

# 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.

*A plan to mitigate risks and to continue to achieve potential*

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## **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 provided that congregate day programs were permitted to reopen at limited capacity once required reopening criteria have been met.

In November the Adult Program was suspended again. Due to this closure, the Program transitioned to providing 1:1 and in-person virtual services. In April 2021, it was announced that the program could open in limited capacity. Finally, in June 2021, it was announced that programs could fully reopen if certain criteria were met.

Families should be aware that should staffing become an issue for a particular Adult Program classroom on a given day, programming may need to be cancelled that day. To the best of Larc School’s abilities, we will make every effort to alert the families the night before or as early as possible on the morning of scheduled programming.

The Larc School Plan that follows incorporates both sets of requirements for the school and the Adult Program. The contents of it apply not only to Larc students, Adult Program participants, and staff, but also to 1:1 nurses who are in the building, but are not Larc School employees.

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. 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.

We are aware of the stress that this 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](http://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 uncharted 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 7<sup>th</sup> and September 1, 2020 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 was provided to the Larc School Adult Day Program staff on all protocols and procedure. Larc School ensured that these three days of training when taken together included 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 was held with each family where the Adult Program Director discussed:

- 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
- Melissa Carey, Principal
- 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
- Stacie Halschied, Educational Supervisor
- Heidi Brunswick, Parent
- Joanne Meagher, Parent

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.

### ***Avoiding 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.
- As of March 2022, participants may now intermingle with other participants and staff in their program. Cohorts are no longer required, and room size is no longer monitored.
- 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 regardless of vaccination status.
- 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 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 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. Staff should use 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. 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 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.

### ***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***

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.

Other visitors may be approved at the discretion of the Executive Director. Visitors 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.

### ***Staff Travel Policy***

School Staff planning out-of-state travel should follow all guidelines listed on the Official Site of the State of New Jersey: <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>.

Adult Program staff will participate in daily screening which includes the question: *Have you traveled outside of New Jersey within the past 14 days to a U.S. state other than Delaware, New York or Pennsylvania for more than 24 hours and not followed CDC guidance upon return?*

In the event a travel advisory is imposed, the Executive Director will advise staff of quarantine procedures following the staff member's return and whether any paid time off must be applied.

## **CLASSROOMS, TESTING & THERAPY ROOMS**



Executive Order #175, which allowed school districts to provide any entirely remote instruction option expired. As a result, Larc School will follow the directive that all students will be back in school for full-time in-person instruction for the 2021 - 2022 school year unless state policy changes or there is a confirmed positive case on-site. 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, or as soon as practicable. 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.

### ***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.

**(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.)**

- 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 are strongly encouraged to wear PPE to the extent it will not compromise services. This may include gloves, masks and gowns, and in some cases clear face shields when working with students.

***Testing***

With regard to state-required testing and vaccinations, Larc School will follow all state guidelines for both the School and Adult Programs.

**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.

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***

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.

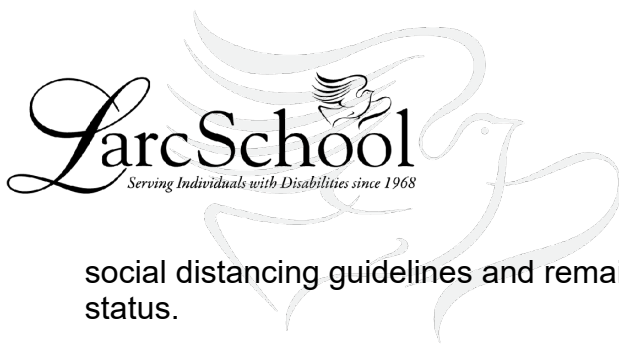
To prevent overcrowding, parents and bus drivers will heed the direction of bus duty personal regarding the staggering of loading and unloading students and participants during pick up and drop off times.

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.

## **USE OF 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 regardless of vaccination status.

Special exceptions may be made on a case by case basis for the administration of therapies, and for other reasons as determined by the Larc Administrative Team.

- 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 prevocation 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 12 individuals.

## **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 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: "...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 over their noses and mouths will be considered in violation of the dress code policy and may face disciplinary action. Employees are not required to wear a mask when outdoors. Staff must continue to wear a mask on the Larc Adult Program bus while traveling to and from community outing events.

