



DDDC Re-Entry Plan Following COVID-19 Closing (updated 12/20)

Criteria for Re-Entry

Following any period of closure, operations at the DDDC will open for in-person services when we have secured sufficient supplies of PPE and disinfectants to maintain a safe environment, and when receive the following guidance:

- Approval to open based on updated local and state Department of Health guidelines.
- Permission from the Governor of New Jersey with confirmation from University/GSAPP Leadership that the school program can re-open.
- Instructions from the Division of Developmental Disabilities Jersey with confirmation from University/GSAPP Leadership that the adult program can re-open.
- Please note, School and Adult programs may open on different dates.

Re-entry Preparation

Prior to returning to the center, the following will be in place:

1. The DDDC will secure a two-month supply of all cleaning materials and PPE prior to opening for in-person services. New orders will be placed regularly to ensure the DDDC always has a one-month supply in the building.
2. Classroom teams will work with families during remote instruction to encourage students/clients to learn to wear a mask for extended periods of time and learn to tolerate others wearing masks.
3. Classroom teams will develop duplicates of any shared classroom materials to ensure each student has their own materials and will not need to share with a classmate (independent activities, file folder, etc.). Schedules will be developed for materials that cannot be duplicated to ensure thorough disinfection between use by multiple students (e.g., one student a day will be permitted to use materials until they can be disinfected.)
4. Classroom teams will decide which individual student programs may need to be put on hold temporarily (e.g., programs to unload the dishwasher when using

shared classroom dishes, brushing teeth goals that require a staff member to be close to a student/client's mouth and saliva, etc.).

5. Teams will explore hands off prompts that may be able to replace prompts requiring contact with students/clients (e.g., <https://www.amazon.com/Learning-Resources-24-Inch-Hand-Pointers/dp/B0015KAL08>)
6. Prior to returning to in-person services, staff will receive training, including review and/or updated expectations in the following areas:
 - a. COVID-19 (<https://www.nj.gov/health/> or www.cdc.gov most current info)
 - b. Basic and effective hygiene practices: Handwashing, coughing or sneezing into your elbow, and staying home when sick.
 - c. Use of PPE (gloves, masks, and face shields, how to apply and remove), including a test including demonstrating safe application and removal.
 - d. Appropriate cleansing and disinfecting procedures for classroom, objects, and high touch areas.
 - e. HIPAA & FERPA refresher
(https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf)
 - f. Training will include a forum to address staff's concerns, provide opportunities to communicate, and have questions answered. Staff will be encouraged to discuss concerns regarding their personal health with their personal health care provider before their return to work, and to address any work-related restrictions with their supervisor prior to their return.
7. Common areas will include posted signs reminding staff to follow good hygiene practices, wear masks, follow one directional traffic flow, and use social distancing.
8. Hand sanitizer dispensers will be placed in common areas, but not in those areas frequently traveled by students/clients (because of the risk of ingestion).

Re-entry Procedures:

When returning to the center, the following policies will be in place to mitigate any potential exposure to the COVID-19 virus while social distancing recommendations are still in place. Compliance with policies will be enforced.

Screening of DDDC Staff

1. *Testing Upon Return*: Testing for staff prior to return to work to protect against asymptomatic transmission.
2. *Periodic Testing*: Periodic testing of asymptomatic employees as recommended by health authorities or as required by Rutgers University. Regular testing of staff will take place (effective 11/30/20 staff will undergo weekly testing).
3. *Daily Screenings*: Posted on each entry doorway will be self-screening questions (see below). If staff answer yes to any questions, they are not permitted in the building and should call their supervisor to let them know they will not be at work on that day. Staff will be required to obtain clearance from a health care professional before returning to work:
 - a. Do you have now or have you had in the past 24 hours a fever of 100.4 or higher?
 - b. Do you have a cough that came on suddenly and unexpectedly?
 - c. Are you experiencing shortness of breath or difficulty breathing?
 - d. Have you experienced a recent loss of taste or smell?
 - e. Are you experiencing chills?
 - f. Are you experiencing fatigue?
 - g. Are you experiencing a headache, muscle, or body aches?
 - h. Are you experiencing a sore throat, congestion, or a runny nose?
 - i. Are you experiencing nausea, vomiting, or diarrhea?
 - j. Have you had a positive COVID-19 test in the last 14 days?
 - k. Have you been tested for COVID-19 due to symptoms and/or illness and are you WAITING to receive test results?
 - l. Has anyone in your immediate household had a positive COVID-19 test in the last 14 days?
 - m. Has anyone in your immediate household been tested for COVID-19 due to symptoms and/or illness and are you WAITING to receive test results?
 - n. Have you had close contact (within 6 feet of an infected individual for 15 or more minutes over a 24-hour period) with a person diagnosed with COVID-19?
 - o. Have you been asked by a medical professional or a local health official to self-isolate or quarantine for possible contact with COVID-19?
 - p. Have you traveled in the last 2 weeks to any U.S. state or territory that is part of the governor's travel advisory?

