LARC SCHOOL REOPENING PLAN

Larc will abide by all health and safety guidelines, recommendations, policies and procedures as established and updated by the Centers for Disease Control and Prevention (CDC), the New Jersey Department of Health (DOH), the New Jersey Division of Developmental Disabilities, and the Executive Orders of Governor Phil Murphy. Larc will not be responsible for any COVID-19-related personal injuries or losses sustained as a result of participation in Larc programs and learning. This document is intended to communicate specific components of Larc School’s plans and preparations for reopening in Fall 2020. It was first published on July 27, 2020 and will be updated as needed.
CONTENTS

INTRODUCTION ................................................................................................................................. 3

Mitigating Risk and COVID-Related Stress ..................................................................................... 3

Staff Training on Policies and Procedures ..................................................................................... 4

GENERAL HEALTH AND SAFETY GUIDELINES ........................................................................ 6

Pandemic Response Team/School Reopening Team .................................................................... 6

Avoiding Cross Contamination ...................................................................................................... 6

New Time and Attendance System ................................................................................................ 8

Use of Physical Barriers ................................................................................................................. 9

Designation and Use of Isolation Room ......................................................................................... 9

1:1 Nurses Storage and Administration of Student Medications .................................................... 9

Visitor Policy .................................................................................................................................... 10

CLASSROOMS, TESTING & THERAPY ROOMS ...................................................................... 10

Classroom Set-up for In-Person Learning ..................................................................................... 12

Therapy Services ............................................................................................................................ 12

Testing ............................................................................................................................................ 13

TRANSPORTATION ..................................................................................................................... 13

School Program ............................................................................................................................... 13

Adult Program ................................................................................................................................. 14

STUDENT FLOW, ENTRY, EXIT AND COMMON AREAS ............................................................. 15

Common Areas .............................................................................................................................. 15

SCREENING, PPE, AND RESPONSE TO STUDENTS AND STAFF PRESENTING SYMPTOMS .......................................................................................................................... 17

Mask/ PPE Policy ............................................................................................................................ 17

Employee Screening ....................................................................................................................... 19

Student/ Adult Program Participant Screening at the School Site .................................................. 21

Symptomatic Employees, Students or Program Participants ......................................................... 22

CONTACT TRACING ..................................................................................................................... 24
FACILITIES CLEANING PRACTICES ........................................................................................................... 24
MEALS ......................................................................................................................................................... 25
RECESS/PHYSICAL EDUCATION .................................................................................................................. 27
FIELD TRIPS, EXTRA CURRICULAR ACTIVITIES & USE OF FACILITIES OUTSIDE OF SCHOOL HOURS ................................................................................................................................. 27
ADDITIONAL PERSONNEL POLICIES ........................................................................................................ 28
  Bring Your Own Device ............................................................................................................................. 28
  Working Remotely .................................................................................................................................... 28
  Additional Employee Leave Provided for COVID-19 Related Reasons ....................................................... 29
APPENDIX A - CLEANING MANUAL ......................................................................................................... 33
APPENDIX B – REMOTE LEARNING ......................................................................................................... 36
APPENDIX C: DETERMINING COVID-EXPOSURE & PROTOCOLS .......................................................... 49
INTRODUCTION

Mitigating Risk and COVID-Related Stress

On June 26, 2020, the New Jersey Department of Education released “The Road Back: Restart and Recovery Plan for Education”. This 104-page document outlines the guidance the department suggests districts follow when they reopen school buildings in September. On September 3, 2020 the New Jersey Department of Human Services, Division of Developmental Disabilities issued its Congregate Day Program Reopening Requirements which provides that congregate day programs are permitted to reopen at limited capacity once required reopening criteria have been met.

The Larc School Plan that follows incorporates both sets of requirements for the school and the Adult Program. Larc School has spent a considerable amount of time reviewing this plan, engaging in extensive planning, consulting experts, and speaking with similar schools to determine best practices. We have also increased nursing hours and moved one of our nurses who would usually accompany students on community outings to be in our school building during her regular working hours. Despite our very best efforts, there is no absolute guarantee of safety and health. COVID-19 is a contagious virus which can be spread person to person.

By its very design, the school community brings individuals together, and the guidelines issued by the State of New Jersey require an in-person component to educating Larc’s students. While the safety and health protocols this plan contains mitigate the risk of COVID transmission, they do not eliminate the risk. Families and staff will need to consider their specific circumstances and tolerance for health risk in making a decision regarding a return to school.

The following is a cost/benefit analysis that might be helpful in making this decision:


We are aware of the stress that making these decisions causes, and that in the absence of regular communication, uncertainty can result in even more anxiety. In an effort to address this stress as much as possible, the Larc School Executive Director and team will regularly share as much information as possible with staff, families, and sending school districts.

In addition, we recognize the unique and specialized needs of those we serve, and the fact that the assistance they require from our staff in feeding, toileting, engaging with academic materials, and using communication devices, does not lend itself to social distancing. As a result, staff will have the primary responsibility for implementing protection measures and we will support staff to accomplish this as safely and effectively as possible.

In addition to speaking with supervisors and the Executive Director, staff who are in need of emotional support are encouraged to use the Larc Employee Assistance Program (EAP). The EAP is a no-cost resource on issues like child or elder care, relationship challenges, financial or
legal problems, wellness matters and traumatic events. Under this confidential program, staff can also receive three in-person counseling sessions at no cost.

Online: MagellanHealth.com/member
Toll-free: 800-450-1327
TTY for hearing impaired: 800-456-4006
International access only: 800-662-4504

In closing, these are challenging times and this is unchartered territory for all of us. Our goal is to support all stakeholders and be as accommodating as possible while ensuring the safety of students, Adult Program participants and staff. We realize that our success in implementing our plan in the upcoming year will require a great deal of teamwork, something we have always had in the past. We are confident that together our community will continue to become stronger as we deal with a new normal.

Staff Training on Policies and Procedures

Professional development days were provided for all staff on August 7th and September 1st to understand new COVID-related screening and personnel policies. Substitute teachers and substitute Adult Program assistants also received training on all new protocols.

An additional training day will be provided to the Larc School Adult Day Program staff on all protocols and procedure. Larc School will ensure that these three days of training when taken together include the following:

- COVID-19 (e.g., symptoms, how it is transmitted, observation of individuals for symptoms).
- Adherence to the Division’s reporting requirements and procedures for suspected or positive cases of COVID-19.
- Sick leave policies and importance of not reporting or remaining at work when ill.
- Return of staff/individuals to a facility post recovery from COVID-19.
- Adherence to recommended infection, prevention, and control (IPC) practices including:
  - Hand hygiene.
  - Donning and doffing of PPE.
  - Storage of equipment.
  - Social distancing.
- Adherence to recommended guidance for cleaning and disinfection of the following:
  - Hard (non-porous) surfaces.
  - Electronics.
  - Soft (porous) surfaces.
  - Linens, clothing, and other items that can be laundered.
  - The importance of staff to assist and teach program participants regarding acquiring skills needed to help maintain their personal safety and the safety of others both in program and in the community.
- Any changes to usual policies/procedures in response to PPE or staffing shortages.
Individual/Caregiver Education for Adult Program

An assessment meeting will be held with each family where the Adult Program Director will discuss:

- COVID-19 (e.g., symptoms, how it is transmitted)
- Actions the agency is taking to keep individuals safe (e.g., visitor restrictions, use of PPE, policies on social distancing, following OSHA guidelines).
- The process Larc School is using to assist individuals in maintaining personal safety and the safety of other community members as local communities re-open.

Our knowledge regarding COVID-19 is rapidly expanding, allowing us the opportunity to update policies and procedures to incorporate the best practices. As such, the policies contained in this plan are subject to change.
GENERAL HEALTH AND SAFETY GUIDELINES

_Pandemic Response Team/School Reopening Team_

In March 2020, Larc School established a response team to implement safety measures to prevent the spread of COVID-19. In May, it was expanded to be a School Reopening Team which met weekly to develop this plan. In August, it was further expanded to include two parent members. The team currently consists of the following individuals:

- Stefanie Riehl, Executive Director
- Francine Grubb, Interim Principal
- Melissa Carey, Educational Supervisor/Teacher of the Handicap
- Pam Tozour, Adult Program Director
- Kristin Nowell, School Psychologist
- Jeanne Danese, School Nurse
- Christine Johns, School Nurse
- Mark Cheeseman, Building & Maintenance Supervisor/School Safety
- Maurine Kelleher, Technology Specialist
- Kim Marino, Community and Public Relations
- Kristie LaRocca, Community and Public Relations
- Stacie Halschied, Teacher of the Handicap
- Heidi Brunswick, Parent (in-person learning parent representative)
- Joanne Meagher, Parent (remote learning parent representative)

On Monday, August 3, 2020, Larc School held a virtual town hall meeting where school families were given the opportunity to discuss the plan. A similar meeting was held with Adult Program families on August 6, 2020.

This team will continue to meet regularly once Larc School reopens for students on September 8th and the Larc School Adult Day Program opens on September 21st. (Please note that the reopening date for the Adult Program may be adjusted due to extenuating circumstances and based on DDD approval of a “facility tool.”)

_Avoiding Cross Contamination_

The Pandemic Response Team/ School Reopening Team determined that the following policies will be in effect immediately and until further notice to avoid cross contamination.

With regard to our staff:

- Staff should regularly wash hands for at least 20 seconds at regular intervals; and, upon arriving at the facility, before entering their assigned area, before meals or snacks, after
community outings or time spent outside, after going to the bathroom, and prior to leaving for home.
• Staff should adhere to the same principles of social distancing when together in break rooms, conference rooms or other spaces. They should allow 6 feet distance from others and should take the appropriate precautions involving hand hygiene and not touching their faces.
• Recognizing that many of our students and Adult Program participants cannot tolerate wearing a mask, masks must always be worn by staff. (Please see the accompanying mask policy.)
• Masks may be taken off for eating and drinking, but should not be placed on commonly used surfaces. Staff are encouraged to develop their own systems and routines to ensure proper mask storage when not in use such as carrying a plastic or paper bag.

With regard to our students and Adult Program participants:

• To the maximum extent possible, students and Adult Program participants should wash hands for at least 20 seconds at regular intervals.
• Each student or participant’s belongings will be kept separated from each other and in labeled containers, cubbies, or areas.
• Families must send in extra season-appropriate clothing in the event clothing is soiled while in the program.
• The use of shared items such as toys, computers, etc. will be limited.
• The same staff shall be assigned and remain with the same individuals each day.
• Should staff need to crossover to assist with another group for safety and supervision reasons due to a sudden staff illness, staff leave emergency, or similar event, this will be documented and maintained for contact tracing purposes.
• Group location within the building will be established and designated.
• Individual and staff cohorts will be maintained during outdoor activities, community outings, lunch, and during all activities.
• A record shall be maintained in the event it is needed for contact tracing regarding which individuals were in a group and the staff who worked with them.