In the event that the Camden County COVID level, as determined by the NJ Department of Health's COVID-19 Activity Level Index (CALI), is in green for two consecutive weeks, the Pandemic Response Team will meet to determine if the mask wearing policy should be suspended. The CALI link at: <https://www.nj.gov/health/cd/statistics/covid/>

When the School Program is not in session, the wearing of a mask is optional for office staff, provided that they are not in the vicinity of Adult Program participants or Adult Program staff.

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 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 may 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:

Classification of Individual Wearing protective equipment	N95 or KN95 Respirator	Face Shield	Disposable Gowns	Disposable Gloves	Gowns/ Coveralls / Other Body Covering	Face Covering	Disposable Mask
Those in care areas of Individuals with suspected COVID-19	X	X	X	X	X	X	(with face shield if N95/KN95 not available)
Those in the same facility but not in the care areas for Individuals with suspected COVID-19						X	
Those providing personal care to individuals without suspected COVID-19 but who may potentially be exposed to bodily fluids		X	X	X	X		
Those performing or present during	X	X	X	X	X		



aerosol generating procedures such as nebulizer treatments, suctioning, etc							
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**



Larc School employees must attest that they will complete a daily screening each day prior to the start of their contracted hours at Larc School. The form states:

*In signing this form, I agree that prior to the start of my contracted hours at Larc School each day, I will complete my own private COVID self-assessment at home. If I can answer yes to any of the questions below, I agree that I will not report to school that particular day and will instead call the main number: 856-933-3725 to report my absence. Specifically, I agree that every day I will review the following questions to help determine if I should report for my contracted hours.*

- Have you had a temperature over 100.4° within the past 24 hours?
- Do you have any of the following symptoms that are not due to a preexisting condition?
- Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or bodyaches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
- Have you had contact with someone diagnosed with COVID-19 within the last 14 days?
- Have you done any travel addressed in the current NJ travel policy?  
<https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>

This form will be kept on file in the Larc School Human Resources Office.

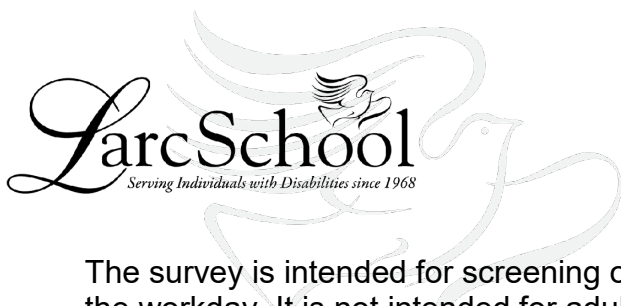
An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact the Executive Director, Adult Program Director, or Educational Supervisor and report their symptoms immediately.

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.)

### ***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 Adult Program participant.



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

The survey questions include:

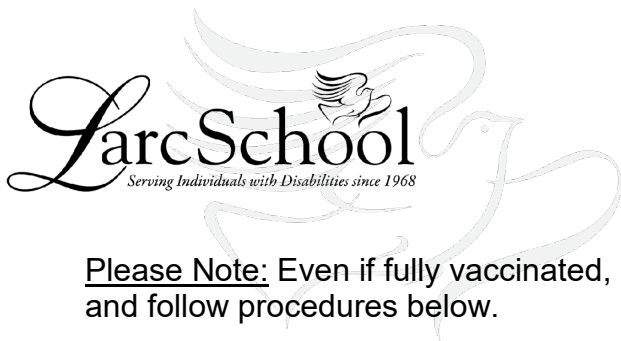
- What is your child's current temperature?
  
- Does your child have any of the following symptoms?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - 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.*

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 will install shelters to screen 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***



Please Note: Even if fully vaccinated, individuals experiencing symptoms must go home and follow procedures below.

**Symptomatic Employees**

Employees who develop COVID-related symptoms in the course of the school day – which are not caused by other preexisting, noncontagious conditions, should notify their administrator and a school nurse 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.)

COVID related symptoms include, but are not limited to: a fever of 100.4, 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, sneezing, nausea or vomiting, diarrhea.

