



Ensuring Health, Safety and Continuity of Educational Services

2021 – 2022 School Year



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(v1)

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Introduction

LADACIN Network’s Lehmann and Schroth Schools will provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. This plan was developed in collaboration with parents/guardians, school leaders, school nurses, school staff and other stakeholders as appropriate, and with guidance from the NJ Department of Education (DOE), NJ Department of Health (DOH) and the Centers for Disease Control (CDC). The plan is a living document and will be modified and updated as necessary and required.

Due to the medical fragility of the students served, LADACIN Network reserves the right to implement more stringent guidelines than regulated, in their commitment to provide a healthy and safe environment.



1 General Health and Safety Guidelines

1.1 Vaccination

Pursuant to Executive Order No. 253, our school programs will maintain a policy requiring all covered workers (all staff members) to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at minimum of one time weekly.

In an effort for staff and students to gain quick and easy access to the COVID-19 vaccine, an onsite vaccine clinic was hosted on January 29, 2021, with a second vaccine given on February 23, 2021, and a make-up day on March 16, 2021. All staff included in the clinic vaccination will produce vaccination cards and be placed on the respective school's vaccination list. Moving forward, HR will track staff vaccination information. If the opportunity/need arises, the school programs will again partner for additional clinics.

If the school programs are unable to determine the vaccination status of individual staff, those individuals will be considered not vaccinated.

School programs will continue to provide staff and families information regarding the importance of vaccination, will actively promote vaccination for all eligible students and staff and will follow up with families of children who are not in compliance with requirements and encourage compliance.

As vaccine eligibility expands, the school leaders will consider the number of vaccinated staff as an additional metric to inform the need for preventive measures such as physical distancing and masking.

1.2 Communication

Lehmann and Schroth School leaders and local health departments will continue to maintain close communication with each other to provide information and share resources on COVID-19 transmission, prevention, and control measures and to establish procedures for Local Health Department (LHD) notification and response to COVID-19 illness in our school settings. School Programs will work closely with LHDs to guide our decisions regarding mitigation strategies and implementation based on data.

NJDOH information on COVID-19 transmission at the regional level will be monitored weekly to enable leaders to make informed decisions.

1.3 Masks

Due to the medical fragility of the students served and regardless of location (indoor/outdoor) masking policies remain the same. All staff, students, and visitors will wear a mask, regardless of vaccination status, on school grounds.

- Masks are required to be worn by all school staff throughout the program day unless doing so would impact one's health or while alone in one's office. If impactful to a staff's health, the staff will work with HR to determine appropriate course of action.
- Mask use is encouraged for all students. However, appropriate, and consistent use of masks may be challenging for some students:

- For individuals who would not be able to remove a mask without assistance,
- For individuals with medical conditions or disabilities as reflected in federal disability laws that preclude the use of a mask, and
- When wearing a mask would be considered unsafe.

If any of the above situations apply, the school program's school nurse and/or school administrator will consult with the student's family in tandem with the student's primary care physician to determine if there is a medical condition precluding them from wearing a mask. If so, a doctor's note detailing the concern will be filed in the school's electronic student file. If there is a discrepancy, the school programs will consult with LADACIN Network's Medical Director.

If the student is unable to wear a mask, outside of medical parameters, the student's team will work on building up the student's stamina to wear the mask for as long and as often as possible.

The following principles will apply to the use of masks in the school programs:

- Masks and/or barriers do not preclude an individual from being identified as a close contact to a COVID-19 case
- Staff and students will be informed on proper use, removal, and washing of masks. The following will be a part of the information provided:
 - The most effective fabrics for cloth masks are tightly woven such as cotton and cotton blends, breathable, and in two or three fabric layers. Masks with exhalation valves or vents, those that use loosely woven fabrics, and ones that do not fit properly are not recommended.
 - Masks should be washed after every day of use and/or before being used again, or if visibly soiled or damp/wet.
 - Disposable face masks should be changed daily or when visibly soiled, damp or damaged.
 - Students, teachers, and staff will have access to additional disposable masks in case a back-up mask is needed.
 - Clear masks that cover the nose and wrap securely around the face will be available in circumstances where appropriate.