4. *Daily Attestation:* Staff will complete a daily attestation (online form) that they are not experiencing any of the above symptoms. Staff will also complete the required Rutgers My Campus Pass daily.
5. *COVID-19 Positive in Household:* Any staff member who lives in a household in which a person is ill with a confirmed case of COVID-19, will be prevented from attending school/program during this illness and until a licensed health care provider certifies that all danger of communicating the disease by the student, client or staff member has passed. (Section 18a:40-10 of the New Jersey Statute on Exclusion of Teachers and Pupils Exposed to Disease). As of December 4, 2020, this will require a 10-day quarantine. However, return to work date will be determined by Rutgers Occupational Health and due to individual circumstances, an individual may be required to quarantine for 14 days.
6. *COVID-19 Symptoms in Household:* Any staff member who lives in a household in which a person is ill with COVID-19 symptoms, but who has not yet received a COVID test to confirm or rule out that diagnosis, will be prevented from attending school/program until test results confirm the individual is not positive for COVID-19 (return to work date will be determined by Rutgers Occupational Health).
7. *Close Contact:* Any staff member who has been in close contact with a COVID positive individual (defined as being within 6 feet of an infected individual for a total of 15 minutes over a 24-hour period) will be required to quarantine. As of December 4, 2020, this will require a 10-day quarantine. However, return to work date will be determined by Rutgers Occupational Health and due to individual circumstances, an individual may be required to quarantine for 14 days.
8. *Travel advisory:* Any staff member who travels to an area identified by the current travel advisory as having high COVID positivity rates will be required to abide by a 10-day quarantine. However, return to work date will be determined by Rutgers Occupational Health and due to individual circumstances, an individual may be required to quarantine for 14 days
9. *Temperature Screenings:* All staff will have their temperature taken upon arrival to work, prior to leaving the reception area, and when reentering the building during the day (e.g. after lunch break). Any staff member reporting to work early will be required to report for a temperature check at the beginning of their typical work shift.
 - a. *Fever:*
 - i. Anyone with a temperature of 100.4 or higher will not be permitted to enter the building

- ii. A staff member with determined to have a fever upon screening must obtain clearance from a licensed health care provider before return to work.
- iii. The DDDC will ensure a sufficient supply of no contact thermometers.
- b. *Symptoms of Illness*: If a staff member develops symptoms of illness (fever, cough, shortness of breath) while at work, they must:
 - i. immediately separate themselves from others
 - ii. inform their supervisor by phone
 - iii. immediately leave the building
 - iv. Inform school nurse who can determine potential student contacts
 - v. Clearance from a licensed health care provider (typically this will require a negative COVID test) is required prior to reporting to work again.
 - vi. Documentation of medical clearance must be provided to UHR OneSource prior to returning to work.

Screening of Students

1. *COVID-19 Positive in Household*: Any student who lives in a household in which a person is ill with COVID-19, will be prevented from attending school during this illness and until a licensed health care provider certifies that all danger of communicating the disease by the student or staff member has passed. (Section 18a:40-10 of the New Jersey Statute on Exclusion of Teachers and Pupils Exposed to Disease). Typically, this will require a 14-day quarantine (however Department of Health will make the final determination about a return date).
2. *Student is COVID-19 Positive*: Parents are required to notify school nurse if child is COVID positive. Please note that all identifiable information about your child will be kept confidential. Students who test positive to COVID-19 will be able to return to school:
 - a. after isolating at home for at least 10 days
 - b. being fever free for 24 hours
 - c. and when they are symptom free
 - d. a note from a licensed health care provider is required the day before the student's scheduled return
 - e. the DDDC nurses must confirm receipt of medical clearance prior to the student coming back to school/program.
3. *COVID-19 Symptoms in Household*: Any student who lives in a household in which a person is ill with COVID-19 symptoms but who has not yet received a COVID test to

confirm or rule out that diagnosis will be prevented from attending school until test results confirm the individual is not positive for COVID-19.

