity, length of exposure time, and air movement/quality. Each factor is important. If you are trapped in a situation where proximity to others makes you, or your student, uncomfortable, move on and don't linger. Limit your exposure time. It is an effective infection control measure.

H. If you identify schedules, or routine required movements, that particularly challenge your ability to physically distance, please advise Administration so that adaptations may be explored.

Promulgated 7/1/2020

OT/PT SERVICES AT LAKESIDE POLICY

- A. The only student services provided at the Lakeside educational space at this time will be OT and PT Services.
- B. The student census at Lakeside will be a maximum of 5 or 6 at any time. The specific number will be determined by the Therapists based upon the activities scheduled. This limit is established to afford physical distancing for the participating students and their assigned aides.
- C. All equipment/treatment stations will be positioned at least 6 feet apart, and equipment will be oriented so that participants will all be facing in the same direction for the majority of their participation time.
- D. All student and staff movements to Lakeside will be prescheduled, and the treating therapist will announce all movements to this educational site. This will occur by means of a phone call to the student's classroom. Do not move toward Lakeside until notified to do so.
- E. Students and their aides will disinfect their hands upon arrival at Lakeside, and upon leaving Lakeside.
- F. Likewise, all therapists will disinfect their hands both before and after working with each student.
- G. All equipment will be disinfected before, and after each treatment session.

Promulgated 7/1/2020

PERSONAL BELONGINGS POLICY

- A. We all need to recognize that personal belongings, which individuals have brought into the School from elsewhere, are a potential source of cross contamination. Therefore, all personal belongings must be secured, isolated, and never comingled – placed with someone else’s personal belongings.
- B. Lockers on the first floor are provided for staff to secure their personal belongings at the start of the school day. Each staff member will have their own locker, which will remain their personal storage space during their tenure with the School. We require that staff use these lockers for everything not required for their educational duty.
- C. Locker locks will be provided by the School.
- D. Do not share locker space with another person.
- E. Please always observe and practice physical distancing when placing, or retrieving, your personal belongings.
- F. Students’ personal belongings will also be secured, isolated, and never comingled. Their belongings will be placed in covered bins within their designated cubby within their classroom.

Promulgated 7/1/2020

PHONE USE AND THE DISINFECTING OF PHONES POLICY

- A. To limit movements around the School, phones, especially classroom phones, will get extensive use for the purpose of coordinating activities and basic communications.
- B. As a result, phones will need to be sanitized at each use to avoid cross contamination. The School will provide appropriate disinfecting materials at each phone location.
- C. Before using any phone disinfect the keyboard, the handle, microphone and speaker fully.
- D. Keep your mask on while using the phone. If your face shield interferes with use, it can be removed for the duration of the call.
- E. Following use, the user should disinfect the phone for the next person.

Promulgated 7/1/2020

DURAND, INC.: Workplace Safety Protocol in response to COVID-19
June 2020, 8/20, 9/20.

The health of our employees is a top priority and we all must take responsibility in maintaining the highest levels of safety. To minimize the risk of illness spread and comply with important guidelines and legal requirements, Durand Inc. ("Company") has implemented the following required protocol as more of our employees return to work and as we begin to reopen our offices. As we start to reopen our office facilities, we will continue to be guided by all federal and state law directives on how to safely conduct our operations. Therefore, as those official guidelines evolve, this protocol is subject to potential revision, and other requirements may be added to the below mandates:

Staffing Issues: For those employees who need to continue to work from home who present a compelling reason to do so (e.g. high risk of possible exposure to COVID-19 or possible serious COVID-19 health effects), they will be allowed to do so if their request to work from home is granted by management. Persons working remotely will be expected to meet the same production standards requirements, and work the same number of hours, as those employees working in our offices. We will schedule meetings virtually whenever possible.

For those employees who will be working in the office, the Company will be adopting a phased return of staff through use of staggered starting times and the rotating of employees to limit the number of employees in the workplace to promote all legally required rules of social distancing. As our offices are permitted by law to more thoroughly reopen, we will advise you of your assigned staggered work assignments and staff rotation schedule.

Face Masks: A face mask/face covering is required to be worn at all times when working in all shared office/common spaces such as hallways, restrooms, breakrooms, etc. (Masks and face coverings may be removed in the employee's private work space if that space is sufficiently cut off (i.e. private office) or socially distanced (i.e. at least six (6) feet) from another co-worker. Your mask must cover both your mouth and the nostrils. This rule shall apply to all employees as well as any essential outside visitors/vendors who come to the Company's offices. Non-essential visitors to the Company will be prohibited at least during the initial stages of the office reopening.

Face masks/face coverings must also be worn when conducting business at another facility, such as when visiting a client. Further, to ensure the safety of all Company employees, no visitors or vendors to our offices will be allowed to enter our premises unless a face mask/face covering is worn. Durand has sent out a video on how to properly wear a face mask.