Transportation: Students are transported by sending districts. Sending districts (in house or outsourced) are responsible for mask mandates while being transported.

1.4 Maintaining Physical Distancing and Cohorts

The following physical distancing measures will be implemented to the greatest extent possible to mitigate the spread of COVID-19. During periods of high community transmission or if vaccine coverage is low, or if the maximal social distancing recommendations below cannot be maintained, the school programs will, where possible, prioritize other prevention measures.

The following strategies will be implemented to maximize opportunities to increase distance between students.

- Maintaining six feet of distance between students in classroom settings to the extent possible while offering full-time, in-person learning to all students.

- Consider structural interventions within classrooms to aid with social distancing including:
 - Facing desks in the same direction.
 - Avoiding grouped seating arrangements.
- Outside of the classroom the school programs will consider approaches to implement physical distancing in the following areas that may pose greater risk of transmission:
 - In common areas, in spaces where students may gather such as hallways and larger gathering areas.
 - Traffic flow-signage will mark the walking direction throughout the building hallways and paths of egress in and out of larger gathering rooms.
 - When masks cannot be worn.
 - All staff vaccinated or unvaccinated, will wear masks as many of our medically fragile students have medical exemptions for mask wearing.
 - When masks may be removed, such as during outdoor activities.
 - At this time, masking for staff and students is required outdoors.
 - During indoor activities when increased exhalation occurs.
 - Students and staff will increase physical distancing during these types of activities.

Cohorts will be maintained using dedicated staff who remain together throughout the day. This includes recess and during lunchtimes.

1.5 Hand Hygiene and Respiratory Etiquette

School Programs will teach and reinforce the following hygiene and respiratory etiquette to staff and students:

- Hand washing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.
- Used tissues should be thrown in the trash and hand hygiene as outlined above should be performed immediately.
- Maintain adequate supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
- Hand hygiene should take place:
 - Upon arrival at school,
 - Before and after meals and snacks,
 - After going to the bathroom,
 - Before leaving for the day,
 - After blowing your nose, sneezing, or coughing into tissue, and
 - When hands are visibly soiled.
- Assist/observe young children to ensure proper hand washing.

1.6 Meals

Individually prepared lunches are delivered to students in their classrooms (cohorts). During mealtime the school programs will implement the following strategies:

- Maintain physical distancing between students and staff, if possible.
- Discourage students from sharing meals.
- Encourage routine cleaning between mealtimes.

Frequently touched surfaces should be cleaned. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.

School programs will provide “To-Go” lunches, at the request of parents, for those students who are working remotely due to quarantine, medical need, etc. The To-Go menu was developed with our registered dietician and adheres to USDA/DOA requirements.

1.7 Limiting Use of Shared Supplies and Equipment

School Programs will ensure the following to limit the use of shared supplies and equipment:

- Ensure adequate supplies (i.e., classroom supplies, equipment) to minimize sharing of high-touch materials or limit use of supplies and equipment by one group of students at a time and clean and disinfect routinely and preferably between use,
- Encourage hand hygiene practices between use of shared items, and
- Discourage use of shared items that cannot be cleaned and disinfected.

2 Cleaning, Disinfection, and Airflow

2.1 Cleaning and Disinfection

School Programs will follow standard procedures for routine cleaning and disinfecting with an EPA-registered product for use against SARS-CoV-2. Workspaces (classrooms/offices), appliances (refrigerators/microwaves), general use objects (desks, countertops, doorknobs, faucet handles, light switches, sinks, rest rooms) and common areas (kitchen/library/conference rooms/great room) will be cleaned and disinfected multiple times throughout the day. Electronic equipment will be cleaned after each use. Hands on learning items and toys will be disinfected after each use.

If a person exhibits COVID-19 compatible symptoms or tests positive for COVID-19 within 24 hours of being in the school building, designated staff will clean and disinfect the spaces occupied by the person, including using products from EPA List N, wearing a mask and gloves while cleaning, and using HVAC settings to increase air circulation in the area. Once the area has been appropriately disinfected, it can be reopened for use.

