

DDDC COVID-19 Safety Plan (updated 4/22)

Guidance to ensure safe operations

Daily Procedures shall follow*:

- Department of Health and Department of Education Guidance for K-12 Schools.
- Division of Developmental Disabilities (DDD) guidance for the operation of day programs.
- Current Rutgers University guidance

*When guidance from above entities differs, the DDDC shall follow the most stringent guidance in each area.

Procedures to operate safely

When operating, the following procedures will be in place:

1. Classroom teams will work with families to encourage students/clients to learn to wear a mask for extended periods of time and learn to tolerate others wearing masks.
2. 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.)
3. 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.).
4. 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>)

5. 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. Requirements for use of PPE (gloves, masks, and face shields, how to apply and remove).
 - 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. Staff will be encouraged to discuss concerns regarding their personal health with their personal health care provider and to address any work-related accommodation requests with their supervisor.
6. Common areas will include posted signs reminding staff to follow good hygiene practices, wear masks, and use social distancing.
7. 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).
8. The DDDC will ensure a sufficient supply of required PPE, hand sanitizer, and disinfectants to maintain a safe environment (a 1–2-month surplus will be maintained).

Daily Procedures:

The following daily procedures will be in place to mitigate any potential exposure to the COVID-19 virus. Compliance with policies will be enforced.

Screening of DDDC Staff

1. *Testing:* Rutgers University requires weekly COVID testing for all staff except those who have received all recommended doses of vaccine including booster and have uploaded documentation of their vaccine to [Return to Rutgers COVID-19 Vaccinations](#) portal.
2. *Daily Temperature Screenings:* Effective 4/4/22, temperature screenings for all staff and Rutgers-affiliated visitors will be discontinued. Per Division of Developmental Disabilities Guidance for Adult Day Programs, all adult program staff and visitors will be screened for a fever using a contactless thermometer when entering the

building at the beginning of the workday. Any visitor to the center who is not affiliated with the university will have their temperature screened upon arrival.

- 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.
- 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. receive clearance from a licensed health care provider (typically this will require a negative COVID test) prior to reporting to work again.

3. *Daily Attestation:* Effective April 4, 2022 the my Rutgers MyCampus Pass is no longer required for building entry except for Adult Program Staff (per DDD guidance). Any non-RU affiliated visitors will be required to complete a DDDC health attestation to enter a DDDC building.

4. *COVID-19 Positive in Household:* Unless an individual has received all recommended doses of the COVID vaccine including booster if eligible (or was confirmed to have COVID-19 in the past 90 days) and remains asymptomatic, 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 return to work is permitted. As of January 10, 2022, this will require a 5-day quarantine after last contact with the positive individual or after the positive individual's 10-day isolation has ended if it is not possible to separate from the positive individual. However, return to work date will be determined by staff member's PCP/local DOH and due to individual circumstances, an individual may be required to quarantine for 10 days.
5. *COVID-19 Symptoms in Household:* Unless an individual has received all recommended doses of the COVID vaccine including booster if eligible and remains asymptomatic, 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 staff member's PCP/local DOH).

6. *Close Contact:* Unless an individual has received all recommended doses of the COVID vaccine including booster if eligible and remains asymptomatic, 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 January 10, 2022, this will require a 5-day quarantine. However, return to work date will be determined by Rutgers Occupational Health (for workplace exposure)/ PCP or local DOH (community exposure) and due to individual circumstances, an individual may be required to quarantine for 10 days.
7. *Travel advisory:* Staff will follow current Rutgers policy regarding quarantine following travel both domestically and internationally. Return to work date will be determined by staff member's PCP/local DOH and due to individual circumstances, an individual may be required to quarantine.

Screening of Students

1. *Daily Attestation:* Parent/guardians of DDDC students will complete an attestation that will screen for:
 - a. Symptoms consistent with COVID-19
 - b. Individuals or those who have tested positive for COVID in the last 14 days
 - c. Individuals who have been exposed to an individual who is positive for COVID-19 or an individual who has symptoms consistent with COVID-19 but who has not yet received a negative COVID test.
 - d. Individuals who have been advised by a medical professional or local health office to self-isolate or quarantine
 - e. Compliance with any state or federal (CDC recommended) travel advisories.
2. *COVID-19 Positive in Household:* Unless an individual has received all recommended doses of the COVID vaccine including booster if eligible, remains asymptomatic, AND will wear a tight-fitting mask consistently, 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 return to school is permitted. Typically, this will require a 5-day quarantine from last contact for those who can wear a mask and a 10-day quarantine from last

contact for those who cannot wear a mask (however Department of Health will make the final determination about a return date).