The wearing of a face mask is **not optional** –it is specifically required under New Jersey state law and is mandated for all reopening businesses unless an employee for health reasons cannot wear such a mask. **Accordingly, any employee who fails to follow this requirement, unless excused due to a health reason, will be subject to possible disciplinary action, including being sent home or potentially possible termination.**

Visitors/vendors who refuse to wear a mask/face covering will be denied entry into Company premises.

ALL MASKS MUST BE CDC COMPLIANT. If you need more specific information, you can go to your supervisor.

Gloves: Gloves must be worn at all times when called for by procedure. The Company will provide these required disposable gloves.

Social Distancing: Whenever possible, employees must maintain a minimum 6-foot distance from each other and other people at all times.

Employees should therefore limit their travel within the office building to the minimum locations necessary; do not make unnecessary visits to areas outside of your individual workspace and limit such visitations to only other necessary locations while in the building. Also, do not unnecessarily congregate in any areas for any lengthy period of time, and all required meetings in the workplace shall be limited to 10 persons or less, with appropriate face coverings/masks worn during such meetings.

Hand Washing: Good hygiene is one of the simplest and most effective ways to prevent the spread of COVID-19 and helps maintain a safe workplace. [Wash your hands](#) often with soap and water for at least 20 seconds, (i.e. the equivalent of singing the “Happy Birthday” song twice in your head.) especially after you have been in a public place, and particularly after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. **Avoid touching your eyes, nose, and mouth** with unwashed hands. The Company will be supplying a sufficient stock of hand soap in washrooms, and hand sanitizer stations will be placed throughout various locations in the office.

You must wash your hands BEFORE putting on your face mask and BEFORE and AFTER taking off your face mask. If you use your own mask, please be sure to wash your mask frequently. Masks will be also provided as dictated by the area/program you are working in.

Cover coughs and sneezes: Remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash immediately after use. Immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

If you have symptoms or are feeling ill: Employees who have [symptoms](#) especially of possible COVID-19 contagion (i.e., fever, cough, or shortness of breath, or any others identified by the CDC as associated with possible COVID 19 viral infection) or who generally feel sick and unwell should notify their supervisor and stay home – **do not report to work**. This is a critical command and required by New Jersey state re-opening rules. Sick employees should also follow all [CDC-recommend steps](#) and will be contacted by Human Resources for further follow up instructions if exhibiting signs of possible COVID-19 infection. Employees showing any

COVID-19 symptoms should not return to work until the criteria to [discontinue home isolation](#) are met, or in consultation with healthcare providers, and state and local health departments. Employees who come to work when sick will be subject to disciplinary action, up to and including possible termination of employment.

Employees who are well but who have been in close contact with someone who has COVID-19 should notify their supervisor immediately and follow all [CDC recommended precautions](#). These employees will also be contacted by Human Resources for further follow up instructions.

Staff planning travel to any State listed under the mandatory 14-day quarantine or an area that is not a U.S. state or territory shall notify supervisors of the areas and countries they will be traveling to at least one week before the departure date. Staff will need to be tested the day after they arrive home or will have to quarantine for 14 days. Staff will be required to use any accrued but unused time if applicable COVID time has already been exhausted.

The Company will support and participate in all contact tracing requirements as mandated by the state of New Jersey, and while doing so, will respect employee privacy rights.

Before any employee testing positive for COVID 19, or any employee who was required to self-quarantine for possible COVID-19 exposure, is allowed to return to work, the employee must provide proof from his/her healthcare provider that the employee is COVID 19 free and likewise fit to return to their job duties. In this regard, the Company may also require that the employee provide proof of a negative COVID-19 test result.

Cleaning and disinfecting of work area: The Company has established daily cleaning and disinfecting procedures in accordance with CDC guidelines, especially for frequent cleanings of high touch areas. Employees are also required to clean their workspaces at the start and end of each shift by using the Company provided disinfecting wipes and/or disinfecting spray. Failing to do so could result in disciplinary action, up to and including possible termination of employment.

Daily Check-in: Managers will be checking in daily with employees to ask about their well-being, inquire whether they have any symptoms of illness, inquire if they have been in contact with someone that has the COVID-19 virus, confirm that they have the required personal protective equipment (PPE) needed to perform their job, and will keep employees informed of any known workplace exposure issues. You will be required to complete a COVID form daily upon clocking in.

Conclusion: As the Company continues to slowly reopen its offices, it will adhere to current Centers for Disease Control (CDC) guidelines as well as all subsequently issued state and local health orders.