**Please note that the requirements to return to the building for the Adult Program vary from the school program due to different state regulations. As a result, the directions on when employees and students and participants can return are broken down into two separate sections.**

**Symptomatic School Program Employees**

School Program employees sent home due to possible COVID-related symptoms can return to work when they provide a negative-polymerase chain reaction (PCR) test, or isolate for a period of 10 days.

Any School Program employee who tests positive for COVID-19 must isolate for 10 days, or longer if their symptoms remain. This is regardless of vaccination status.

**School Program Employees Who Are Direct Contacts**

“Direct contact” is defined by the CDC as: someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset until the time the patient is isolated.

School employees who have not had COVID within the last 90 days and who had “direct contact” with an individual who has tested positive should adhere to the following guidance:

<p><b>Scenario #1</b> The employee is fully vaccinated and has no symptoms.</p>	<p><b>Scenario #2</b> The employee is not fully vaccinated and has no symptoms.</p>
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<p><b>There is no quarantine.</b></p> <ul style="list-style-type: none"> <li>- The employee should continue to monitor for symptoms, remain masked for five days.</li> <li>- Day 0 is the day the person was exposed.</li> </ul> <p>*Please note that Larc School policy does require masks, except for limited circumstances, regardless of exposure.*</p>	<p><b>Quarantine for 5 days.</b> (day 0 is the day the person was exposed)</p> <ul style="list-style-type: none"> <li>-Monitor for symptoms.</li> <li>-Strict mask wearing for 5 days.</li> </ul> <p>*Please note that Larc School policy does require masks, except for limited circumstances, regardless of exposure.*</p>
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Employees who have had COVID in the last 90 days have no restrictions upon direct contact.

**Symptomatic Adult Program Employees**

Adult Program employees sent home due to possible COVID-related symptoms can return to work as outlined in the following guidance:

<p><b>Scenario #1</b> Staff experiencing symptoms of COVID-19</p>	<p><b>Scenario #2</b> Staff with a higher clinical suspicion for COVID</p>
<p>Staff may not return to work until a negative PCR test is submitted. A negative rapid test may be accepted at the discretion of the Adult Program Director.</p> <p>For staff who were initially suspected of having COVID-19, but following evaluation, another diagnosis is suspected or confirmed, return to work decisions should be based on their other suspected or confirmed diagnoses and a doctor’s note will be required to return.</p>	<p>A second test for SARS-CoV-2 RNA may be performed at the discretion of an evaluating clinician, particularly when a higher level of clinical suspicion for COVID exists. Staff may return to work when a second negative PCR test is submitted.</p> <p>A subsequent negative rapid test, rather than a second negative PCR test, may be accepted at the discretion of the Adult Program Director.</p>



**\*The guidance provided in these policies are based on the recommendations of the Centers for Disease Control and Preventions in conjunction with directives from the NJ Department of Developmental Disabilities.**

If an Adult Program employee does test positive for COVID-19, they may quarantine for 10 days or 7 days with a negative PCR obtained within 48 hours prior to returning to work. This applies if they are asymptomatic or have mild to moderate illness (with improving symptoms).

**Adult Program Employees Who Are Direct Contacts**

“Direct contact” is defined by the CDC as: someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset until the time the patient is isolated.

Employees who have had direct contact with an individual who has tested positive should adhere to the following guidance:

<b>Scenario #1</b>	<b>Scenario #2</b>
Staff who are up-to-date with vaccinations (including the booster)	Staff who are <b>not</b> up-to-date with vaccinations (including the booster)
No work restrictions with a negative (rapid) antigen test on day 1 and a PCR test on day 5-7.	Quarantine for 10 days or 7 days if a negative PCR test is provided 48 hours before returning to work. A negative rapid test may be accepted at the discretion of the Adult Program Director.

(Please note: Unlike the school program, DDD is clear that fully vaccinated staff who may have been exposed to COVID-19 and who are asymptomatic should not be restricted from work/program. Additionally, those asymptomatic staff who have recovered from COVID-19 infection in the prior three months should follow the same guidance.)

**Symptomatic School Program Students**

A student who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing COVID-related symptoms will be promptly isolated from others and sent home.

COVID related symptoms include, but are not limited to: a fever of 100.4, 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, sneezing, nausea or vomiting, diarrhea.



In the event that a student 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 symptoms are unusual for the student and require him or her to be sent home. At such time, the nurses will notify the Principal, Educational Supervisor, and/or Executive Director.