With regard to our facilities for both the school and Adult Program:

• Signs will be placed around the school building to provide maximum room capacities, and hygiene advice and reminders, including markers on the floor stressing the need to remain six feet apart at all times.
• Alternate spaces in school should be used sparingly and cleaned after each use. (Please see the accompanying section on maximum capacities to ensure social distancing.)
• Non-essential shared spaces will be closed.
• Simultaneous use of outdoor space is permissible if social distancing is maintained between groups.
• To the maximum extent possible, tables and office desks will face in the same direction (rather than facing each other) and barriers will be used. (Please see the accompanying section on the Use of Physical Barriers.)
The staff lounge will be used as a quarantine room in the event of a suspected case, or symptomatic students, adult program participants, or staff. (Please see the accompanying isolation room policy.)

The vending machines and laminator that were previously in the staff lounge will be available in the cafeteria until further notice.

With regard to staff lunches:

- Staff should plan on eating in the cafeteria at tables which will be distanced at least six feet apart. This includes both educational program and Adult Program staff.
- Staff may also eat outside, off-campus, or in their personal vehicles.

With regard to the use of computers, technology, and other electronic equipment:

- Several of the computers in the computer lab will be moved to the library and pre-vocational room, and every other chair will be removed or covered to ensure safe distancing.
- Larc School received a grant to allow for the purchase of additional ChromeBooks and has matched the grant with its own funding. ChromeBooks may be signed out by therapists to assist with data recording, so that this type of work does not have to be completed in computer labs.
- Upgrades to the Larc network have been made this summer to allow staff to bring their own devices in accordance with a new policy that is included in this document.
- Staff using a shared computer are responsible for wiping it down after use to ensure it is sanitized.

New Time and Attendance System

- According to Department of Education regulations that existed before the pandemic and are still in place, staff must maintain timesheets and enter starting and ending times each day. The room that has historically been used to sign in and out is small and can become overcrowded making it impossible to social distance. Larc School will install time clocks that will record start times and end times using a key fob that has been issued to all employees.
- Employees must swipe in and swipe out at the start and end of each day for their hours worked to be recorded. Employees must also swipe in and out when entering and leaving the building for breaks and lunches. This is to ensure security and safety in the event of an actual emergency since all staff must be accounted for.
- The current payroll system used by Larc School has a feature to allow staff to request time off electronically, as opposed to the current process where an employee has to physically submit a paper form. The system can also account for all paid time off balances, including a special category to track COVID-related absences. These features are provided at no extra cost to the school. Anticipating COVID-related needs and that some staff may need to work remotely, the school will be switching its current paper process to this electronic process.
Use of Physical Barriers

Physical barriers such as plexiglass, and other measures will be put in place in the following areas:

- Plexiglass will be placed at the main reception desk
- Plexiglass will be placed in the IT/Social Worker/CBI Instructor office
- Plexiglass will be placed at the nurses’ desks in each office
- Conference Room 3 will be used as office space with plexiglass dividers
- The middle sink in each shared bathroom area will be covered up to ensure proper distancing.

Designation and Use of Isolation Room

The staff lounge will be the isolation room for as long as necessary.

Any student or Adult Program participant that is suspected of having COVID-19 will be brought to the Isolation Room for evaluation and picked up if deemed necessary.

The CDC discourages the use of nebulizers and suctioning due to allowing multiple particles to become airborne. If a doctor deems it is necessary for his/her patient to receive these treatments the student/Adult Program Participant will be brought to the isolation room, if it is not in use, to have needed treatments completed. These procedures should not be completed in the nurse’s offices unless the isolation room is unavailable and the procedure must be done immediately.

The windows in the isolation room will be opened when the room is occupied to provide ventilation, unless doing so would significantly exacerbate a preexisting condition of a student or staff member.

The nurse must wear a KN95 mask, gloves and disposable gown when completing the above tasks. If a 1:1 nurse does not have an N95 or KN95 provided by their agency, Larc will provide him/her with a KN95. After the treatments are completed the KN95 mask will be placed in a small paper bag and will be marked with the nurse’s name on it. It will stay in the isolation room. The mask will be discarded after 7 days of use.

After the treatments are completed, the room will be disinfected by wiping all surfaces that were touched and disposing of any trash appropriately. Surfaces will be wiped with approved disinfectants.

1:1 Nurses Storage and Administration of Student Medications

To lessen the traffic in the main health office 1:1 nurses will administer medications in the classroom. Due to concerns of safety, the use of locked bags will be provided to hold all medications.
The 1:1 nurses will keep the locked bags in the personal bag of the student when not in use. The health office will keep the extra key within the office.

Any supplies the 1:1 nurse needs from the health office will be placed in a plastic bag and given to the 1:1 nurse to keep with the medication bag.

The medication bags are the property of Larc School and will be returned when a student doesn’t need the medications any longer or leaves the school.

Visitor Policy

While the Larc Board of Directors and administration generally welcome and encourage visits to the school by parents, members of the community, and staff members from other schools, during the pandemic outside visitors will be kept to a minimum. Bus drivers and other non-staff members may only enter the building in the event of an extreme emergency. Whenever possible, meetings should take place virtually in order to maintain the safety and minimize the risk of exposure to those within the building.

If it is absolutely necessary for a visitor to enter the building, they will be asked a short series of questions about their health status by the receptionist upon ringing the doorbell. Their temperature will also be taken. Upon entering the building, visitors must wear a mask, utilize hand sanitizer, and sign in.

In the case of the Larc School Adult Day Program, visitors are strictly limited with the exception of Emergency Medical Services or Law Enforcement. All meetings will be held virtually and vendors must visit homes for repairs, and may not come into the program.

CLASSROOMS, TESTING & THERAPY ROOMS

The Governor’s guidelines for school reopening require an in-person component for the continuity of learning and continued education of Larc’s students.

In July, a survey was done to gauge parent/guardian comfort in sending children and adults back to Larc School for in-person programs.

While not a perfect solution, based on the concerns and desires that families have expressed in survey responses and in direct communications with Administration, Larc School feels the best solution is to offer two tracks: a continuation of remote learning or a return to in-person instruction.

(This assumes that the desire for in-person learning will not exceed classroom capacities given social distancing requirements. Should that happen, Larc School may shift to a remote learning/split schedule and will provide notice as soon as possible.)

Families have the option to choose between the following two enrollment options for the 2020-2021 school year.
ENROLLMENT OPTION 1: Students will continue to receive “virtual, interactive instruction” five days each week, as per Larc School’s existing Remote Learning Plan. Teletherapy will continue to be offered.

This option is available for any family with the commitment to continue full-time online instruction until December 31, 2020. If health conditions significantly improve to allow Larc School to resume in-person instruction for all students, additional options will be provided to families.

Families electing for this option should be prepared to support their children’s active participation in all online learning. However, under guidance issued after the first publication of this plan, a family/guardian may request that some services be delivered entirely remotely, while other services follow the same schedule they otherwise would, according to this Reopening Plan. Families seeking this accommodation should put such requests in writing to the Executive Director of Larc School.

(See Appendix B for more information on Larc School’s Remote Learning Plan.)

ENROLLMENT OPTION 2: Students will attend school for five days of instruction inside school buildings on the regular school schedule, 8:45 am - 2:30 pm. Therapies will be offered in the building.

Families must submit their preferences by filling out an enrollment letter by August 10th.

Every effort will be made to teach the same curriculum both virtually and at the school at a similar pace. While efforts will be made to ensure uniformity, it should be recognized that virtual instruction by its very nature includes many more variables than does in-person instruction.

If a staff member has a strong compelling preference to be assigned to either remote or in-person instruction, or a combination of the two, they should present a written letter to the Executive Director indicating the reasons for the accommodation.

Documentation will need to be provided and every attempt will be made to accommodate the staff member, taking into account their regular assignment were it not for the pandemic; staffing needs at that time; their essential job functions; classroom ratios; and other factors.

Staff members are encouraged, but not required, to work with members of their classroom to accommodate personal needs and present suggestions to the Administration. By order of the Governor, a county health or education official, or because of confirmed cases on-site, Larc School may switch back to its remote learning plan with 24-hours notice to families. Please see Appendix B for greater detail on remote learning.

Please note that this section applies only to the School Program as the Adult Program will need to follow its own guidelines concerning programming which have yet to be released by the New Jersey Department of Human Services.
Classroom Set-up for In-Person Learning

In terms of the physical set-up of the classrooms for those attending Larc in-person, whenever possible, desks and tables should be separated. If they cannot be separated, they should be turned to face the same direction.

The Governor’s plan suggests that to foster adequate ventilation, windows and doors should be kept open. This should only be done if the teacher or room leader is confident that doing so would not exacerbate the existing medical conditions of those in the room. If windows are opened, they must be closed and locked at the end of each day. It is the responsibility of the teacher or room leader, in the case of the Larc School Adult Program, to ensure this happens.

(Staff and families should be advised that the Larc School heating and cooling system is equipped with MERV 7, Standard Capacity Air Filter. These filters are commonly installed in HVAC systems in food and beverage, healthcare, hospitality, education, and industrial facilities to remove contaminants from the air stream and improve the quality of the air. They also prevent the contaminants from building up.)

Therapy Services

Families of children receiving therapy in-person should be aware that the therapists of the Larc School Related Services (Physical, Occupational, and Speech Therapy) Department are taking preemptive action to prevent exposure to COVID-19.

While it is the full intention of Larc School to provide therapy as indicated in each student’s IEP, our priority is ensuring the health and safety of each child, should families choose in-person therapy at Larc School.

(Parents and guardians should understand that therapy protocols and procedures are flexible and fluid, and will be adjusted and revised as deemed appropriate and necessary, per guidance from the New Jersey Departments of Health and Education, along with the Camden County Health Department.)

In observance of the Governor’s Plan for reopening and in-person learning, the following protections and controls will be in place during in-person therapy sessions at Larc School until further notice:

- All therapies will be provided in the classroom*.
- Physical distancing measures will be enforced, to the best of our ability.**
- Physical barriers such as plexiglass will be in place in office areas of therapists when appropriate.
- Services may be provided outdoors when possible.
- All surfaces and equipment will be thoroughly sanitized before and after each session.
- All therapists will wear PPE which may include gloves, masks and gowns, and in some cases clear face shields when working with students.
*If a student has goals involving the use of common areas, such as walking through the hallway, or climbing stairs, these goals may not be able to be introduced at this time.