In order to maintain a safe work environment, employees will play a leading role and must ensure that the foregoing rules outlined in this protocol are followed. Employees are also expected to exercise reasonable care and proper judgment in engaging in actions outside of the workplace. Employees should refrain from engaging in high risk activities that increase the risk

of possible COVID-19 exposure to them and their families. Remember, what you may contract outside the office could easily be brought with you to your workplace, and employees will contribute to the overall safety of our offices by looking out for their own personal safety by following federal and state guidelines for eliminating the risk of possible COVID-19 contagion. Employees engaging in high risk outside activities that could increase the risk of possible COVID-19 exposure in the workplace may face possible discipline, up to and including possible termination.

Quality Assurance Checklist

Classroom # _____ Date: _____ QA Initials: _____

Please Check Each Item Listed	9:00 am	10:30 am	11:30 am	12:15 pm	2:00 pm	2:45 pm
Masks on Staff (Initials of Staff Wearing Masks Should be Listed)						
Masks on Students (Initials of Students Wearing Masks Should be Listed)						
Window Fans-On/Circulating Air						
Classroom Aide Checklist Completed						
Used Gloves/Masks in Red Trash Can						
Correct # Staff/Students in Bathrooms						
Correct # of Students at Lakeside						
Correct # of Staff/Students in Nurse's Office						
Personal Belongings Secured						

No Food by Staff									
PPE Equipment Properly Stored/Clean									
Gloves Used Appropriately									
Handwashing Protocol Followed									
Correct Movement throughout Building									
Staff Completed COVID Survey									
PPE Equipment to Main Office for Cleaning									
Items to Clean	8:45 am	10:00 am	11:00 am	12:30 pm	1:30 pm	2:35 pm			
Handrails in Main Stairs									
Outside Handrails									
Bathroom Light Switches									
Bathroom Door Handles									
Lakeside Door handles									
Lakeside Light Switches									
Office Door Handles									
Office Light Switches									
Copy Machines									

Jackie - Rooms 302, 304, 307, 307, SLP, Connie/Rachel's Office, Nurse's Office, Conference Room, Office, & Lakeside

Alana - Rooms 202, 205, 203, 101, 102, 103 & Gym

WINDOWS, COOLING AND VENTILATION POLICY

- A. Fresh air is one of the keys to limiting airborne exposure to viruses. Therefore air treatment in the classrooms and offices will be emphasized during this time period.
- B. Each classroom is equipped with 2 air conditioners and two fans – one bringing in fresh air, the other positioned to exhaust indoor air. These air conditioners and fans are to be turned on whenever the classroom is occupied.
- C. The air conditioners and fans are strategically arranged to provide the highest volume of fresh air. Do not move any without the express approval of the Principal.
- D. Likewise most offices are equipped with air conditioners and fans. These devices are to be turned on whenever the office is occupied,
- E. As in the classrooms, the fans and air conditioners are strategically located to provide the maximum amount of fresh air exchange. Do not move any without the express approval of the Principal.

Promulgated on 7/1/2020

[See POLICY ALERT No. 225]

1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, Durand, Inc. shall adopt and 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 a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by Durand, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by Durand or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.

ADMINISTRATION

1648.13/page 2 of 3

School Employee Vaccination Requirements

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJiIS) or other State immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

Durand's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Executive Director. COVID testing is the responsibility of the staff as well as any costs associated with the test.

This must occur between Saturday – Tuesday of each workweek UNLESS tested at another place of employment. A RAPID or PCR test will be acceptable. Home tests are not acceptable. All test results must be handed to the Principal or designee in paper form each week. The Principal or designee will be responsible for ensuring the accuracy of the test and inputting the information into the Google sheet. If the test is positive, the Principal must immediately address that issue by sending the employee home and finding coverage.

The Human Resources Department will generate a Google Form and will send out to the Principal or designee. The HR Department will also inform and update the Principal or designee with a list of all unvaccinated staff. Quality Assurance will be responsible for verifying the accuracy of the information submitted from the Principal or designee. The Principal or designee will store all paper tests at the school.

If anyone refuses to be weekly tested or request an exemption, the employee will be suspended without pay and cannot work. The use of paid time off will not be allowed and Durand will consider this as a resignation of employment.

Durand will allow employees to get vaccinated during their scheduled working time. This means that staff will be allowed to leave to get vaccinated and will not be penalized by using time.

If the covered worker is not working on-site during the week when testing would otherwise be required, the Principal or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by Durand regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

Durand shall track test results required by Executive Order 253 and must report positive cases to the local public health department.

Nothing in Executive Order 253 and this Policy shall prevent Durand from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district’s protocols implementing the provisions of this Policy.

The Principal is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Principal to Durand for ratification if Durand cannot approve such revisions before the effective date.

The policy is subject to change and may include additional and/or stricter requirements, based upon law and guidance.

Executive Order 253 – August 23, 2021

Adopted: 9/1/21