2.2 Improving Airflow

HVAC Protocols

The ventilation system at both Lehmann and Schroth Schools utilize HVAC rooftop units (Lehmann 5 units, Schroth 13 units) that induce outdoor air through a device called an economizer. The economizer is set up by an air balancer to bring in the required amount of fresh air to meet the maximum occupancy load of the building. The roof time unit system gives us a minimum of 3 air changes per hour. The iWave systems purchased and installed by the Agency aids in purifying the air through the system.

Maintenance

The HVAC operational heating and ventilation systems are maintained four times per year. Our preventative maintenance agreement is with Hutchinson Mechanical. Filtration maintenance systems are maintained according to manufacturer recommendations of the HVAC units.

The rooftop units provide both air conditioning and heat through the entire system.

3 Screening, Exclusion, & Symptomatic Students & Staff

3.1 Staff and Student Screening

Schools will educate staff and parents about the importance of monitoring symptoms and staying home from school if ill. Parents/caregivers will be strongly encouraged to monitor their children for signs of illness every day. Students who are sick will not attend school. Schools will strictly enforce exclusion criteria.

Schools will provide clear and accessible directions to staff and parents/caregivers for reporting symptoms and reasons for absences.

Staff and Student Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our staff and students, we will require screening to be completed. The screening will include the following:

- Have you had a temperature over 100.4 within the past 24 hours? Verify temperature and record.
- Are you experiencing ANY of the following symptoms: new cough, shortness of breath, new loss of smell, or new loss of taste?
- Are you experiencing TWO OR MORE of the following symptoms: fever (measured or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose?
- Have you come in close contact with a person who is lab confirmed to have COVID-19 in the past 14 days?

- Are you not fully vaccinated and have traveled outside of NJ in the last 10 days to a state or territory beyond the immediate region (New York, Connecticut, Pennsylvania, and Delaware)?
- Have you traveled outside the contiguous United States in the last fourteen days? (This includes Caribbean Islands and/or other US territories.)

Student daily screenings (in Realtime) will be reviewed by principals or designee prior to the start of each day to ensure compliance. HR will review staff information (in Realtime) prior to the start of each day to ensure compliance.

If any of the above criteria indicates an exclusion, staff and families will receive an automatic message to report to school nurses/administration or HR for further instructions before reporting to program.

3.2 Response to Symptomatic Students and Staff

School programs implemented the following procedures to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms:

- Designating an area or room, separate from the nurse's office, away from others to isolate individuals who become ill with COVID-19 symptoms while at school.
- Ensuring there is enough space for multiple people placed at least 6 feet apart.
- Ensuring that hygiene supplies are available, including additional cloth masks, facial tissues, and alcohol-based hand sanitizer.
- Using Standard and Transmission-Based Precautions based on the care and tasks required (nursing staff).
- Assigning staff who are trained to follow physical distancing guidelines to supervise students waiting to be picked up (does not need to be healthcare personnel).

3.3 Exclusion

3.3.1 Definition of COVID-19 Compatible Symptoms

Parents will not send students to school when sick. In accordance with NJDOH recommendations, students with the following symptoms will be promptly isolated from others, and excluded from school:

- At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose; OR
- At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder.

For students with chronic illness, only new symptoms, or symptoms worse than baseline will be used to fulfill symptom-based exclusion criteria.

3.3.2 When Illness Occurs in the School Setting

Should a staff member or student become ill while at school or is exhibiting symptoms of COVID-19, regardless of vaccination status, they may be asked to leave work/school and go home or to the nearest health center. Students and staff with COVID-19 symptoms will be separated away from others until they can be sent home. Students who are sick and not already wearing a mask will be provided one to wear unless the student has a contraindication to doing so. If a mask is not tolerated by the ill student or staff member, other staff will be masked and follow maximum physical distancing guidelines (at least 6 feet away).

School Programs will report weekly student and staff case counts, as well as information on student/staff censuses and vaccination rates for students/staff, to NJDOH through the Surveillance for Influenza and COVID-19 (SIC) Module in CDRSS.

3.3.3 Definition of Close Contact

Close contact is defined as being within 6 feet of someone with confirmed COVID-19 for 15 or more minutes during a 24-hour period. Staff and students who are close contacts of individuals who tested positive for COVID-19 will be required to quarantine.