3. *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 5-10 days (day 0 is date of symptom onset or positive test)
 - b. being fever free for 24 hours
 - c. and when they are symptom free
 - d. The school nurse will advise parents of the documentation required to return to school and the time the individual must quarantine as specified by the NJ Department Of Health K-12 Guidelines
4. *COVID-19 Symptoms in Household:* Unless an individual has received all recommended doses of the COVID vaccine including booster if eligible, remains asymptomatic, AND will wear a tight fitting mask, 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 or until an alternative diagnosis is established for the symptomatic individual.
5. *Close Contact:* Unless an individual has received all recommended doses of the COVID vaccine including booster if eligible, remains asymptomatic, AND will wear a tight-fitting mask, 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. Typically, this will require a 5-day quarantine from last contact for those who can wear a mask and a 10-day quarantine from last contact for those who cannot wear a mask (The school nurse will advise parents of the documentation required to return to school and the time the individual must quarantine as specified by the NJ Department Of Health K-12 Guidelines).
6. *Travel Advisory:* Students will follow current CDC guidance regarding quarantine following travel both domestically and internationally. If quarantine is required, return to school date will be determined by school nurse with consultation from the local health department and due to individual circumstances, an individual may be required to quarantine for 5 days.
7. *Temperature Screening:* All students will have their temperature taken each day upon arrival at the school building. 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. (Daily health surveillance screening of students must be conducted by nurses, and results documented when signs and symptoms of illness are observed.)

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. Rutgers Custodial staff will clean the building daily and disinfect high touch areas. 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.
6. Staff will ensure students wash their hands thoroughly after using area with common equipment (e.g., playground equipment, bed in Lifeskills) and disinfect in between use by different students.
7. Use of staff/public communal space (waiting area, staff rooms, conference rooms) will be monitored. 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 may be staggered by 5-minute intervals (between 8:00 and 8:30) as necessary 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 avoid gathering in groups and will ensure social distance when in common areas with other staff.

5. Staff will be encouraged to leave the building during lunchtime to limit the number of staff in communal spaces. Staff will ensure physical distancing when common space is used by multiple staff (e.g., when eating).
6. Effective April 4, 2022, in person meetings can take place as long as physical distancing can be maintained for all meeting participants.
7. Staff will use Teams calls or telephone calls to speak with colleagues to reduce in-person interactions.
8. Outside visitors to the DDDC will be limited to those necessary for center-based operations.
 - a. All visitors entering the building will complete a DDDC 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 be permitted in the building and when necessary will run their sessions using a separate room until physical distancing requirements allow for them to run sessions in the classroom.
 - e. Non-DDDC Rutgers employees who must enter the building (mail, facilities, custodial staff, etc.) will be required to comply with all current DDDC requirements regarding masking and screening.
 - 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.
9. Academic trainees will follow DDDC procedures.

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. If students are using edible reinforcement, staff will use gloves/utensils to deliver those items.
4. Community programming will be introduced and maintained following current Rutgers, Department of Education, and Division of Developmental Disabilities guidance.
 - a. If staff do go into community with a student/client, appropriate PPE, masking, and distancing will be followed.
 - b. Staff will ensure disinfecting wipes and hand sanitizer are available for the duration of the trip.
 - c. 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.
5. Adaptive physical education class will be conducted outside whenever possible (weather and temperature permitting).
6. Any indoor group instruction (speech group, class group activities, gym class) will be limited when possible to individuals in the same classroom and must involve physical distancing among students/clients according to current guidance.
7. Common instructional areas (Life Skills, exercise room, café, etc.) 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.
8. When distancing is not possible among all individuals in a classroom/team, guidance recommended by the Department of Health will be followed (masking, use of physical barriers, facing students in the same direction, etc.)

Masking and 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.

Staff are required to wear a face covering at all times when indoors in classrooms and other shared spaces (meeting rooms, conference rooms, copy room, classrooms, shared offices, hallways, stairs, elevators, etc.). Face coverings are not required outdoors when on Rutgers property nor are they required when seated in a private office occupied by 1 person.

When working directly with students/clients, *clinical staff* will follow the guidance below (guidance updated 7/19/2021):

1. *Staff who have received all recommended doses of COVID vaccine, including booster and have uploaded documentation of their vaccination to the RU portal*
 - a. Staff who have received initial vaccine and booster doses are required to wear only a cotton face covering when working with students. The covering must comply with CDC recommendations (multiple layers of fabric and close fitting)
 - b. Staff may request the following optional protection:
 1. N95 or re-usable respirator (requires initial health screening then an online training and fit test both renewed annually through Rutgers Environmental Health and Safety).
 2. A face shield or sealed eye protection (goggles).
2. *Staff who are unvaccinated, partially vaccinated, or who have not yet received the booster vaccine must wear*
 - a. N95 or re-usable respirator (requires initial health screening then an online training and fit test both renewed annually through Rutgers Environmental Health and Safety).
 - b. A face shield or sealed eye protection (goggles).
3. Additional protective equipment available to staff (and in some cases required for clinical staff working with specific students)
 - a. 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.)
 - b. Hair/head covering
 - c. Smocks/Clothing covering (when assisting individuals with toileting or during times when there is risk of contact with saliva or other body fluids.)
 - d. Available to school nurses and for distribution to staff who are providing supervision to symptomatic students/client waiting to be picked up (fully vaccinated staff are not required to wear any equipment except a tightly fitting cotton face covering)
 - i. N95 masks
 - ii. Gloves
 - iii. Facial shields
 - iv. Hair cover
 - v. Gown

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.

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

1. Crisis support staff will be identified during each work session and ensure quick access to clean PPE to wear when responding to support pages.
2. 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 have access to 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 because 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. Consult with the local Department of Health to assess risk and determine the need for exclusion from school for an individual, or a classroom of individuals.
 - 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 exclusion.
 - e. Notify the school community of the presence of a COVID -19 positive person in the school.

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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