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

(If a student is having extreme or life-threatening symptoms, emergency medical attention will be sought through the 911 system. While awaiting medical attention, the student will be taken to the quarantine area with a qualified staff member to avoid exposure to others, while protecting their dignity and privacy. Extreme symptoms would include, but not be limited to, trouble breathing, rapid heartbeat, bluish lips or face.)

Students who have had “direct contact” with an individual who has tested positive should adhere to the following guidelines:

<p><b>Scenario #1</b> Asymptomatic students who <b>are</b> up-to-date with recommended vaccine doses (including booster dose), or have recovered from confirmed COVID-19 within the past 90 days. (Regardless of whether the student can or cannot tolerate a mask.)</p>	<p><b>Scenario #2</b> Asymptomatic students who are <b>not</b> up-to-date with recommended vaccine doses (including a booster dose) and who <b><u>cannot wear a well-fitting mask.</u></b></p>	<p><b>Scenario #3</b> Asymptomatic students (<b>who can wear a well-fitted mask</b>) but are not up to date with vaccine doses (including booster dose).</p>
<p><b>Do not have to quarantine</b> following their exposure.  *Please note that a student’s ability to return is also contingent upon Larc School’s ability to maintain safe staffing ratios.</p>	<p><b>Should quarantine for 10-days.</b> Day 0 starts the day of the close contact with someone positive for COVID-19, and day 1 is the first full day following the last close contact. A well-fitted mask should be worn (as tolerated/medically advisable) for 10-days (i.e., days 0 through 10) after the last close contact.</p>	<p><b>Should quarantine for 5 days. May return thereafter if able to wear a well-fitted mask for the next 5 days.</b> Day 0 starts the day of the close contact with someone positive for COVID-19, and day 1 is the first full day following the last close contact. If able, get tested at least 5 days after the last close contact with someone with COVID-19, and follow</p>





	<p>*Larc nursing staff will determine the ability of a student to appropriately mask at school.</p> <p>In the alternative, the parent or guardian of a student may test the student between days 5 and 7. The student may return with proof of a negative test on day 8. The testing method used may be rapid or PCR.</p>	<p>isolation recommendations if a positive test is received.</p> <p>*Larc nursing staff will determine the ability of a student to appropriately mask at school.</p> <p>In the alternative, the parent or guardian of a student may test the student between days 5 and 7. The student may return with proof of a negative test on day 8. The testing method used may be rapid or PCR.</p>
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\*Please note that should three or more related cases occur in the same classroom, Larc School may shift the classroom to remote instruction regardless of the vaccination status of staff or students.

### Symptomatic Adult Program Participants

An Adult Program participant who is experiencing any COVID-related symptoms will be promptly isolated from others and sent home.

COVID related symptoms include, but are not limited to: a fever of 100.4, 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, sneezing, nausea or vomiting, diarrhea.

Regardless of vaccination status, if a participant tests positive or is symptomatic for COVID-19 and either was not tested or is awaiting test results, they cannot return to program until:

<p><b>Scenario #1</b> Participants who are <b>unable</b> to consistently wear a well-fitting mask while at program:</p>	<p><b>Scenario #2</b> Participants who are <b>able</b> to consistently wear a well-fitted mask while in program:</p>
<p><b>Quarantine for 10 days</b>, (day 0) is</p>	<p><b>Quarantine for 5 days</b>, (day 0 is</p>



<p>-The first day a person started experiencing symptoms of COVID and then tests positive for COVID <b>or</b></p> <p>-The day an asymptomatic person tests positive for COVID.</p>	<p>-The first day a person started experiencing symptoms of COVID and then tests positive for COVID <b>or</b></p> <p>-The day an asymptomatic person test positive for COVID.</p> <p>*Followed by an additional 5-days of consistently wearing a well-fitted mask while at day program.</p>
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Additional Criteria to Be Considered:

- 24-hours have passed since resolution of fever without the use of fever-reducing medication.
- Symptoms have improved. This can be as long as 20 days for participants with severe or critical illness.

Note: Should a symptomatic participant’s test come back negative, they may return to program when they pass COVID screening. A negative rapid test may be accepted at the discretion of the Adult Program Director. The day program may require a doctor’s note before readmission.