4. *Close Contact:* Any student who has been in close contact with a COVID positive individual (defined as being within 6 feet of an infected individual for a total of 15 minutes over a 24-hour period) will be required to quarantine for 14 days (return to school requires a note from a licensed health care provider with receipt confirmed by DDDC nurse).
5. *Travel Advisory:* If a student/ staff is traveling out of state it is essential that the parent/staff review the New Jersey travel advisory list of states that meet criteria for quarantine. Please note that the list of states that meet criteria for quarantine changes frequently and may even change during your travel and stay in that state. If families travel to any of the states that meet criteria for quarantine, parents are required to inform their child's director/supervisor as soon as possible so that plans can be made for your 14- day quarantine period. Information on travel restriction can be found on: <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey#direct-link>
6. *Daily Attestation:* Parent/guardians of DDDC students will complete an attestation indicating that they would answer no to the following health screening questions regarding their child by 8:30am on each day their child will report to the DDDC for in-person services. Attestation forms will be completed by group home staff for any student or client that resides in a group home. Students will be required to obtain clearance from a health care professional before returning to school:
 - a. Does your child have now, or have they had in the past 24 hours, a fever of 100.4 or higher?
 - b. Does your child have a cough that came on suddenly and unexpectedly?
 - c. Is your child experiencing shortness of breath or difficulty breathing?
 - d. Are you aware of your child experiencing a recent loss of taste or smell?
 - e. Is your child experiencing chills?
 - f. Is your child experiencing fatigue?
 - g. Is your child experiencing a headache, muscle, or body aches?
 - h. Is your child experiencing a sore throat, congestion, or a runny nose?
 - i. Is your child experiencing nausea, vomiting, or diarrhea?
 - j. Has your child had a positive COVID-19 test in the last 14 days?
 - k. Has your child been tested for COVID-19 due to symptoms and/or illness and are you WAITING to receive test results?
 - l. Has anyone in your immediate household had a positive COVID-19 test in the last 14 days?

- m. Has anyone in your immediate household been tested for COVID-19 due to symptoms and/or illness and are you WAITING to receive test results?
 - n. Has your child had close contact (within 6 feet of an infected individual for 15 or more minutes over a 24-hour period) with a person diagnosed with COVID-19?
 - o. Has your child been asked by a medical professional or a local health official to self-isolate or quarantine for possible contact with COVID-19?
 - p. Has your child traveled in the last 2 weeks to any U.S. state or territory that is part of the governor's travel advisory?
7. *Temperature Screening:* All students will have their temperature taken each day upon arrival at the school building. Staff will stagger the time they unload students to avoid a crowd forming at the doorway of the center. When possible, temperatures will be taken upon entering the building. If that is not possible because of student behavior, nurses will take temperatures as soon as they are able to once students/clients reach their classroom.
- a. Daily health surveillance screening of students must be conducted, and results documented when signs and symptoms of illness are observed.
8. *Student/Client Quarantine, Isolation & Return to the DDDC Following Illness or COVID-19 Exposure:* All DDDC/DAP families received updated guidelines regarding when students/clients can return to the DDDC/DAP following any signs of illness or following any potential COVID-19 exposure via email or mail (This document was sent out to families on November 17,2020 and is contained in an appendix at the end of this document). The purpose of updating these guidelines is to keep both staff and students/clients safe. Policies **will be strictly enforced.**

Hygiene Practices

1. All staff will be required to wash their hands at the following times:
 - a. Upon entering the building at the beginning of the day (hand sanitizer will be made available as an alternative).
 - b. After blowing one's nose, coughing, or sneezing
 - c. After using the restroom
 - d. Before, during, and after preparing or eating food
 - e. After touching garbage
 - f. Immediately prior to receiving students off the bus
 - g. When leaving for or returning from lunch break
 - h. After assisting a student/client in the restroom

- i. Prior to working with any student directly and between working with different students.
 - j. At the end of the work shift
2. All students will be assisted to wash their hands at the following times:
 - a. Upon entering the building at the beginning of the day (hand sanitizer will be made available as an alternative).
 - b. After blowing one's nose, coughing, or sneezing
 - c. After using the restroom
 - d. Before, during, and after preparing or eating food
 - e. After touching garbage
 - f. Prior to making and eating lunch
 - g. At the end of the school day/ prior to dismissal
3. Hand sanitizer dispensers will be placed in common areas but not in those areas frequently traveled by students/clients (because of the risk of ingestion).