** In the case of certain therapies, physical distancing may not be feasible while providing IEP-directed services for students (for example, supported sitting, transfers, gait training, therapeutic feeding, self-care training).

Students whose parents or guardians elect to enroll them in Remote Learning will continue to receive services under that model. Regardless of the model chosen, Larc therapists will continue to support students in every way possible.

**Testing**

With regard to state-required testing, Larc School will follow all state guidelines.

**TRANSPORTATION**

**School Program**

Larc’s students are bused in from over 40 school districts across six counties, with the responsibility for transportation resting with these districts. We will support the policies these districts adopt to ensure Larc’s students can be safely transported to and from the school. We recognize that to ensure social distancing, there may be fewer children on each bus which may result in an increase in the number of vehicles in the Larc parking lot.

Once Larc School receives the transportation plans from our districts, we will adjust our loading and unloading schedules accordingly and will provide a great deal of flexibility. Please note that while we will most certainly communicate any transportation information that we receive from our districts, we do expect that our districts will communicate directly with our families about any suspected or confirmed COVID cases on buses.

Parents and guardians are also free to drop off and pick up their children, but must notify the school in advance. Parents should plan on picking up and dropping off their child in front of the school and must not enter the building in order to limit outside visitors. We would also appreciate parents who are dropping off and picking up their children to adhere to Larc’s regular schedule as much as possible to ensure that we have enough staff to facilitate transportation.

Social distancing will be practiced during the entire bus process as much as possible. Ramps and sidewalks will be marked to ensure six feet of distance. Staff will wear appropriate PPE when assisting students who require close contact and support during arrival and dismissal. To the maximum extent possible, staff will assist one student at a time to help reduce the spread of the virus between individuals.
After screening, students arriving in the morning will be escorted to their assigned room and supervised, preferably by their regularly assigned staff member if possible. Wheelchair and brake handles will be disinfected with sanitizing wipes once in the room. During this process, disinfectant spray will not be used in close proximity to an individual or at any time during the day. School staff will wash their hands before and after they escort a program participant to or from buses daily.

At the end of the day, students will remain in their assigned rooms until their bus is called to avoid congregating in any area of the school building.

**Adult Program**

It is recommended that transportation to the day program, and on related outings, be provided by families, guardians, or caretakers. In the event that this is not possible, Larc School will do its best to accommodate with a private outside company.

Due to the health concerns involving COVID-19, the contracted bus company transporting our program participants to and from the program has added additional safety protocols to their busing services. Larc will support these policies to ensure health and safety on the bus. These protocols may be modified at any time due to evolving COVID-19 circumstances which may call for new safety measures on the bus.

The policies include, but are not limited to:

- Social distancing practiced on the bus as much as possible during transit. For instance, one rider per seat in every other row with buses at a lower capacity, possibly 50%.
- Keeping those together in program, who reside together or ride on the same bus.
- Bus aides provided to ensure safety and social distancing
- Face coverings worn by all bus company staff
- Face coverings may be worn by program participants at the discretion of their guardian and if safe and feasible for the individual, windows open to provide ventilation (except during inclement weather)
- Buses cleaned and disinfected between each use.

It is at the discretion of the bus company to decline transportation to an individual in apparent ill health. Should this take place, the program participant should not attend the program that day, but rather the parent/guardian should contact the Adult Program Director to make arrangements for the individual to return.

The Program Director will follow the guidelines for “Symptomatic Students and Program Participants” and consult with the Larc School nurse while assisting the family on this matter.

Parents and guardians are also free to drop off and pick up program participants, but must notify the school in advance. Parents should plan on picking up and dropping off their child in front of the school and must not enter the building in order to limit outside visitors. We would also appreciate parents who are dropping off and picking up their child to adhere to Larc’s regular schedule as much as possible to ensure we have enough staff to facilitate transportation.
Larc Adult Program staff should remain diligent and focused on their bus duties during morning and afternoon bus runs. Staff should report any health or safety concerns to the Program Director.

Social distancing will be practiced during the entire bus process as much as possible. Staff will wear appropriate PPE when assisting program participants who require close contact and support during arrival and dismissal. Staff will assist one program participant at a time to help reduce the spread of the virus between individuals.

To prevent overcrowding, parents and bus drivers will heed the direction of bus duty personal regarding the staggering of loading and unloading students and participants during pick up and drop off times.

After screening, program participants arriving in the morning will be escorted to their assigned room and supervised, preferably by their regularly assigned staff member if possible. Wheelchair and brake handles will be disinfected with sanitizing wipes once in the room. During this process, disinfectant spray will not be used in close proximity to an individual or at any time during the day. Adult Program staff will wash their hands before and after they escort a program participant to or from buses daily.

At the end of the day, program participants will remain in their assigned rooms until their bus is called to avoid congregating in any area of the school building.

**STUDENT FLOW, ENTRY, EXIT AND COMMON AREAS**

All education program students (attending in-person) and staff must enter the building from the main entrance and exit only from side doors. Adult Program students and staff should enter through the solarium doors and exit through the second nurse's office, unless there is inclement weather in which case the doors at the ramp near the cafeteria should be used.

In order to follow the Governor's plan, staff are encouraged to store equipment that is not in use in the classroom or common areas such as the solarium. That said, the goal in doing this is to allow for social distancing in the hallways. It is not to restrict student or Adult Program participant use of necessary equipment which may be required in formal plans (like the I.E.P.s). Professional discretion may need to be used by teachers and room leaders as to where equipment is stored to ensure it is readily accessible.

The Sensory Room equipment, Sensory Gym equipment, cafeteria (for staff use only), and isolation room must be wiped down using a disinfecting solution which can be obtained through the filling station in the cafeteria. The playground must also be wiped down after use to the maximum extent possible. Teachers and therapists used the playground are encouraged to stock a bag which includes disinfectant.
Larc School is also exploring the availability of grant funding to hire an individual who would disinfect common areas several times a day (during program hours) in addition to other cleaning procedures and the nightly cleaning crew.

Operations of the School Store are suspended until further notice and will be replaced with other work readiness activities throughout the building (e.g., sorting, stocking shelves and activities in the prevocational room if it is available).

Larc School has received information that the requirements of N.J.A.C. 5-70.3 (Emergency Evacuation Drills) are suspended during the public health emergency. Once Larc School receives word that the emergency has been lifted, we will hold all regularly scheduled exercises. In the event of an actual emergency – even if it is just perceived - staff are reminded that evacuating or securely sheltering is the priority and social distancing is second.

**Common Areas**

Larc School has calculated the square footage of various areas in the building and applied a formula to ensure 6-feet of social distancing. In light of physical space constraints, the following maximum occupancies will be in effect in common areas until further notice. Notices will be placed outside of each room. If occupancy is not provided for a specific area of the building and if there is any question, staff should adhere to social distancing guidelines and remain at least six feet apart.

- A maximum of 4 people should be in the reception area at any given time
- A maximum of 4 people should be in Conference Room 1 at any given time
- A maximum of 4 people should be in Conference Room 2 at any given time
- A maximum of 3 people should be in Conference Room 3 at any given time
- A maximum of 6 people should be in the library at any given time
- A maximum of 8 people should be in the activities for daily living (ADL) room at any given time
- A maximum of 4 people should be in the sensory room and sensory gym at any given time
- A maximum of 2 people should be in the laundry room at any given time
- A maximum of 8 people should be in the classroom kitchen at any given time
- A maximum of 26 people should be on the playground at any given time
- A maximum of 8-10 people should be in the prevocational room at any given time
- A maximum of 2 people should be in the nurses’ offices at any given time
- A maximum of 7 people should be in the solarium at any given time

Under social distancing rules, school program classrooms 1-13 can each hold a maximum of 23 people. However, Larc School will lower the maximum occupancy of people (students, staff, nurses, 1:1s) to 8-10 individuals. Room 14 can hold a maximum of 13 people. However, it will be limited to 6-8 individuals.

In the Adult Program, Rooms 15, 16, 19, 20 can hold a maximum of 13 people in each classroom. However, the maximum occupancies will be limited to 6-8 individuals.
Prior to September 8th, staff will have the opportunity to come into the building and assess their rooms to decide on any reconfigurations and if any furniture or equipment should be temporarily moved to storage.

**SCREENING, PPE, AND RESPONSE TO STUDENTS AND STAFF PRESENTING SYMPTOMS**

**Mask/ PPE Policy**

Larc School will follow guidelines from the Centers for Disease Control and Prevention (CDC) that recommend that all persons wear cloth face coverings in public settings where social distancing cannot be achieved. This is because transmission of COVID-19 is primarily via droplets which come in contact with mucus membranes.

That said, the same guidelines also state that: “Cloth face coverings should NOT be worn by...anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.” Many of Larc School’s students and Adult Program participants fit in that category; therefore, the School must be diligent in ensuring that staff fully complies with all masks policies to protect those we serve.

Masks must be worn by staff as part of complying with daily dress code requirements. Staff who do not wear masks will be considered in violation of the dress code policy and may face disciplinary action. A maximum of five cloth masks will be issued to each staff member. Staff members are encouraged to wear these masks, but may wear their own for comfort and medical reasons.

Larc School reserves the right to determine that a mask brought from home is not suitable because it may elicit undesirable student or adult program participant behavior. Masks cannot have inappropriate wording or graphics for the school setting or embellishments on the mask such as rhinestones, lace or anything similar. The mask must cover the nose, mouth and chin.

Currently, the CDC does not recommend use of face shields as a substitute for face coverings. Therefore, they may not be used to satisfy face covering requirements for staff unless they have medical or other challenges that preclude the use of face coverings. The need for such an accommodation should be presented in writing to the Executive Director. If face shields are used without a mask, they should wrap around the sides of the wearer’s face and extend to below the chin.

Larc School will accommodate bona fide, sincerely held religious beliefs unless that an accommodation would create a safety hazard to a student, the staff member, or a co-worker. Reasonable accommodation will be made for employees’ disabilities wherever possible, consistent with school needs. Documentation may be required.
In the event a mask becomes visibly soiled, saturated or damaged, a new mask should be worn and the original mask should be discarded or washed. A cloth mask can be washed in a washing machine with any detergent. After placing the mask in the washing machine, hands should be washed. Dry masks on high heat.

If a staff member needs to eat or drink or needs a break from wearing their mask, they should ensure they are 6 feet away from others, perform hand hygiene, remove the mask, drink, take a break, and then replace the mask.

Eye protection and gowns must also be worn where there is a potential of splash of body fluids as infectious droplets could come in contact with the eye. This could include during toileting or when in contact with a student or Adult Program participant who has in the past exhibited behaviors which include spitting, scratching, or biting.