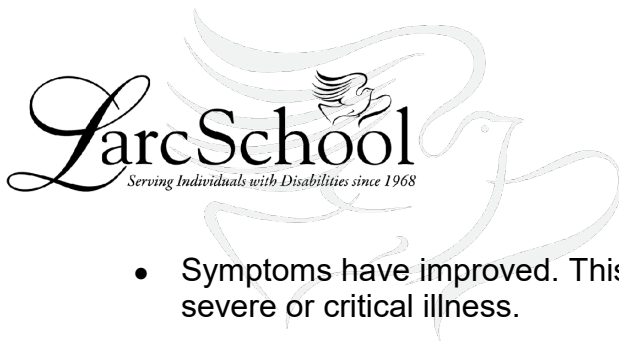
In the event that a participant has no fever, but regularly has other symptoms due to non-COVID related existing conditions (e.g., chronic cough or runny nose), the Larc School nurses, and the Program Director will make a determination as to whether the symptoms are unusual for an individual and require him or her to be sent home. A participant may have to present an alternative diagnosis from a doctor as well. To ensure policy adherence, the Program Director will oversee the matter, and err on the side of caution to ensure safety and prevent the spread of illness.

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

(If the participant is having extreme or life-threatening symptoms, emergency medical attention will be sought through the 911 system. While awaiting medical attention, the participant will be taken to the quarantine area with a qualified staff member to avoid exposure to others, while protecting their dignity and privacy. Extreme symptoms would include, but not be limited to, trouble breathing, rapid heartbeat, bluish lips or face.)

Adult Program participants sent home due to possible COVID-related symptoms can return to school when:

- 24-hours have passed since resolution of fever without the use of fever-reducing medication.



- Symptoms have improved. This can be as long as 20 days for participants with severe or critical illness.

Note: Should a symptomatic participant’s test come back negative, they may return to program when they pass COVID screening. A negative rapid test may be accepted at the discretion of the Adult Program Director. The day program may require a doctor’s note before readmission.

Participants who are a direct contact to someone who has tested positive for COVID should adhere to the following guidance:

<p><b>Scenario #1</b> Asymptomatic Participants who are <b><u>not</u></b> up-to-date with recommended vaccine doses (including a booster dose).</p>	<p><b>Scenario #2</b> Asymptomatic participants who <b><u>are up-to-date with recommended vaccine doses</u></b> (including booster dose), or have recovered from confirmed COVID-19 within the past 90 days.</p>
<p><b>Should quarantine for 10-days.</b> Day 0 starts the day of the close contact with someone positive for COVID-19, and day 1 is the first full day following the last close contact. A well-fitted mask should be worn (as tolerated/medically advisable) for 10-days (i.e., days 0 through 10) after the last close contact.</p>	<p><b>Should not be restricted from program</b> following their exposure. Participants who are able should wear a well-fitting mask as tolerated/medically advisable around others for 10 days from the date of their last close contact with someone with COVID-19. Day 0 starts the day they had close contact with someone positive for COVID-19, and day 1 is the first full day following the last close contact. They should get tested at least 5 days after they last had close contact with someone with COVID-19, and follow isolation recommendations if they test positive.</p>

## CONTACT TRACING

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. In the School Program, the County Superintendent will be notified.

Health officials will provide input 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 are encouraged not to work at another facility during the closure unless they consult first with their local health department.

Additional cleaning and disinfection will take place to sanitize the area where the person has been within the school and Adult Program 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 implement its remote learning model for all students.

In the event that a student or Adult Program participant tests positive for COVID-19, Larc School will consult with the Camden County Health Department. The School will also seek input from the County regarding the degree to which transportation providers are considered exposed and must also quarantine.

In the case of a 1:1 nurse, not employed by Larc School, the nursing agency is presumed to have provided notification of possible exposure as the school has no contact information for such individuals.

Larc School also reserves the right to inform staff and families about any possible exposure, even if an individual within the Larc School community has not tested positive for COVID-19, but has been a direct contact of someone who has tested positive. Such instances will be evaluated on a case-by-case basis depending on the person's level of involvement in either program.

School and Adult Program staff members will maintain a sympathetic attitude to other staff members, students, and adult program participants experiencing symptoms or who are direct contacts, and will keep all health related information confidential.

## **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.

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

## **MEALS**

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.