Cleaning and Disinfecting Practices

1. At the beginning of the workday and again at the end of the workday, all staff will be required to wipe down and disinfect any personal belongings they will use/touch while at the DDDC (e.g., cell phones, etc.). Staff will limit personal items that are used in DDDC buildings.
2. The DDDC will have disinfectant wipes, disinfectant sprays, and hand sanitizer (located to avoid student access) available throughout the day.
3. Staff who have individual work areas will be required to disinfect their area each day. (Rutgers Facilities will focus on daily cleaning of higher traffic areas and high touch surfaces daily.)
4. Staff will be required to disinfect all commonly touched areas at the end of each school day in classrooms and in office space. All clinical and office staff will be assigned to assist with daily disinfection.
5. Soiled PPE will be bagged and washed according to REHS guidance. REHS guidance will dictate how often and under what circumstances we will need to change PPE
6. Rutgers Custodial staff will clean the building daily and disinfect the entire building a minimum of once a week (building will be closed on Wednesday for a thorough disinfection). Any custodial staff who enter the building while staff/students are present will be required to follow building procedures involving temperature checks, wearing masks, gloves, etc.

7. Areas that cannot be cleaned sufficiently between uses (e.g., playground equipment, bed in Lifeskills) will be off limits to all students/staff.
8. Use of staff/public communal space (waiting area, staff rooms, conference rooms) will be restricted. Seating areas will be arranged (and extra chairs removed) to ensure a minimum of 6 feet in between individuals when they are in use.

Social Distancing and Controlling Traffic Flow/ Building Occupancy/ Communal Spaces

1. Staff arrival times will be staggered by 5-minute intervals (between 8:00 and 8:30) to avoid crowds forming as staff wait to enter the building and are screened.
2. Staff/students will enter the building from one designated entrance at each building. Other doors will be designated exit doors.
3. Staff who share office workspace that does not provide a minimum of 6 feet of space in between employees will work with their supervisors to develop flexible workspace and schedules to minimize the amount of the workday during which employees are working for extended periods of time while closer than 6 feet away from others.
4. Staff will be encouraged to leave the building during lunchtime to limit the number of staff in communal spaces. Communal spaces will not be used by multiple unmasked staff (e.g., when eating).
5. Extra staff (as available) will be assigned to open exterior doors during arrival and dismissal to limit the number of people touching door handles.
6. All internal DDDC meetings whether one on one or for larger groups will take place using Microsoft Teams.
7. Staff will use Teams calls or telephone calls to speak with colleagues (in person conversations are restricted).
8. Building occupancy will be limited to those required to be in the building and essential support staff. If telecommuting policies at Rutgers still permit this for staff, any DDDC employees who can complete their responsibilities remotely (IT, office staff, some administration, outreach staff) may be permitted/required to do so.
9. Outside visitors to the DDDC will be limited.
 - a. All visitors entering the building will complete a health attestation.
 - b. All visitors who must enter the building will sign in on a visitor log that provides the date, time, affiliation, cell phone number and e-mail address. This will assist with contact tracing should it be necessary following COVID infection within a DDDC building.

- c. Bus drivers will not be permitted in the building (e.g., to use restroom facilities).
 - d. Outside providers (OT/PT) will not be permitted in the building during initial re-entry phase. Once permitted in the building, outside providers will be required to comply with DDDC building procedures (temperatures will be taken upon arrival, screening questions will be asked, masks and gloves must be worn). Case managers would be asked to communicate limits to building access.
 - e. Non-DDDC Rutgers employees who must enter the building (mail, facilities, custodial staff, etc.) will be required to wear masks at all times when in the building. They will also be subject to temperature checks upon arrival.
 - f. All meetings involving outside participants (district case managers, etc.) will be run using phone or video meetings. If there is a reason that an in-person meeting must take place, all attendees will comply with building policies (temperature checks, wearing a mask, etc.).
 - g. Parents/Others dropping off or picking up their children will be asked to do so from outside the building. Children will be met outside upon arriving or will be walked to their parent's vehicle for dismissal.
 - h. Mail receptacles will be installed between entrance doors at both buildings to reduce the need for mail carriers to enter DDDC buildings. All deliveries to the building will be accepted outside of the building or between the two main doors in each building to prevent unnecessary visitors to the building. If a heavy item is delivered and must be brought into the building, delivery personnel will be required to put on a mask when in the building.
10. Rutgers graduate trainees will be limited initially to GSAPP students. Phased and gradual re-entry for non- GSAPP students (e.g., psychology field work students, interns from other disciplines, nursing students, etc.) will be followed.