Our school programs serve medically complex and other high-risk individuals and will use a 14-day exclusion period for the quarantine of these individuals or those who work closely with them when identified as close contacts at all levels of community transmission if non-vaccinated.

Due to the medically fragile students served, the above quarantine periods do not change with positivity rates connected to the DOH CALI Report.

3.3.4 Exclusion

COVID-19 Exclusion Criteria for Persons Who Have COVID-19 Compatible Symptoms or Who Test Positive for COVID-19

If a staff member or student contracts or is exposed to COVID-19, the following guidelines will be mandatory for return to program:

- Vaccinated Staff/Student
 - Quarantine for 3-5 days. On day 3-5, have a COVID-19 test completed. If the results are:
 - Positive, follow the guidelines for non-vaccinated staff/student
 - Negative, return to program
- Non-Vaccinated Staff/Student
 - Quarantine for 14 days. On day 15 may return if:
 - At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 - Respiratory symptoms have improved (cough, shortness of breath, etc.)

If staff or students have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed they have COVID-19 and may not return to program until the appropriate criteria listed above have been met.

All confirmed COVID-19 positive cases occurring in the school programs will immediately be reported to the Monmouth or Ocean County Department of Health by Director of HR or designee. Schools will work collaboratively with all entities to determine if a closure is necessary due to an outbreak.

3.3.5 Travel

If a staff member or student travelled domestically or international, the following guidelines will be mandatory for return to program:

- Domestic
 - Vaccinated Staff/Student
 - No quarantine needed unless symptomatic
 - Non-Vaccinated Staff/Student
 - Quarantine for minimum of 7 days. On day 3-5, have a COVID-19 test completed. If test result is:
 - Negative – may return to program on day 8
 - Positive – isolate for minimum of 14 days; may return to program after 72 hours with no symptoms and without the use of a fever-reducing medication, and respiratory symptoms have improved
- International
 - Vaccinated Staff/Student
 - No quarantine needed. On day 3-5, have a COVID-19 test completed. If test result is:
 - Negative – self monitor for symptoms
 - Positive – isolate for minimum of 14 days; may return to program after 72 hours with no symptoms and without the use of a fever-reducing medication and respiratory symptoms have improved
 - Non-Vaccinated Staff/Student
 - Quarantine for minimum of 7 days. On day 3-5, have a COVID-19 test completed. If test result is:
 - Negative – may return to program on day 8
 - Positive – isolate for minimum of 14 days; may return to program after 72 hours with no symptoms and without the use of a fever-reducing medication, and respiratory symptoms have improved

3.3.6 Contact Tracing

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts of a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus.

If a staff member or student tests positive or has been exposed to COVID-19, the process detailed below will be followed for contact tracing:

- The supervisor will collect all pertinent information, obtaining as many details as possible. The supervisor will immediately contact the Director and HR Director.
- An incident report will be filled out.

- The Agency supervisors will identify persons who may have come in contact with the suspected infected person.
- The supervisor will notify Director and HR, and begin the contact tracing process. A contact tracing form will be completed. Should the schools be notified of a staff member or student testing positive or being exposed to COVID-19, all staff and students will be notified whether or not they are considered to be a close contacts.

As with any other communicable disease outbreak, schools will assist in identifying the close contacts within the school and communicating this information back to the LHD.

With guidance from the LHD, schools will be responsible for notifying parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.

3.3.7 Implementation of Virtual/Remote Instruction

If the school programs are required to exclude a student, group of students, a class, or multiple classes because of the scenarios listed above, while the school itself remains open for in-person instruction, the school programs will be prepared to offer remote instruction to those students in a manner commensurate with in-person instruction to the greatest extent possible.

4 Ensuring Continuity of Educational Services

Students and staff at Schroth School will pivot to our remote school option if exposed or diagnosed with COVID-19.

LADACIN Network schools will be proactive in ensuring both students and staff have the necessary technology, internet access, training and refresher sessions on the apps/platforms being utilized and a technology hotline/help desk for questions.