## **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.

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

### ***School Program***

As of March 1, 2022, Larc School will explore participating in field trips, community based instruction outings, and Special Olympics.

### ***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

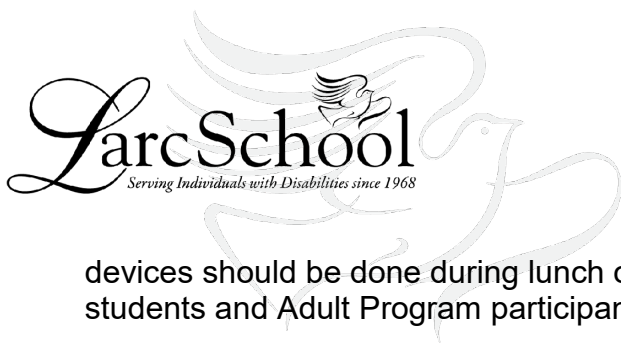
Should the Larc School Adult Program participate in any outings, documentation of the outings will be maintained and available for review. This will include: the date of the outing; the name(s) of individual(s) attending; the name(s) of staff attending; the name and address of venue; and the arrival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

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.

### ***COVID Vaccination Policy***

Effective September 7, 2021, Larc School will follow all federal, state, and local orders concerning vaccinations, booster shots, and COVID testing. Employees covered by federal, state, or local vaccination orders will receive mandatory training on the requirements imposed by the orders.

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

In light of the COVID-19 epidemic 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 this 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 - who provide a PCR test result with relevant name(s), address, date, and proof of positivity - are eligible for EPSL COVID leave between September 1, 2021 and December 31, 2022. Employees who work 35 or more hours per week are eligible for two weeks (70 hours) of EPSL COVID leave. Employees who work fewer than 35 hours per week are entitled to a pro-rated amount of leave 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 COVID leave).





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 COVID leave, the employee's EPSL COVID leave 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 COVID leave. **This is up to a maximum of two weeks (70 hours.)**

Alternatively, if the employee has not worked for Larc School for a full six months prior to taking EPSL COVID leave, the employee shall receive an amount of EPSL COVID leave equivalent to 2 times the expected number of hours that the employee and Larc School agreed to in the employee's contract. **This is up to a maximum of two weeks (70 hours).**

EPSL COVID leave 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.

B. Reasons for Leave: An employee may use this EPSL COVID leave if the employee is unable to work because:

- The employee or the employee's immediate household member has a medical diagnosis which is positive for COVID-19; or,
- The employee is subject to an isolation order imposed by a federal, state, or local policy due to exposure which is directly related to the employee performing his or her essential job functions at Larc School. (This does not include an order related to non-essential travel.)

"Immediate household member" means a person physically living in a home with a Larc employee. For instance, parents, spouse, partner, children, sibling, roommate, etc. that resides in the home of a Larc employee. Additionally, the individual being cared for must have been advised by a health care provider to self-quarantine based on a positive COVID diagnosis.

Employees will receive their full rate of pay during such time provided that proof of a positive COVID test from a medical provider is submitted.

For clarification, employees may *not* use EPSL COVID leave for reasons, including, but not limited to:

- Childcare issues unrelated to COVID-19 symptoms or a COVID-19 quarantine or isolation order;



- To care for someone subject to an isolation order due to a positive COVID test who is not an immediate household member; and
- To self-isolate following non-essential out-of-state travel that is subject to Larc School's travel policy as detailed on the employee portion of Larc's website.

In these instances, or instances of COVID-related symptoms which are *not* confirmed with a positive COVID test, an employee may use sick time, or personal days, if available. Employees may also use sick time or personal days for purposes of obtaining vaccinations. In the alternative, employees may take an unpaid leave of absence for that specific time, under this specific policy, at the discretion of the Executive Director.

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

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

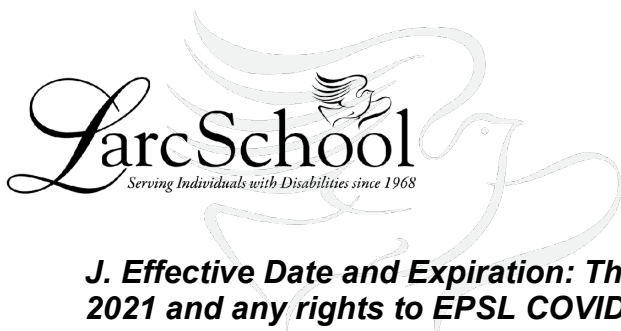
E. Return to Work: Prior to returning to work from EPSL COVID leave, employees may be required to provide medical documentation certifying that the employee does not present a risk of spreading COVID-19 in the workplace.