General Teaching Practices

1. Whenever staffing allows, students/clients will work one on one with staff rather than in dyads, or small groups.
2. Classroom doors will remain open to increase ventilation. Windows in classrooms may be opened to assist with ventilation.
3. Students will be encouraged to take a brief walk outside with staff approximately once every 30 minutes.
4. If students are using edible reinforcement, staff will use gloves/utensils to deliver those items.

5. All Community programming will be suspended unless required (i.e., paid employment opportunities for students/clients that if missed would compromise maintenance of those jobs).
 - a. If staff do go into community with a student/client, appropriate PPE and disinfecting wipes, hand sanitizer will be taken.
 - b. Vans used for transportation will be disinfected (seats, door handles, seatbelts, etc.) at the end of the workday or before the van is used by another student/client and staff.
6. Adaptive physical education class will be conducted outside (weather and temperature permitting).
7. Any group instruction (speech group, class group activities, gym class) will be limited to individuals in the same classroom and must involve physically arranging at least 6 feet between students/clients.
8. Use of common instructional areas (Life Skills, exercise room, café, etc.) will be restricted and if used will be scheduled for use by only one classroom at a time. Staff will disinfect commonly touched surfaces in those common areas at the end of their classroom's scheduled time and prior to use of the space by another classroom.
9. In later phases of the re-entry plan, when more students are in each classroom, students will be separated by physical barriers (e.g., tall furniture) when possible. When separation is not possible, students will face the same direction within the classroom (not face each other).

Personal Protective Equipment (PPE)

Students will be encouraged to, but not required to wear cotton face coverings. With consent from parents/guardians, students who do not currently tolerate wearing a cotton face covering will have a program in place to learn to tolerate wearing a face covering.

In anticipation of the need to work with individuals who will not wear face coverings, staff will be provided with PPE.

1. All staff will have access to the following DDDC issued protective gear
 - a. Required for all staff (must be put on prior to entering DDDC building)
 - i. Cotton face coverings or surgical masks
 - b. Required for clinical staff who are working with students who can wear a cotton face covering for the whole school day, or when working in a classroom and remaining socially distanced from all students who are not wearing cotton face coverings for the majority of the time.
 - i. Cotton face covering or surgical mask

- ii. Face shield
 - c. Required for clinical staff when working with students who are not wearing face coverings and are unable to socially distance the majority of the time
 - i. N95 or re-usable respirator (requires health screening and fit test clearance by Rutgers Environmental Health and Safety)
 - ii. Eye protection (either goggles or face shields)
 - d. Available to staff (and in some cases required for clinical staff working with specific students)
 - i. Gloves (not required on a routine basis, should be worn if contact with student/client saliva is a concern and/or for staff with rashes/open cuts on their hands.)
 - ii. Hair/head covering
 - iii. Smocks/Clothing covering (when assisting individuals with toileting or during times when there is risk of contact with saliva or other body fluids.)
 - e. Available to school nurses and for distribution to staff who are providing supervision to symptomatic students/client waiting to be picked up.
 - i. N95 masks
 - ii. Gloves
 - iii. Facial shields
 - iv. Hair cover
 - v. Gown
2. Extra supplies of protective gear will be available for staff to use should their gear become soiled or broken. Each classroom will have multiple sets of replacement PPE available and will be responsible for re-stocking those replacement supplies at the end of each day.
 3. Crisis support procedures will be amended to ensure sufficient back up staff are available to relieve staff immediately when they need to replace damaged PPE
 - a. Crisis support staff will be identified during each work session and ensure quick access to clean PPE to wear when responding to support pages.
 - b. When possible, support teams will be made up of staff who are not working in other classrooms while remaining available to report to support pages (to avoid going back and forth between multiple classrooms).