The following chart, borrowed from guidance issued by the State of Massachusetts, is meant to serve as a guideline for staff in which type of PPE should be used under what circumstance:

<table>
<thead>
<tr>
<th>Classification of Individual Wearing protective equipment</th>
<th>N95 or KN95 Respirator</th>
<th>Face Shield</th>
<th>Disposable Gowns</th>
<th>Disposable Gloves</th>
<th>Gowns/ Coveralls/ Other Body Covering</th>
<th>Cloth Face Covering</th>
<th>Disposable Mask</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those in care areas of Individuals with suspected COVID-19</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Those in the same facility but not in the care areas for Individuals with suspected COVID-19</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>(with face shield if N95/KN95 not available)</td>
</tr>
<tr>
<td>Those providing personal care to individuals without suspected COVID-19 but who may potentially be exposed to bodily fluids</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Those performing or present during aerosol generating procedures such as nebulizer treatments, suctioning, etc

| X | X | X | X | X |

Those who come in direct physical contact with individuals with special needs

|   |   |   |   | X |

If a staff member has a compelling reason why he or she should be provided with additional equipment for a reason not listed, the concern should be directed to their supervisor. Staff will receive training on the appropriate use of PPE during in-service days.

To be successful, this new approach will require support from all of staff and require the following:

- Strict adherence to extended use of PPE
- Meticulous adherence to hand hygiene. Staff should wash their hands upon arriving at the facility, before entering their assigned area, before meals or snacks, after community outings or time spent outside, after going to the bathroom, and prior to leaving for home.
- Proper mask use and hygiene, including wearing the mask as directed to cover the mouth and nose
- Strict avoidance of manipulation/touching the mask or eye protection to reduce the risk of contamination and infecting one’s self

Given what we have learned about COVID-19, this universal PPE approach will serve to:

- Protect our School should a student, Adult Program participant, or staff member have a pre-symptomatic or asymptomatic COVID-19 infection.
- Protect our students and Adult Program participants who are not able to wear masks.
- Protect our staff should they come in close contact with an individual with either a pre-symptomatic or mild COVID-19 infection, or who has symptoms that have not yet been recognized

Employee Screening

Prior to the start of each school day, each employee will be required to take their temperature at home and answer a short online survey by 7:30 am. Paper copies of the survey will be provided to each staff member that requests them and should be submitted each day to the school nurses in lieu of an electronic submission.
Signs will be posted at each entrance reminding employees that they must have taken their temperatures and filled out the survey to be admitted to the building. Thermometers will be available for employees who have not taken the survey at home. However, it is expected that these will be isolated incidents and not regular occurrences. Employees who do not submit this survey each day may be subject to discipline, up to and including termination.

The survey is intended for screening only. It is not intended for employees with confirmed or suspected COVID-19, including those under investigation. Individuals with confirmed or suspected COVID-19 must follow other procedures as explained in this document.

The survey text will include:

- What is your current temperature?

- Do you have any of the following?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

- Have you had a temperature over 100.4°F within the past 24 hours?

- Are you ill, or caring for someone who is ill?

- Have you had contact with someone diagnosed with COVID-19?

  If you answered yes to any of these questions, stay home and take care of yourself. Please do not report to school and call the main number: 856-933-3725 to report your absence. If your symptoms are serious, and consistent with COVID-19, please also contact your healthcare provider immediately.

An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact the Executive Director, Adult Program Director, or Educational Supervisor and report their symptoms immediately.

In the event that an employee has no fever, but regularly has other symptoms due to non-COVID related conditions, like allergies, they should seek direction from their healthcare provider to determine whether they pose any risk to others.
(Please note that Adult Program staff will also have a temperature check on-site prior to entering the building each day.)

Student/ Adult Program Participant Screening at the School Site

Each parent or guardian will be asked to fill out a symptom and exposure survey each day. Paper copies of the survey will be provided to any family that requests them and can be sent back to the school in the backpack of the student or Adult Program participant.

The survey is intended for screening of the student or Adult Program participant prior to the start of the workday. It is not intended for students or adults with confirmed or suspected COVID-19, including those under investigation. Students or Adult Program participants with confirmed or suspected COVID-19 must follow other procedures as explained in this document.

The survey questions are as follows:

- What is your child’s current temperature?
- Does your child have any of the following symptoms?
  - □ Fever or chills
  - □ Cough
  - □ Shortness of breath or difficulty breathing
  - □ Fatigue
  - □ Muscle or body aches
  - □ Headache
  - □ New loss of taste or smell
  - □ Sore throat
  - □ Congestion or runny nose
  - □ Nausea or vomiting
  - □ Diarrhea
- Has your child had contact with someone diagnosed with COVID-19?

  If you answered yes to any of these questions, do not send your child to school.

Students and Adult Program participants will have another screening at the school using a touchless forehead/temporal artery thermometer. The record will be maintained as a private medical record. (Larc School is currently exploring awnings and temporary walkway coverings to shield students and participants from the elements while waiting for temperature checks.)

To the maximum extent possible, parents and guardians are encouraged not to give their children fever-reducing medications (e.g. acetaminophen, such as Tylenol, and nonsteroidal anti-inflammatory drugs (NSAIDs) such as ibuprofen, aspirin, and naproxen) before sending them to school as that may affect temperature checks and could mask COVID-related symptoms and affect the validity of the screening process.
Symptomatic Employees, Students or Program Participants

A student or Adult Program participant who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. In the event that a student or Adult Program participant is non-verbal and has no fever, but regularly has other symptoms due to non-COVID related existing conditions (e.g., chronic cough or runny nose), the Larc School nurses will make a determination as to whether the behavior is unusual for the student or participant and requires him or her to be sent home.

Employees who develop similar symptoms in the course of the school day – which are not caused by other preexisting, noncontagious conditions, should notify their administrator immediately and will also be sent home. (The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.)

Assuming the absence is not caused by COVID-19, an employee, student or Adult Program participant sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; and no other symptoms have presented.
- Any respiratory symptoms (cough and shortness of breath) have improved; and at least 10 days have passed since the onset of symptoms.
- A note from a doctor will be required for the individual to return.
- Adult Program staff and participants who exhibited a fever of 100.4 degrees and COVID symptoms are required to submit a Negative COVID-19 test result before returning to program.

Any student sent home must be picked up within the hour.

An employee, student, or Adult Program participant may return to work earlier (than the timeline stated above) if a doctor confirms in writing that the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee, student, or Adult Program participant to return to school in writing.

In the case of COVID-19 staff, program participants and students must report this immediately to their Larc School Administrator or Nurse. An employee or student must quarantine for a minimum of 14 days. A negative COVID-19 test result or a written doctor’s note affirming the same will be required. In essence, the individual cannot return until the criteria for lifting transmission-based precautions and home isolation have been met and they have been cleared to end isolation by a healthcare professional. (Please note that our policy is more aggressive than the Camden County Department of Health Policy, included in Appendix C of this document, due to the health conditions of those we serve.)
In the event of COVID-19 related symptoms while at school, first aid and safety personnel may be informed if emergency treatment is required, and the employee or student will be taken to the quarantine area to avoid exposure to others, while protecting their dignity and privacy.

Confirmed cases of COVID-19 will be reported to the Camden County Health Department immediately while maintaining confidentiality. In the event of a case in the Adult Program, an Unusual Incident Report will also be sent to the Division of Developmental Disabilities. Confidential contract tracing will be conducted by Camden County who may also notify the county of residence for the individual. Any individuals who have been in contact with a person exhibiting COVID symptoms or a person testing positive for COVID will be notified immediately of their potential exposure in coordination with the county. (Generally, “contact” means within six feet for 10 minutes or more.)

Health officials will provide direction on whether the school or the Adult Day Program should cease operations following the identification of a positive case. The duration may be dependent on staffing levels, outbreaks in the community and severity of illness in the infected individual. Symptom-free individuals and staff should not attend work or work at another facility during the closure unless cleared to do so by the Camden County Health Department.

Under the direction of the County, additional cleaning and disinfection will take place to sanitize the area where the person has been within the school in accordance with CDC guidance. (Please see Appendix A - Cleaning Manual for more details). Whenever possible, areas will be closed off and not used before cleaning and disinfection. If it is not possible to wait 24 hours before cleaning and disinfecting, Larc School will wait as long as possible. This may require a short-term closure of the school building in which case the school will resume its remote learning model.

In the event that a student or Adult Program participant tests positive for COVID-19, Larc School will take direction from the Camden County Health Department as to whether other classmates or staff must also quarantine for 14 days and what other precautions should be taken to ensure health and safety. The School will also take direction from the County regarding the degree to which school nurses and transportation providers are considered exposed and must also quarantine.

Please see Appendix C for information provided by Camden County in determining exposure levels.

School and Adult Program staff members will maintain a sympathetic attitude to other staff members, students, and adult program participants experiencing symptoms, and will keep all health related information confidential.
CONTACT TRACING

Larc School has confirmed that the Camden County Health Department will coordinate contact tracing for all positive cases in Camden County. There are two scenarios that may apply:

First, if any person living in Camden County is positive for COVID-19, the Health Department will get that person’s information in the County system and commence contact tracing and case investigation. During contact tracing, if it is determined that the positive person was exposed or may have contacts with any school system, the county will notify Larc School.

Second, if Larc School reports to the County Health Department that any staff, student, or Adult Program participant in the building has tested positive, the County will check to see if that person is indeed positive and commence contact tracing.

In either scenario, all positive persons will undergo contact tracing and case investigation regardless of whether the information was first passed through the school or came automatically through the communicable disease surveillance system.

FACILITIES CLEANING PRACTICES

Larc has put measures in place that adhere to the U.S. Centers for Disease Control and Prevention (CDC) Guidelines to help prevent the spread and reduce exposure of COVID-19 and other viruses on non-porous surfaces.

Routine cleaning and disinfecting of non-porous surfaces will take place frequently and throughout the day in our school and Adult Program. Examples of non-porous surfaces to be cleaned and disinfected may include:

- Tables
- Doorknobs
- Light switches
- Handles
- Desks and chairs
- Keyboards/tablets (with alcohol wipes)
- Toilets
- Faucets, sinks, etc.

Larc will follow the CDC guidelines for cleaning non-porous surfaces, which include:

- Pre-cleaning the surface with soap and water if the surface is visibly dirty.
- Using a surface disinfectant listed on the Environmental Protection Agency’s (EPA) list of disinfectants for use against COVID-19.
- Allowing the disinfectant to remain on the surface for the period of time indicated, to ensure the effectiveness of the product.
- Cleaning products will be stored out of the reach of students and program participants.
The Environmental Protection Agency and the CDC has listed Hydrogen Peroxide 3% as a disinfectant surface cleaner for use against SARS-CoV-2, the coronavirus that causes COVID-19. Hydrogen Peroxide is odorless, which has made it a good choice to be used around children and adults where asthma or other breathing issues are triggered or exacerbated by odor producing products.

