

## DDDC- COVID-19 Management Plan (3/5/20)

(This plan is subject to Rutgers University review to ensure consistency with university policies)

The DDDC will close its school and adult programs for all students, clients, and staff under the following conditions:

1. Governor makes an Emergency Declaration closing schools/programs
2. University closing
3. There is a confirmed case of COVID-19 among center staff, students, or clients or if any staff, students, or clients have been in contact with anyone (family member, etc.) who has a confirmed case of COVID-19.

The DDDC will close for students and clients only (staff will report\*) if staffing numbers don't allow us to operate safely-see minimum staffing requirements below (e.g., if staff are absent due to reasons not related to a confirmed or suspected COVID-19 illness). A continuous evaluation of staffing resources will take place with decisions about operating status for students/clients made daily.

1. If numbers of direct service staff within the school program fall below 50\*\* staff for 60 students
2. If numbers of direct service staff within the adult program fall below 9\*\* staff for 18 clients
3. As an alternative to closing both buildings at the center, if staffing can be consolidated to provide appropriate staffing for one of the two DDDC buildings, one building will operate a day and the building that will be operational will alternate from day to day.

\*Remaining snow days built into the calendar may be used prior to requiring staff to report when students are not reporting.

\*\*Direct service staff numbers are expected to include Teachers, Lead Instructors, SLPs, Training Coordinators, Behavior Analysts, and Administrators if necessary. DDDC staff will be assigned to work on teams based on staffing need including movement between different classroom teams and across programs.

If the DDDC is closed for students/clients (because available staffing is not sufficient to maintain student safety), the following support may be provided for families who are managing their school aged and adult children at home (contingent upon available staff resources):

1. Behavior Analysts, Speech language pathologists, Teachers, Lead Instructors, and Team Leaders will be asked to provide remote support and consultation (using phone calls or video chats using Teams) to families.
2. If necessary and appropriate to assist in unusually challenging situations, staff may be asked in teams of two to provide in home support during regular program hours. Administration will determine if there are health risks related to COVID-19 before sending staff into homes.
3. To maintain community employment opportunities, staff may be asked in teams to provide community support on a job site during regular program hours. Administration will determine if there are health risks related to COVID-19 before sending staff into homes.