Responding to Students Showing Symptoms of COVID-19

1. In each building, a location separate from the nursing area will be designated as an isolation area to house students who show signs of cough or fever throughout the day.
2. If a student has a temperature of 100.4 or higher at arrival or at any point during the day, or if staff suspect during the day that a student/client is exhibiting a cough, shortness of breath, or other symptoms of COVID-19, the following procedure will be followed:
 - a. Call the nurse's line. Page if nurse is unavailable.
 - b. Attempt to put a mask on student/client if they are not already wearing one.
 - c. Escort student/client to isolation area for screening by nurse (or second designated isolation area if unavailable). Symptomatic students/clients will NOT be taken to the nurse's office.
 - d. Staff will put on protective gear for isolation area (mask, face shield, and gown).
 - e. Staff will remain with the child until the parents pick the child up. Parents must pick up the child within 1 hour of being notified.
 - f. Students/clients who are dismissed as a result of exhibiting signs of COVID-19 must obtain clearance from a licensed health care provider prior to returning to school.
3. Following dismissal of student, nurses will oversee thorough cleaning/disinfection of isolation area. Multiple locations in each building will be identified in case more than one individual needs to be isolated at one time.
4. The DDDC will use the following notification policy
 - a. In the case of staff diagnosed with COVID-19, Rutgers Occupational Health will be notified as soon as possible.
 - b. In the case of student diagnosis with COVID-19, local Health Department and/or personal health care provider will be notified as soon as possible.
 - c. In the case of a suspected or confirmed case of COVID-19 in a client/student/staff member, the Division of Developmental Disabilities will be notified within the same business day
(<https://nj.gov/humanservices/ddd/documents/covid19-incident-reporting.pdf>)
5. DDDC will rely on guidance from local and state Health Departments based on current level of community spread of COVID-19 (minimal, moderate or substantial spread) to determine the need to close operations for cleaning/disinfection or to minimize additional spread of the illness.

6. Regardless of level of community spread, if there is a confirmed case of COVID-19 in a DDDC building, the DDDC will consult with local health officials to follow the procedures below (based on CDC guidance 5/4/20)
 - a. Assess risk to determine the need for a 2-5-day closure to clean, disinfect, contract trace in consultation with local health officials
 - b. Communicate with staff and parents (while maintaining confidentiality of student or staff member who is ill)
 - c. Clean and disinfect thoroughly
 - d. Implement a plan to ensure continuity of education during the period of closure.
 - e. Notify the school community of the presence of a COVID -19 positive person in the school.
 - f. School will close for 14 days automatically if there is an outbreak, defined as 2 or more cases identified within a 14-day period that occur across multiple classrooms, are not linked to exposures outside the school setting, and a clear connection between cases cannot be easily identified (outbreak involving multiple cohorts).

* Note: A temporary closure may also be considered for a period of 2-5 days if a student or staff member attended school while potentially infectious, before being confirmed as having COVID-19. This short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school and perform contact tracing.

https://www.state.nj.us/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12_Schools.pdf

Ensuring Safe Staffing Ratios

The DDDC will close for students and clients only (staff will report) if staffing numbers do not allow us to operate safely (e.g., if too many staff are absent due to reasons related or unrelated to COVID-19 illness and as a result we are unable to safely operate our programs) - see minimum staffing requirements below (numbers will be adjusted based on phased re-entry and % of student in building during each phase)

- a. If numbers of direct service staff* within the school program fall below 50** staff for 60 students
- b. If numbers of direct service staff* within the adult program fall below 9** staff for 18 clients
- c. 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.

**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.

Staged Re-entry:

To ensure a safe return to in-person services, the DDDC will follow the phases indicated below when beginning in-person services following initial closure (remote operations). During subsequent closures, the DDDC will determine at which phase it can re-open:

1. Phase I: 25 Percent Student Capacity (1 day of in person services: 4 days remote)
 - a. Classroom capacity will be limited to 25 percent of classroom roster each day (1-2 students per classroom will be permitted each day)
 - b. Students will be assigned to attend school one day a week (Monday, Tuesday, Thursday, or Friday).
 - c. Remote instruction/support will be provided on the other 4 days during a school week
 - d. Staff capacity will be at 50% each day. Extra staff will be available to:
 - i. Assist with frequent cleaning and maintaining a safe environment.
 - ii. Provide staff breaks should working with an N95 respirator cause shortness of breath, etc.
2. Phase II: 50 Percent Student Capacity (2 days of in person services: 3 days remote)
 - a. Classroom capacity will be limited to 50 percent of classroom roster (3-4 students per classroom will be permitted each day)
 - b. Students will be assigned to attend school two days a week. To maximize progress and minimize transitions, students will be assigned to Monday/Tuesday or Thursday/Friday in-person services.
 - c. Remote instruction/support will be provided on the other 3 days during a school week
 - d. Staff capacity will be at 50-75%% each day.
3. Phase III: 50 Percent Student Capacity (week 1: 2 days of in-person services/ week 2: 3 days of in-person services)
 - a. Classroom capacity will be limited to 50 percent of classroom roster (3-4 students per classroom will be permitted each day)