Electronics such as iPads, tablets, and touch screens will be disinfected according to the manufacturer’s instructions. If no guidance is available, 70 percent alcohol or other wipes that are effective against COVID-19 and safe for use on electronics will be used to disinfect touch screens.

Students and Adult Program participants will be at a safe distance, and not in close proximity when cleaning and disinfecting takes place.

Larc School has hired a housekeeper who will assist staff in routinely wiping down high traffic areas during program hours, in addition to nightly cleaning protocol. Bathrooms will be cleaned a minimum of twice per day, and touchless soap dispensers have been installed in the Adult Program bathrooms and classrooms. Areas will be designated in bathrooms for soiled linens so they are not kept in Adult Program classrooms.

We will continue to stay informed on CDC guidelines for cleaning and disinfecting to reduce the spread of COVID-19, and will make adjustments to our cleaning and disinfecting products or processes per CDC recommendations as necessary.

Please see Appendix A for greater detail on regular cleaning protocols.

MEALS

School lunches will continue to be served by the cafeteria. Students and Adult Program participants may not deliver lunches to other classrooms until further notice.

Students and Adult Program participants must eat in classrooms, not the cafeteria. Staff must wear gloves at all times when handling food.

All classroom lunch utensils in the school program including bowls and plates should be labeled and placed on the cart located in the hallways. Color coded tape should be kept on all kitchen items. The kitchen will sanitize these items in the dishwasher and return them in the morning. No dishwashing should be done in the classrooms.

In the Adult Program, disposable cups, napkins and plates will be used. The program will not use disposable utensils due to fear of choking hazards. Items mouthed by individuals must be set aside and cleaned and sanitized with EPA approved cleaner, or, sent to the cafeteria to be washed in the dishwasher.
Staff should plan on eating in the cafeteria at tables which will be distanced at least six feet apart. This includes both educational program and Adult Program staff. Staff may also eat outside, off-campus, or in their personal vehicles.
RECESS/PHYSICAL EDUCATION

Recess will be held in the classrooms, or, when possible, outside or on the playground. Social distancing rules must still be followed and playground capacity limits should be observed.

To reduce the risk of cross contamination by multiple classes using the same space, physical education will also be held in the classrooms for those students receiving in-person instruction. The physical education teacher will be provided with the proper PPE as well as an equipment cart with disinfectant. Time will be scheduled in between classes to allow for disinfection.

In-person classes will consist of the physical educator modeling different types of movements such as stretches in front of the class in the actual classroom or outside. To prevent cross-contamination, the gym will not be used. The paraprofessionals and classroom teacher will be hands-on with each student in the class to assist them in participating in the movement activities.

Remote learning classes will consist of recorded videos and live meets which provide similar activities.

(Depending on current health conditions both inside and outside of the building, at any time Larc School may use a model which offers recorded videos/live meets to in-person classrooms. In addition, Larc School may offer physical education to a portion of the school during a short time period. For instance, Rooms 1-7 could receive physical education for two weeks and then rooms 9-14 could receive physical education for the following two weeks.)

FIELD TRIPS, EXTRA CURRICULAR ACTIVITIES & USE OF FACILITIES OUTSIDE OF SCHOOL HOURS

School Program

Since it is widely accepted that COVID-19 can be spread through community interactions, until further notice Larc School has suspended field trips, community based instruction outings, participation in Special Olympics, art club, and after school club. We recognize the immense value these activities provide to our students and adults in meeting their personal goals, and will reinstitute all activities as soon as it is safe to do so.

Adult Program

At the discretion of the Larc School Executive Director and Larc School Adult Program Director, community outings may be allowed if the following requirements are met:

- Social distancing is maintained;
- Guardian approval is granted prior to each outing; and,
• CDC venue requirements are met including masks at venues

Should the Larc School Adult Program participate in any outings, documentation of the outings will be maintained and available for review. This will include: the date of the outing; the name(s) of individual(s) attending; the name(s) of staff attending; the name and address of venue; and the arrival and departure times at the venues.

**ADDITIONAL PERSONNEL POLICIES**

*Bring Your Own Device*

Larc School recognizes that making various administrative functions contactless (for instance, requesting time off, communicating through email) requires access to technology. In the current pandemic, staff may feel more comfortable using their own technology rather than shared equipment. As such, we are committed to allowing responsible use of personal devices at school.

The use of a personal device should not be a distraction in any way to teachers, therapists, other classroom staff, students, or Adult Program participants. With very limited exceptions, in accordance with Larc school’s existing policy, the use of such devices should be done during lunch or break periods and outside of the presence of students and Adult Program participants.

Any use of the wireless network entails personal responsibility and compliance with all school rules as detailed in the larger Larc policy book and acceptable use policies. Access to the Larc wireless network is filtered. Staff should in no way attempt to circumvent those filters by installing software or apps. In addition, users of the Larc network through personal devices acknowledge that use of the network allows administration to conduct investigations regarding inappropriate Internet use at any time.

Staff bring their devices to Larc School at their own risk. It is their duty to be responsible in the upkeep and protection of their devices. Larc School is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

*Working Remotely*

At the discretion of the Executive Director, some employees may be permitted to work remotely on a short term basis during the outbreak once the building is open for in-person instruction and care. This may be for medical reasons due to the health of the employee or someone else in their household, or because staff members have children in other districts that may choose different models of school with split sessions or hybrid learning.
In determining whether an employee may work remotely, the Executive Director shall consider factors including, but not limited, to:

- The essential job functions of the employee’s position and whether they can be effectively accomplished remotely.
- The reason for the request (for instance, contagion, care for a sick family member, etc.) and whether granting it would cause an undue hardship for Larc School.
- The expected duration of the accommodation.
- The documentation the employee has provided to support the need for the accommodation.
- Whether another accommodation could solve the issue.

Such agreements will be made on a case by case basis and the Executive Director reserves the right to revoke a short-term telecommuting agreement at any time and for any reason.

All staff working remotely must:

- Adhere to regular hours of work and be available during those hours to respond to official School communication.
- Communicate work assignments and personal needs, including reporting absences of work due to injury, illness, or caring for a family member.
- Appropriately complete their timesheet.
- Follow all Larc School policies and procedures.
- Maintain a safe working environment.

All information shared as to the need for a work from home accommodation will be held in the strictest of confidence, except that supervisors and managers may be told about necessary restrictions on work duties.

**Additional Employee Leave Provided for COVID-19 Related Reasons**

In light of the COVID-19 epidemic, the recently-implemented federal Families First Coronavirus Response Act (“FFCRA”), and Larc School’s commitment to the safety and well-being of its employees and other members of the community, Larc School has adopted this temporary Emergency Paid Sick Leave (“EPSL”) Policy (the “Policy”). Under the Policy, employees may take a paid leave of absence, up to a maximum of two weeks of paid sick leave in addition to other paid leave provided by Larc School, subject to the terms and conditions outlined below.

A. Eligibility: All employees are eligible for EPSL between September 1, 2020 and December 31, 2020. Employees who work 35 or more hours per week are eligible for two weeks (70 hours) of EPSL. Employees who work fewer than 35 hours per week are entitled to a pro-rated amount of EPSL based on the average number of hours the employee works during a two-week period (e.g., if a part-time employee works 48 hours during a normal two-week period, they will be eligible for up to 48 hours of EPSL).
For an employee whose schedule varies from week to week to such an extent that Larc School is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken EPSL, the employee’s EPSL entitlement will be based on the average number of hours the employee worked, including hours taken for leave, over a two week period (defined as fourteen calendar days) during the six-month period ending on the date on which the employee takes EPSL. Alternatively, if the employee has not worked for Larc School for a full six months prior to taking EPSL, the employee shall receive an amount of EPSL equivalent to 2 times the expected number of hours that the employee and Larc School agreed to in the employee’s contract.

EPSL to which an employee is entitled under this Policy is in addition to any other paid leave to which the employee is entitled under Larc School’s policies or applicable state law. An employee will not be required to exhaust any other paid leave to which the employee is entitled under applicable state law or Larc School policy before using EPSL.

B. Reasons for Emergency Paid Sick Leave: An employee may use this EPSL if the employee is unable to work or work remotely because:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health-care provider to self-quarantine because of COVID-19 concerns;
- The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- The employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19, or who has been advised by a health provider to self-quarantine due to concerns related to COVID-19;

“Individual” means an immediate family member or similar person. Additionally, the individual being cared for must: a) be subject to a federal, state or local quarantine or isolation order as described above; or b) have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

- The employee is caring for the employee’s child because the child’s school or place of childcare has been closed, or the child’s child care provider is unavailable, due to COVID-19 precautions;

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or 18 or older and incapable of self-care because of a mental or physical disability. Employees will receive their full rate of pay during such time provided that adequate documentation from a medical provider is submitted.

C. Increments and Intermittent Use of EPSL: When working remotely (if the employee’s essential job functions allow and the Executive Director has approved), employees may take
EPSL intermittently or on a reduced schedule basis if Larc School agrees. Larc School will be flexible in scheduling EPSL on an intermittent or reduced schedule basis whenever possible.

If an employee is unable to telework, the employee may only take intermittent leave to care for the employee’s child when the school or place of care is closed or the childcare provider is unavailable due to COVID-19-related reasons. As all other reasons for EPSL could potentially expose others in the workplace to COVID-19, employees are required to continue to take EPSL each day until the employee either uses the full amount of EPSL or no longer has a qualifying reason for taking EPSL.

D. Request to use EPSL: An employee who seeks to use this EPSL shall request such leave in writing to the Executive Director, stating the reason the leave is requested. This can be done through email.

Documentation supporting the need for leave must be included with the request for leave, such as:

- A copy of the federal, state or local quarantine or isolation order related to COVID-19 applicable to the employee, or the name of the government entity that issued the order.
- Written documentation from a health care provider advising the employee to self-quarantine due to concerns related to COVID-19, or the name of the provider who advised the employee to self-quarantine.
- The name of the individual for whom the employee is taking leave to care who is subject to a quarantine or isolation order or is advised to self-quarantine, and the relationship between the employee and such individual.
- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.
- For children over age 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

E. Reasonable Notice: After the first workday (or portion thereof) an employee receives EPSL under this Policy, Larc School may, in its sole discretion, require the employee to provide reasonable notice of the need for additional EPSL in order to continue receiving such EPSL.