- Students will be provided with a school iPad or laptop to access virtual classroom, assignments, and telehealth sessions.
- All communication devices, switches and access tools will be sent home for student use in collaboration with the student's parent/guardian.
- Families will be trained on all aforementioned equipment by appropriate staff.

Our remote school program will be as follows:

- Students will receive daily virtual classroom instruction via Zoom and/or SWIVL Robot and daily assignments will be posted on Class DOJO and/or Dojo Student Portfolio.
- Students will receive all therapy services as stated in their IEP via our virtual platform: Zoom Telehealth. Telehealth accounts are encrypted end-to-end to ensure client and practitioner with a HIPPA-compliant secure setting.
 - If therapy services are denied via telehealth, parent/guardian must indicate in writing that they are requesting make up sessions to be in-person when the student returns on-site.

- Therapeutic equipment is individualized per student and can be provided for at home use during quarantine. Pick up/delivery of equipment will be on a case-by-case basis depending on the items needed/requested.
- All medications needed for the time of quarantine will be given to the parent/guardian to administer at home. Any refills or change in scripts are to be provided once return to on-site is established.
- If students are scheduled for one of our on-site clinics, they will be offered the opportunity to reschedule for the next month's clinic or to participate virtually with our clinic provider.

The regular school schedule is 9:00am – 3:00pm. A 40-minute lunch/recess is included. All students whether in-person or remote will be required to maintain this schedule.

4.1 180-Day Requirement/Remote Instruction

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive state aid. The statute requires that school facilities be provided for at least 180 days during the school year. Section (b) notes that where a district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count towards the district's 180-day requirement.

5 Social and Emotional Learning Supports

As we transition back to full-time in person services, our students and families will require additional social and emotional support. The following measures will be implemented to aid in removing the stress related to the duration and intensity of COVID-19:

- In May of 2020, staff were trained on the philosophy of kid grit, a curriculum that combines social-emotional learning, mindfulness, character education, and youth development. Focus is on mind, body, community/connection, digital consciousness and 21st century skills.
- Topics of the Wellness Wheel (emotional, physical, intellectual, spiritual, occupational and social) were introduced, discussed, and practiced. Staff were trained on the philosophy to roll out the components of the wheel and apply to instructional practices with students in classroom activities.
- Transdisciplinary Team (including therapists, teachers, social workers, school leaders, paraprofessionals) meet bi-weekly and discuss overall wellness. Student individual successes, concerns and goals are discussed to assist in progression and planning for achievement.
- Clinics in Nutrition, Physiatry and Equipment are on-going to address student physical wellness needs.
- Social workers check in with families frequently and offer multiple resources and support.
- Nurses offer support to families in the areas of health and wellness, provide resources and referrals to mediate areas of need.

6 Testing Options

In accordance with NJ Executive Order 253, all unvaccinated school staff will be tested for COVID-19 weekly at each school site utilizing the NJDOH K12 Screening Testing Program. The Screening Testing Program will implement testing plans developed in collaboration with the school's local health departments based upon guidance from the NJDOH. The testing services will be full turnkey testing services provided on-site at each school site by state-contracted vendors according to the location regions.

Lehmann School's coordinating lab is Longview (LTS). Schroth School's coordinating lab is Rover Labs.

School programs are required to and will report aggregate screening testing results, including the number of tests performed, directly to NJDOH through the Surveillance for Influenza and COVID-19 (SIC) Module in CDRSS.

7 Resources

Executive Order No. 251 (institutes indoor mask requirement for the 2021-2022 school year)

<https://nj.gov/infobank/eo/056murphy/pdf/EO-251.pdf>

Executive Order No. 253 (institutes vaccination/testing requirement for preschool to grade 12 personnel)

<https://nj.gov/infobank/eo/056murphy/pdf/EO-253.pdf>

NJDOE Memo - Educating Students During Quarantine

<https://www.nj.gov/education/broadcasts/2021/aug/11/Educating%20Students%20During%20Quarantine.pdf>

The Road Forward: Health and Safety Guidance for the 2021-2022 School Year

[Road Forward: Health and Safety Guidance for the 2021-2022 School Year \(nj.gov\)](#)

CDC COVID-19 Resources for Schools & Child Care Programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>



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