- b. Students will be assigned to attend school two days a week. To maximize progress and minimize transitions, students will be assigned to Monday/Tuesday or Thursday/Friday in-person services.
 - c. On an alternating week schedule, students will receive in person instruction on Wednesdays (week 1: 3 days of in-person/2 remote, week 2: 2 days of in-person/3 remote).
 - d. Remote instruction/support will be provided on the days during a school week when in person instruction is not provided.
 - e. Staff capacity will be at 75-100% each day.
4. Phase IV: 50-100 Percent Student Capacity (2 ½-3 days of in person services: 2 days remote)
- a. Classroom capacity will be limited to 50 percent of classroom roster (3-4 students per classroom will be permitted each day) except on one day a week during which 100% of students are present for a 4-hour instructional day.
 - b. Students will be assigned to attend school two full days a week. To maximize progress and minimize transitions, students will be assigned to Monday/Tuesday or Thursday/Friday in-person services.
 - c. In addition, on Wednesdays, all students would be provided with at least a 4-hour instructional day in person. (100% student capacity for 4 hours). The decision about whether to have a full day or a shortened day at 100% capacity will depend on rates of transmission at the time of Phase IV.
 - d. Remote instruction/support will be provided to students on the two days each week during which they are not receiving in-person services.
 - e. Staff capacity will be at 100%.
5. Phase IV: 100% student and staff capacity (5 days of in-person instruction)

*Movement from one phase into the next will be determined based on factors involving current guidance provided by the Department of Health, the Department of Education, Rutgers University Occupational Health, Rutgers Environmental Health and Safety, as well as availability of resources including staff and supplies to ensure safety for all.

*During all phases of re-entry efforts will be made to assign students with consideration for district transportation needs (e.g., transportation will be coordinated for students from the same district to ensure that students attend school on the same day, or in instances where social distancing does not permit multiple students on a bus, students from the same district may attend school on alternate days).

Ongoing Evaluation of Re-entry Plan

Due to the uncertain nature of this pandemic, the DDDC reserves the right to make modifications to the plan above at any point to ensure the safety of students and staff at our center.

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Appendix A

PROCEDURES: STUDENT/CLIENT QUARANTINE, ISOLATION, & RETURN TO THE DDDC FOLLOWING ILLNESS OR COVID-19 EXPOSURE

You will see the following terms used in this document:

- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

<https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-19-IsolationVsQuarantine.pdf>

STUDENTS/CLIENTS WHO HAVE A POTENTIAL EXPOSURE TO COVID-19: A 14-DAY QUARANTINE IS REQUIRED

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

If a student/client is exposed to a person who tested positive for COVID-19, they must self-quarantine for fourteen (14) days from **the last date of exposure**.

- **Exposure (close contact) is defined as someone who has spent:**
 - o 15 minutes of ongoing exposure to the COVID-positive person, at a distance of less than 6 feet apart (with or without wearing a mask) OR
 - o A total of 15 minutes of exposure over a 24 hr period (a few minutes at a time adding up to 15 mins total in 24 hrs), to the COVID-positive person, at a distance of less than 6 feet apart (with or without wearing a mask).
 1. For those without symptoms, the date of lab testing is used as the first day of exposure and lasts for ten days following. Symptoms may appear 2 to 14 days after exposure to the virus.
- **Why is it necessary?**
 - o The 14-day quarantine period is necessary because it can take up to 14 days for symptoms to appear in exposed individuals.
 - o For that reason, *even if you test negative for COVID-19 or feel healthy, a student/client must remain quarantined for 14 days before returning to school.*
 - o Individuals can spread the disease to others for several days before they know they are sick.
- **What to do:** Other than notifying the student's/client's health care provider(s), the DDDC **requires:**