F. Termination of the Need for EPSL: Once the reason for which the employee took EPSL has concluded, the employee shall return to work on the employee’s next regularly scheduled workday or shift.

G. Return to Work: Prior to returning to work from EPSL, employees may be required to provide medical documentation certifying that the employee does not present a risk of spreading COVID-19 in the workplace.

H. Carryover: This EPSL will not carry over to the following calendar year and is in addition to any paid sick leave currently provided by Larc School.
I. Overtime: Any hours taken as EPSL do not count as hours worked for purposes of calculating an employee’s entitlement to overtime.

J. No Need for Replacement Employee: Employees who take EPSL are not required to search for or find a replacement employee to cover the hours during which the employee is using EPSL.

K. Termination of Employment: If an employee’s employment should end for any reason, any unused EPSL will not be paid out as wages upon termination, and shall be forfeited by the employee.

L. Coordination with Other Laws: Larc School will comply with any and all applicable federal and state laws enacted to address the COVID-19 virus, and this Policy is drafted to coincide with the FFCRA. In the event of any conflict between this Policy and the FFCRA, any federal regulations or guidance related to the FFCRA, or any other paid sick leave laws passed in response to COVID-19, the terms of the applicable state or federal legislation that conflicts with or supersedes this Policy shall control.

M. Effective Date and Expiration: This Policy becomes effective on September 1, 2020 and any rights to EPSL shall expire on December 31, 2020, or earlier upon such notice from Larc School.
APPENDIX A - CLEANING MANUAL

Cleaning Procedures

Larc School uses an outside cleaning service to maintain and sanitize the building. The following are routine tasks that are completed when there is no public health emergency.

Daily Tasks

- Empty All Trash
- Clean and Disinfect all Bathrooms
- Dust Mop Bathroom Floors
- Damp Mop Bathroom Floors
- Dust Mop all Classrooms
- Clean toilets/urinals
- Vacuum Classroom Carpets
- Fill all soap/paper dispensers
- Damp Mop All Hallways
- Dust Mop Cafeteria
- Damp Mop Cafeteria
- Dust Mop Kitchen
- Damp Mop Kitchen Floors and Mats
- Vacuum All Office Carpets
- Fill toilet paper dispensers
- Damp mop All Classrooms
- Refill sanitizer dispensers

Two Times a Week

Twice a week, the office floor and sign-in area is also mopped. On a biweekly basis the gymnasium is dusted and mopped.

Weekly

- Clean Classroom Window Sills
- Clean Classroom Baseboards
- Damp Mop Gym
- Dust Office Furniture (Upon Request)
- Clean All Interior Glass
- Dust Interior Frames
- Dust Lobby Furniture and Remove Cobwebs.
- Dust Inside For Cobwebs

As Needed

- Spot clean carpets
Monthly

- Buff hallways as needed

Classroom Procedures to be Completed under Direction of Teacher

- As required by the Board of Health all tables, desks, chairs and mats must be washed down at the conclusion of each workday with an approved solution.
- Lysol sprays can be used at the conclusion of the day when the students have left the classroom. Spray and wipe to disinfect.
- Sinks, drain plugs, countertops, drain boards and trash can lids are to be wiped down at the conclusion of each day. A nonabrasive solution and sponges will be placed in the maintenance closet located near the restrooms in the original building to be used weekly on these areas.
- No cleaning disinfectants are to be kept in the classrooms.
- All classroom lunch utensils including bowls and plates should be labeled and placed on the cart located in the hallways. Please keep color coded tape on all kitchen items. The kitchen will sanitize these items in the dishwasher and return them in the morning. No dishwashing is permitted in the classrooms.
- Dry erase boards outside the classroom doors and inside the classrooms should be cleaned daily. Dry erasers stain the board when left on the boards for an extended time. Dry erase boards are not to be used as bulletin boards. Do not tape or adhere items to boards.

In the case of the Adult Program, the lead staff member assigned to a room must also ensure that cleaning measures are also in place prior to a new group entering the area.

In times of Public Health Emergency

The Larc School Maintenance Supervisor will take extra care in monitoring the cleaning systems put into place to guarantee it is being done effectively. Regular cleaning practices continue to be maintained in addition to the following daily practices:

- Classroom and Adult Program staff use approved disinfectant solution.
- A container of the disinfecting solution will be in a designated station in the cafeteria. Classroom staff should fill their squirt bottles each PM and complete cleaning task after the students have been dismissed.
- Use non bleach wipes on all technology.
- Clean all solid surfaces- chairs, tables, counters, equipment, mats continually through the day.
- Nightly cleaning crew will give special priority to nurses' offices and the isolation room.
- Nightly cleaning crew will clean bathrooms, floors, carpets, handrails, doorknobs daily.
- Nightly cleaning crew will take extra care in wiping floors, handrails, doorknobs.

Sensory and other Common Spaces Cleaning
The Sensory Room equipment, Sensory Gym equipment, cafeteria (for staff use only), playground, and isolation room should be wiped down after each using an approved solution which can be obtained through the filling station in the cafeteria. Larc School is also exploring the availability of grant funding to hire an individual who would disinfect common areas several times a day (during program hours) in addition to other cleaning procedures and the nightly cleaning crew.

In the Event of a Confirmed Case at Larc School

Larc School will close off areas used by a sick person and will not use them again before cleaning and disinfecting. An outside vendor will be brought in to the school to do a professional fogging and disinfecting service with a mid-level hospital-grade COVID-19 disinfectant. This service will be used to reach anything that cannot be sanitized with simple wiping. Larc School will take direction from the County Health Department as to whether other measures must also be taken up to and including closing the building and switching to a remote learning system. Please see Appendix C.
APPENDIX B – REMOTE LEARNING

PUBLIC HEALTH RELATED SCHOOL CLOSURE PLAN

GENERAL INFORMATION

County: Camden County
Name of APSSD: Larc School
Chief School Administrator: Stefanie Riehl
Phone Number: 856.933.3725

- All personnel are responsible for completing contracted hours.
- Generally, the following applies unless program needs dictate otherwise:

  - Teachers and therapists - 8:30 a.m. to 3:30 p.m.
  - 1:1 aides - 8:30 a.m. to 3:15 p.m.
  - Paraprofessionals – 8:30 a.m. to 3:15 p.m.
  - Maintenance Supervisor - 7:30 a.m. to 3:30 p.m.
  - Administrative staff - 8:30 a.m. to 3:30 p.m.

- Professional staff have remote access to their school voice mail
- The general office voicemail is checked remotely several times a day
- Faxes have been re-routed to a general info@larcschool.org email

ESSENTIAL PERSONNEL (in case of a statewide shutdown)

Stefanie Riehl             Executive Director
Francine Grubb            Interim Principal
Melissa Carey             Educational Supervisor
Rae Cooper                Bookkeeper
Maureen Kelleher          IT
Mark Cheeseman            Maintenance
Bobby Burgos              Custodial
Benjamin Nieves           Custodial

DISTRICT DEMOGRAPHIC PROFILE

Total Population: approximately 90 students
% Preschool 9%
% homeless 0%
% Low Socioeconomic (LSE) 22%
% Students with Disabilities 100%
% ELLs: 3

PROFESSIONAL STAFF RESPONSIBILITIES DURING REMOTE LEARNING

Teachers:
• Make contact with parents/guardians daily via Google Meet, Bloomz communication app
• Conduct virtual lessons
• Keep records of all communications with families & tasks. Log working hours
• Maintain time card
• Check Larc website daily
• Submit lesson/ home ideas to post on Larc website/Facebook to principal/supervisor for review
• Complete extended remote learning lesson plans
• Weekly contact with therapy service providers
• Individual status calls with paraprofessionals and 1:1s at least 1 time per week
• Email/call Educational Supervisor weekly to provide update on any parental needs/concerns
• Meet defined deadlines for IEP planning- submit reports as per schedule
• Make IEP corrections/revisions
• Have IEP planning conference calls with team to plan IEP’s
• Hold IEP and other district meetings remotely using conference calling
• Complete professional development and progress with PLC planning
• Work with Administration to develop plans for ESY
• Check Larc School website daily for important updates and information to share with families

APE Teacher:
• Make contact with classroom teachers as needed to plan APE activities & IEP planning
• Make contact with parents/guardians 2 times per week to provide APE ideas via Google Meet, Bloomz communication app
• Check Larc website daily
• Keep records of all communications with families and tasks. Log working hours
• Maintain time card
• Submit APE lesson/ home ideas to post on Larc website/Facebook to Administration for review
• Complete extended remote learning lesson plans
• Email/call Educational Supervisor weekly to provide update on any parental needs/concerns.
• Participate in the development of IEP planning- provide teachers with APE goals/objective ideas
• Complete professional development and progress with PLC planning
• Work with Administration to develop plans for ESY
• Work with Executive Director and grant team to progress with APE grants
• Check Larc School website daily for important updates and information

**Therapists:**

• Make contact with parents/guardians 2 times per week via Google Meet, Bloomz communication app
• Conduct virtual sessions
• Check Larc website daily
• Keep records of all communications with families & tasks. Log working hours
• Maintain time card
• Submit lesson/home ideas to post on Larc website/Facebook to Educational Supervisor for review
• Complete extended remote learning therapy plans
• Email/call Administration weekly to provide update on any parental needs/concerns.
• Meet defined deadlines for IEP planning-submit reports as per schedule
• Make IEP corrections/revisions
• Have IEP planning conference calls with team to plan IEPs
• Hold IEP and other district meetings remotely using Google Meet platform
• Complete professional development/webinars and progress with PLC planning
• Complete SEMI logs for the month
• Consult with vendors/orthotics, etc. as necessary
• Work with Administration to develop plans for ESY
• Check Larc School website daily for important updates and information to share with families

**SUPPORT STAFF RESPONSIBILITIES DURING REMOTE LEARNING**

**Social Worker:**

• Contact Administration weekly or as needed via phone or email
• Check Larc website daily
• Keep records of all communications with families & tasks. Log working hours
• Maintain time card
• Check and respond to emails
• Respond to phone messages
• Respond to parent needs with guardianship/Lauren Higgins Hope awards/etc.
• Complete paperwork that is sent via email/PDF regarding social security/guardianship etc.
• Development of Transition Plans
• Provide assist with school based projects
• Respond to new leads on parent tours
• Check Larc School website daily for important updates and information

**School Psychologist:**

• Remain in contact with Administration weekly or as needed via phone or email
• Check Larc website daily
• Keep records of all communications with families & tasks. Log working hours
• Maintain time card
• Check and respond to emails
• Respond to phone messages
• Manage visit cancellations/rescheduling with RDI consultant
• Check in with parents 1 time per week regarding behavior plans
• Contact teaching staff to gather info to develop behavior plans as per IEP due dates
• Develop behavior plans & rationales for upcoming school year
• Participate in IEP meetings via conference call as requested
• Check Larc School website daily for important updated and information