- o Follow usual school absence procedures by reporting the student/client absent.
- o ALSO, you must **notify the DDDC school nurses** by phone or email that the student/client will be absent because of the exposure (see contact information at end of document)
- o You are free to notify other staff at the school (teaching staff, etc).
- o You must notify the school nurses **again** if the student/client has any signs of illness during the time they are on isolation (see definition of “illness” at end of document). If this occurs, the quarantine period will be extended up to an additional 10 days, or as advised by the local health department.
- o During this waiting period, (quarantine or isolation) the student /client may be contagious but not show any symptoms. Because of this, they must stay away from family and friends as much as possible, and not go “out” to any public or family gatherings, etc.
- o Family members who come in contact with person exposed to COVID-19, are considered “contacts of a contact.” If the family member has only been in contact with the student/client, they would typically be considered “not exposed” to COVID-19 since the student/client has not tested positive and/or displayed symptoms.
- o Family members of an exposed person do not need to quarantine unless the person they were exposed to begins to have symptoms. If the person the family member is exposed to tests positive for COVID-19, the family member would be “exposed” and needs to start their own quarantine for 14 days. If any of the individuals involved have health conditions that may place them at higher risk, they should also contact their health care provider.

STUDENTS/CLIENTS WHO ARE COVID-19 POSITIVE AND/OR HAVE SYMPTOMS OF ILLNESS: A 10-DAY ISOLATION IS REQUIRED

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

If a student/client was diagnosed with COVID-19 or develops COVID-19 symptoms (see list at end of document), the individual must isolate for at least 10 days **and** cannot return to school until:

- A minimum of 10 days has passed since the start of the symptoms,
- and**
- The student has been fever-free (less than 100.0 F) for at least 24 hours (without taking fever reducing medication)

and

- Symptoms have improved.

EXCEPTIONS TO 10-DAY ISOLATION/RETURN TO SCHOOL

A student/client may return to school before the end of the 10-day isolation period, if:

- The family presents a medical note from their health care provider which specifically states a diagnosis:
 - o That their symptoms are because of this “alternate diagnosis,” and not COVID-19,
 - o The alternate diagnosis is specifically stated on the medical document.
 - o The note says the student/client is “cleared to return to school on ___ (must enter a specific date.)”

AND

- The family provides a written attestation that their student/client has been fever free (less than 100.0 F) for at least 24 hours (without the use of fever-reducing medication).

ADDITIONAL REQUIREMENTS

Prior to a student/client returning to school after a period of illness or exposure, the parent/guardian **MUST:**

- Be in contact the school nurse at their child’s site (Gibbons or Ryders)
- Send required information to the nurse **THE DAY BEFORE** the student/client is permitted to return
- **Receive confirmation** from the school nurse that the information has been received
- **Receive confirmation from the school nurse that their documentation is complete**
- **If a family does not submit ALL REQUIRED DOCUMENTATION the day before** the student/client return date (or do not send any documentation), and sends the student/client to school, the student/client will remain on the van/bus until their health status is verified by the treating health care provider. **If for whatever reason,** the student’s/client’s health status cannot be verified, the family will be immediately notified to pick the student/client up.
- **If you suspect they:**
 - o **may be ill**
 - o **may have been exposed,**
 - o **May be ill but they have not had a COVID-19 test,**

OR

- o **you are waiting for a visit/call from the health care provider to discuss symptoms or get results/diagnosis**

THEY CANNOT ATTEND SCHOOL

DDDC NURSE CONTACT INFORMATION:

- **School Nurses:** (we suggest you send correspondence/documentation to both nurses, in the event one of the nurses is out)
 - o Diana Garces – garcesdi@dddc.rutgers.edu
 - o Bethany Carlson- bethany.j.carlson@rutgers.edu

GIBBONS: 848-932-9137 (nurse confidential voice mail – 848-932-9646)

RYDERS 848-932-4500 (nurse confidential voice mail – 848-932-9769)

WHAT DO YOU MEAN BY “ILLNESS” or “SYMPTOMS”:

https://www.state.nj.us/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12Schools.pdf

A person is defined as having “symptoms of illness,” and the student/client will need to remain out of school if the person:

- Has at least **two** of the following symptoms: Fever (measured w/thermometer or feels warm), 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, new taste disorder.

ADDITIONAL INFORMATION:

- New Jersey Department of Health

https://www.nj.gov/health/cd/topics/covid2019_community.shtml

- Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/index.html>