Technology Supervisor
• Make contact with educational supervisor 1 time per week
• Check Larc website daily
• Keep records of all communications with families and tasks. Log working hours
• Maintain time card
• Contact therapy departments 1 time per week to check in on any home needs to support
• Reach out to families as needed to provide home support on equipment/devices
• Advance in any paperwork for AAC devices to continue with process
• Complete professional development
• Complete any tasks provided by administration to support the staff or program
• Check Larc School website daily for important updates and information

HEALTH PROFESSIONAL RESPONSIBILITIES DURING REMOTE LEARNING

Nurses:
• Check in with administration as needed
• Check in with staff as necessary
• Keep records of all communications with families & tasks.
• Maintain time card
• Report updates on progression of COVID-19 to administration
• Maintain contact with families
• Continue with nursing paperwork to meet required deadlines while temporary closure is in effect
• Work with administration to review/update health policies
• Check Larc School website daily for important updates and information to share with families

PARAPROFESSIONALS/1:1 AIDE RESPONSIBILITY DURING REMOTE LEARNING
(employees may receive new assignments during remote learning depending on student/teacher need)

Paraprofessionals:
• Speak with teachers at least once per week or as scheduled by teacher
• Interact with families as directed by teacher
• Conduct data collection as directed by teacher
• Check Larc website daily
• Keep records of all communications and tasks. Log working hours
• Maintain time card
• Participate in lessons via Google Meet
• Reinforce lessons as directed by teacher
• Communicate any concerns with classroom teacher
• Create instructional materials requested by the teacher for reinforcement of lessons
• Check email for updates and information
• Check Larc School website daily for important updates and information
• Complete professional development materials provided and reflection sheets

1:1 Aides:
• Speak with teachers at least once per week or as scheduled by teacher
• Interact with families as directed by teacher
• Conduct data collection as directed by teacher
• Check Larc website daily
• Keep records of all communications and tasks. Log working hours
• Maintain time card
• Reinforce lessons as directed by teacher
• Create instructional materials requested by the teacher for reinforcement of lessons
• Work under the direction of the teacher to provide support to the family of the assigned 1:1 student on sensory plans and instructional supports
• Make contact with parents via email/Bloomz at least 1 time per day. (teachers must be CCed: on all correspondence)
• Participate in lessons with teacher via Google Meet
• Support AAC usage at home
• Communicate any concerns with classroom teacher
• Check email for updates and information
• Check Larc School website daily for important updates and information to share with families
• Complete professional development materials provided and reflection sheets

DELIVERY OF REMOTE, VIRTUAL INSTRUCTION & TELEHEALTH

Instructional Time
• Instructional time is based around the length of the school day (8:45-2:30)
• Parents are provided with daily lesson plans for all content areas to complete when virtual instruction does not occur
• Individual student IEP objectives are aligned to each lesson
• Virtual Instruction is provided for 1-2 lessons per day for a duration of 20-40 minutes using Google Meet
• Written posts and photos using Bloomz, communication app to provide lesson supports
• Phone calls, emails, text messages are utilized to support families to complete remote learning
• All curricular content areas are covered in weekly lesson plans to include: Language Arts, Mathematics, Science, Social Studies, Comprehensive Health & Physical Education, Technology, Visual & Performing Arts, Life & Career Education

Class Assignments

• Assignments are a blend of product and performance based tasks
• Classwork is offered in paper form, as requested, as well as utilizing technology to provide equitable access to all learners
• Daily lesson plans will be available online on the Larc School website, sent to parents/guardians via email, and mailed to the home, as requested
• Students are to complete independent work with parental assistance as defined in teacher daily lesson plan when not engaged in a virtual lesson
• Virtual Instruction is provided each week using Google Meet
• Materials provided are to take 4-5 hours of time to complete.
• School staff utilize learning websites, pre-recorded videos, printed materials to support learning, as requested.
• Phone calls, emails, text messages are utilized to support families to complete remote learning
• Completion of given assignments are assessed using written feedback, verbal discussions, and/or photos from parents are utilized to demonstrate completed assignments
• Our pace of learning is based on the level of cognition of our student population, therefore there is much repetition in lessons to best meet the learning style of our students
• Materials and specialized equipment to accomplish IEP goals and objectives are loaned to families for the duration of remote learning to fulfill the IEP to the greatest extent possible
• Technology in the form of websites, pre-recorded videos are utilized to support learning
• Data collection will consist of observational and performance based data. Parental narrative reports will all be included in data collection

Preschool
  o Daily lesson plans are provided
Lesson focus is on experiential learning, socialization, play and sensory based skills

- Lessons are provided virtually and remotely
- Preschool lessons focus around the Preschool Learning Expectations
- Class assignments are linked to IEP goals and objectives
- Preschool classrooms conduct group lessons one time a week for cross socialization
- Support of 1:1 aides and paraprofessionals are provided during virtual lessons
- 1:1 aides connect daily with student
- Therapist provide teletherapy services as defined by the IEP
- Attempts are made by the teacher and therapeutic team to engage parents individually to provide support and knowledge
- Parents are provided with opportunities to connect with school staff individually for specific instruction and support to maximize student growth and learning

**Elementary**

- Daily lesson plans are provided
- Lessons are provided virtually and remotely
- Lessons and class assignments are linked to IEP goals and objectives
- Support of 1:1 aides and paraprofessionals are provided during virtual lessons
- 1:1 aides connect daily with student
- Therapist provide teletherapy services as defined by the IEP
- Attempts are made by the teacher and therapeutic team to engage parents individually to provide support and knowledge
- Parents are provided with opportunities to connect with school staff individually for specific instruction and support to maximize student growth and learning

**Secondary**

- Daily lesson plans are provided
- Lessons are provided virtually and remotely
- Lessons and class assignments are linked to IEP goals and objectives
- Support of 1:1 aides and paraprofessionals are provided during virtual lessons
- 1:1 aides connect daily with student
- Therapist provide teletherapy services as defined by the IEP
- Attempts are made by the teacher and therapeutic team to engage parents individually to provide support and knowledge
- Parents are provided with opportunities to connect with school staff individually for specific instruction and support to maximize student growth and learning

**Teletherapy Guidelines**

During the time Larc School is closed in response to the COVID-19 pandemic, all related services to include, Occupational Therapy, Physical Therapy, and Speech Therapy will be
provided to students remotely. A variety of platforms will be utilized to ensure each student receives therapeutic services as defined in the IEP. Below are guidelines for our teletherapy practice.

**Delivery of Teletherapy**

- Therapists will communicate with parents to establish preferred contact times and means for therapy services
- Therapists to be as flexible as possible to accommodate the scheduling needs of the parent/student
- Parent interaction will be encouraged but will not be a requirement to document service attempts as time toward required services
- A combination of teletherapy and activities to complete at home will cover the IEP time
- Services will be provided based on the frequency and duration in the IEP
- Therapists will communicate with families/students to provide services using virtual meetings, phone calls, emails, text messaging and communication app, Bloomz
- Therapists to inform parents they are obligated to provide therapy sessions and should the parent decline, the therapist is to notify administration

**Reporting of Teletherapy Services**

- All connections with parents/students to deliver teletherapy are to be documented
- Therapists may document time spent developing indirect means of therapy for a student to include making of videos, posts on Bloomz, written communication with parents, as time towards the delivery of service
- All virtual meetings and phone calls held with parents (to include group meetings with other staff) where the therapist provides services on therapeutic goals and objectives, family training or support will be considered a direct therapy service
- If a parent must end a teletherapy session early, this will be counted as a complete session
- For students with consultative sessions, the therapists will reach out to the parents according to the delivery of services for the consult
- If a parent must cancel a virtual session, the therapist will make one attempt to make up a therapy session
- Data collection will consist of observational and performance based data. Parental narrative reports will all be included in data collection
- SEMI reports will be completed and sent to respective sending districts

**Addressing Digital Divide**

*(as determined by Larc Technology Survey)*

On April 9, 2020, a survey was sent to all families to determine technology access and needs. The survey was both emailed and mailed to families and translated into native languages.
Our survey solicited parent feedback on technology access at home, internet access, best means of communication, level of assistance with technology needed, and familiarity of using virtual meetings.

Approximately 75 percent of families, or 68 families, responded to the survey. The Larc School Social Worker followed up with families that did not participate to determine what their needs were to encourage their full participation in remote learning.

Most families indicated that they were comfortable with their technology, internet access, and hardware at home, and, thus their ability to participate in remote learning. Two families indicated that they had greater needs to be successful with remote learning and were connected with their sending districts who provided additional support.

Throughout the implementation of remote learning, families have been encouraged to communicate their technology needs. At any time, families may request that paper packets or other physical materials for learning are mailed or shipped to them. In addition, Larc School has offered resources for funding to buy devices, in addition to what sending districts can provide, through existing community partnerships in the public and private sectors.

Larc School has, and will continue to coordinate technology with sending districts. This is to ensure that all families that have opted for entirely remote instruction, or are enrolled in entirely remote instruction due to a public health emergency, have access to reliable and affordable hardware and Internet service.

Family/student engagement in remote learning is monitored daily and discussed at regular case management meetings. In the event that regular contact and engagement is not being maintained, Larc School will document all attempts and communicate that information to their sending district as it has done since the implementation of remote learning in March 2020.

As a result of these measures, Larc School is confident with its remote learning model and for a potential shift back to entirely remote learning if necessary.

**Remote Learning Components and Expansion**

The cornerstone components of Larc School’s Remote Learning Model include:

- Use secure web-based platforms (Google Meet, Bloomz)
- Access apps, websites for learning
- View pre-recorded videos for learning
- Access online daily lessons plans sent via email or on Larc website Parent Portal
- Make contact with staff via Bloomz communications app
- Participate in virtual lessons using Google Meet
• Show progress using photos sent to staff
• Communicate with staff using best means of access when available
• Conduct check-ins via phone, email, text messaging with staff and/or school social worker

Since the model was first adopted in March 2020, it has been further strengthened by expanding the role that paraprofessionals play. As such, as of May 5, 2020 all paraprofessionals now have a Larc School email address and have been trained on its use and how to use the Google suite of products. While primary and first instruction remains an appropriate role of the teacher, paraprofessionals are required to further reinforce the remote lesson. This supplemental instruction focuses on:

• Practicing already acquired skills with a focus on individually appropriate dimensions (e.g., accuracy, quality, latency, response rate)
• Minimizing educational regression
• Strengthening maintenance and generalization of learned skills

Some examples of how paraprofessionals are able to achieve these goals, include, but are not limited to, the following revised paraprofessional job requirements for remote instruction:

• Assisting teachers and special educators by preparing, gathering and/or posting materials
• Providing specific reinforcement of a lesson as directed by the teacher
• Phone check-ins with families from their classes who do not actively report attendance each day
• Keeping hourly logs of interaction and activities that can be shared with sending districts upon request

If a student’s IEP requires a 1:1 aide, the 1:1 aide will employ additional supports to ensure active engagement in remote learning. Some examples include but, are not limited to, the following revised 1:1 job requirements for remote instruction:

• Assisting teachers and special educators by preparing, gathering and/or posting materials uniquely designed for the student
• Providing specific reinforcement of a lesson as directed by the teacher
• Phone check-ins with the family if student did not actively participate in remote learning or actively report attendance
• Keeping hourly logs of interaction and activities that can be shared with the student’s sending district upon request

Since the start of the Larc School’s remote learning, we have regularly communicated with staff to ensure that they have the equipment, materials, and internet access (e.g., Wi-Fi) needed to engage in the tasks we are asking of them in an effort to support students.
We did not automatically assume that our staff had access to the necessary computer equipment and internet connectivity required for certain tasks, given the diverse range of backgrounds and personal circumstances. As a result, in about half a dozen cases, Larc School provided staff with information on securing free or reduced cost WiFi, set up WiFi in homes, and, loaned computer equipment. In addition, all staff have access to technical support on a daily basis.

**English Language Learners**

- Three students are English Language Learners
- Larc School currently has one bilingual classroom assistant and one bilingual teacher for accessibility for Spanish-speaking families.
- Google Translate is also being use to communicate with non-English-speaking parents, both through the audio feature and ability to translate documents.
- Larc School will continue to ensure that all individuals will be appropriately served and will evaluate paid translator services and additional translation equipment

**ATTENDANCE**

- Parents/guardians are provided with a “Daily Attendance Survey” that asks parents/guardians to verify attendance. ([https://forms.gle/SrKS3a9CBZFWdCY7](https://forms.gle/SrKS3a9CBZFWdCY7)) Survey closes each morning.
- Survey asks for the following:
  - Date
  - Child’s Full Name
  - Child’s Teacher
  - Questions/Comments/Concerns
- Survey link is posted in multiple locations for easy access for families; Bloomz, online classroom platform, and on the Remote Learning Resource page of Larc website.
- Parents who cannot access the survey, can call the main office number at 856-933-3725 and leave a message indicating the same information that is contained in the survey.
- Parents must call the main number or complete the survey by 9:30 a.m. each school day. Parents who do not indicate attendance receive a phone call from the school receptionist or school nurse to indicate status.
- Teachers/Therapists are to make continued and multiple attempts to establish point of contact with parents/guardians to deliver education and therapy services and provide reports to administration should a parent be unreachable
- Larc administration will contact parents/guardians that have not provided support for their child to participate in remote learning to ensure safety and wellness of student and family.
- A letter from administration will be mailed home to establish point of contact should parent/guardian not be reached by phone
- Administration to contact with case managers for students and families that cannot be reached, have difficulties or where there is a prolonged absence for medical reasons.
- Five-day absence letters are provided when necessary, and attendance is submitted to sending districts on a monthly basis.
Students will continue to follow the attendance policies of the sending school district and will not be subject to disciplinary action or retention from Larc School as a result of high absenteeism.

VIRTUAL IEP MEETINGS & RE-EVALUATION MEETINGS

- Professional staff continue to adhere to current timelines all for scheduled Individualized Education Program (IEP) meetings.
- Sending districts make the final decision on how to proceed. As directed, Larc School participates in IEP meetings and conference calls remotely.
- Larc School utilizes Google Meet as our preferred platform for IEP meeting should the district default to our virtual platform.
- Conference calls and virtual meetings are also used internally to plan IEPs.
- Larc meets defined deadlines for IEP planning and submits reports as per schedule.
- Larc makes all IEP corrections/revisions as instructed by sending districts.
- Larc will follow the lead of the sending district for all students in need of eligibility, re-evaluation meetings/testing.

DELIVERY OF IEP TO EXTENT POSSIBLE

- Larc School will remain in communication with sending school districts to ensure the needs of students are met in a manner that is consistent with the student’s Individualized Education Program (IEP) and the Mandated Tuition Contract to the most appropriate extent possible.
- Related services are provided through telehealth as explained above.
- Modifications, accommodations and specialized equipment to meet IEP goals and objectives will be upheld and provided for student growth and learning to the greatest extent possible.
- All possible means to avoid regression will be utilized to keep students propelling forward.

DELIVERY OF SAFE MEALS

- Larc School lunch program is suspended during the closure based on the driving distance of students who qualify for free and reduced lunches and their dietary restrictions. (Larc School accepts from six counties throughout New Jersey and almost all students require blended meals.)
- Families eligible for free and reduced lunches are directed to the sending school districts to secure meals.
- Under the direction of sending districts, Larc will communicate with families about meal pick up spots.
- Larc School continues to comply with all requests from state agencies to supply information and data related to students authorized to receive free and reduced lunches.
DATA COLLECTION & PROGRESS REPORTING

- Data collection will consist of observational and performance based data. Parental narrative reports will all be included in data collection.
- Students will be asked to perform observable skills during virtual sessions.
- Parents interviews will count toward data collection for both education and therapeutic goals.
- Progress reports will be completed and provided to parents and sending school districts as per established reporting schedule.
- Progress reports during remote learning to contain greater narrative reporting.

COMMUNICATIONS AND REPORTING

- Attendance is tracked daily per the procedure outlined above.
- Staff responsible for completing timesheets required by the New Jersey Department of Education.
- Teachers, therapists, 1:1 aides & classroom assistants keep records of all communications with families and tasks.
- Teachers hold meetings with parents to provide support and monitor student progress.
- Administration holds regular meetings with teachers and therapists to monitor student progress, collaborate and share information to continually refine remote learning practices.
- SEMI logs are completed on a monthly basis and submitted to districts electronically with electronic signatures.
- Larc School Executive Director provides weekly reports and updates via email to sending school districts.
## APPENDIX C: DETERMINING COVID-EXPOSURE & PROTOCOLS

(information provided by Camden County Health Department)

<table>
<thead>
<tr>
<th>Confirmed Case</th>
<th>First Degree of Separation</th>
<th>Second Degree of Separation</th>
<th>Third Degree of Separation or More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person has a case of COVID-19</td>
<td>Person is a close contact with someone who is positive for COVID-19 or a household contact</td>
<td>Person has contact with person who has contact with a person positive for COVID-19</td>
<td>Person has not had any contact with anyone who has COVID-19 or their contacts</td>
</tr>
<tr>
<td>Example Patient A</td>
<td>Example Person B Close contact (&gt;10 minutes within 6 feet) with someone who has been diagnosed with COVID-19 (positive PCR test) OR Household contacts are individuals who live in the same house as a lab confirmed COVID-19 case. (Classmates or Co-workers of Person A)</td>
<td>Example Person C Contact with someone who has been a close contact to a person positive for COVID-19 (Classmates or Co-workers of Person B)</td>
<td>Example Has not had known contact with anyone positive for COVID-19</td>
</tr>
<tr>
<td>Attendance Status Exclude from school/work</td>
<td>Attendance Status Exclude from school/work</td>
<td>Attendance Status Continue with school/work Continue wearing face covering and practice social distancing</td>
<td>Attendance Status Continue with school/work Continue wearing face covering and practice social distancing</td>
</tr>
<tr>
<td>Return to School/Work</td>
<td>Return to School/Work</td>
<td>Return to School/Work</td>
<td>Return to School/Work</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------</td>
<td>-----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Must isolate until fever free for 24 hours without use of fever-reducing medications and at least ten days after onset of symptoms</td>
<td>Must quarantine for 14 days</td>
<td>Continue with school/work</td>
<td>Continue with school/work</td>
</tr>
<tr>
<td>Medical clearance needed for return to school/work</td>
<td>Self-monitor for symptoms</td>
<td>Self-monitor for symptoms and discuss with a medical provider any concerns.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check temperature twice daily and follow up with medical provider/Department of Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Household Contacts: Self-quarantine for individuals with household contacts who are COVID-19 positive begins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFTER the self-isolation of the household contact ends (fever free for 24 hours and at least ten days after onset of symptoms; minimally 24 days from onset of symptoms of COVID-19 positive person.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Clearance needed to return to school/work</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Immediate Actions</th>
<th>Communication</th>
</tr>
</thead>
</table>
| **Scenario 1**: A student or staff member either exhibits COVID-19 symptoms, answers "yes" to a health screening question, or has a temperature of 100.00 or above. | • Student/staff sent home  
• Student/staff instructed to get tested | No action is needed |
| **Scenario 2**: A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19 | • Student/staff sent home  
• Student/staff instructed to get tested  
• Student/staff instructed to quarantine, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) COVID-19 positive household member completes their isolation  
• If student/staff test positive, see Scenario 3 below  
• School administration notified | **For the Involved Student**  
**Family or Staff Member**:  
**Template Letter**: Household Member or Close Contact With COVID-19 Case |
| **Scenario 3**: A student or staff member tests positive for COVID-19. | • Student/staff sent home if not already quarantined  
• Student/staff instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after positive test)  
• School-based close contacts identified and instructed to test & quarantine for 14 days  
  • In stable elementary classroom cohorts: entire cohort  
  • In other settings: use seating chart, consult with teacher/staff  
• School administration notified  
• Public Health Department notified | **For Positive Case**  
**Student Family/Staff**:  
**Template Letter**: COVID-19 Case  

**For Student Families and Staff Members Identified as Close Contacts**:  
**Template Letter**: Household Member or Close Contact With COVID-19 Case  

**For All Other Student Families and Staff Members**:  
**Template Letter**: COVID-19 Case in Our Community |
Table 2. Steps to Take in Response to Negative Test Result

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Immediate Actions</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)</td>
<td>Student/staff may return to school 72 hours after resolution of fever and improvement in other symptoms</td>
<td>Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed</td>
</tr>
<tr>
<td>A student or staff member tests negative after Scenario 2 (close contact)</td>
<td>Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation</td>
<td>No action is needed</td>
</tr>
<tr>
<td>A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)</td>
<td>Can return to school/work immediately</td>
<td>No action is needed</td>
</tr>
</tbody>
</table>

Return to Campus after Testing:
- Symptomatic individuals who have not had close contact with a confirmed case and that test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
  - Documentation of a negative test result should be provided to school administrators.
- In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset and have been fever free for 24 hours without fever reducing medicine and improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.
- If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
- If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.