F. Carryover: This EPSL COVID leave will not carry over to the following calendar year and is in addition to any paid sick leave currently provided by Larc School.

G. Overtime: Any hours taken as EPSL COVID leave do not count as hours worked for purposes of calculating an employee's entitlement to overtime.

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

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



**J. Effective Date and Expiration: This Policy becomes effective on September 1, 2021 and any rights to EPSL COVID shall expire on December 31, 2022, 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*

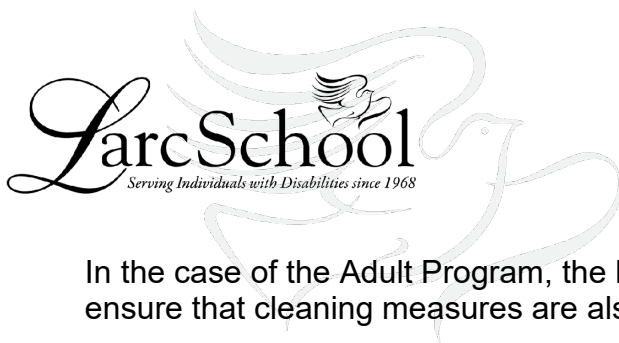
- Spot clean carpets

#### *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.

*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. 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](mailto:info@larcschool.org) email

### **ESSENTIAL PERSONNEL (in case of a statewide shutdown)**

Stefanie Riehl	Executive Director
Melissa Carey	Principal
Stacie Hascheid	Educational Supervisor
Karen Briggs	Business Manager
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 Socieconomic (LSE) 22%  
% Students with Disabilities 100%  
% ELLs: 8%

### **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)
- Larc School will ensure that the length of the school day is in accordance with N.J.A.C. 6A:14-4.1(c) and includes at least four hours of actual school work instruction in accordance with N.J.A.C. 6A:14-7.6(i).
- Parents are provided with daily lesson plans for all content areas to support virtual instruction
- Individual student IEP objectives are aligned to each lesson
- Virtual Instruction is provided for 3 lessons per day for 45 minutes each using Google Meet
- Prerecorded content area/IEP goal-related instructional lessons will be provided (1 hour, 45 minutes) in duration to support daily instruction
- 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**

- 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**

***Per direction from the State of New Jersey, the remote learning option was removed in***

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**

- Seven 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/SrKS3a9CBZFWDPpCY7>.) 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 emergency closures 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: RETURN TO PRE-COVID ACTIVITIES CHART**

**Our knowledge regarding COVID-19 is rapidly expanding, allowing us the opportunity to update policies and procedures to incorporate the best practices. A targeted phase-in of all activities was explored by the Task Force in February 2022. It was determined that all activities below should resume as of March 1, 2022 as doing so is necessary to preserve program integrity.**

**Larc School reserves the right to reinstitute any activity limitations as outlined below in an effort to prevent the spread of COVID-19 should infection rates increase in the future, or, should new information become available.**

<b>Phase</b>	<b>Area</b>	<b>Activity</b>	<b>Target Date</b>
One	Facilities	No longer designate specific doors as exits and entrances. Will follow DDD guidelines for Adult Program.	May 2021



One	Facilities	Lift staff restrictions on bathroom use near Larc School Adult Program.	May 2021
One	Program	Reopening of School Store.	One class at a time; no comingling of classes. Only masked staff may purchase from the store. Paraprofessionals should clean space after use.
One	Program/ Facilities	Allow students to do socially distanced walks in the hallway, with permission from the Educational Supervisor. Adult Program will follow DDD regulations.	May 2021
Two	Facilities/ Program	At discretion of Administration, remove visitor restriction & conduct in-person tours (School Program). Tours must be monitored such that they are only in areas for 15 minutes or less and do not fully immerse in classrooms. Visitors should be limited to the cafeteria. Will follow DDD guidelines for Adult Program.	July 2021
Two	Program	Allow school staff to do laundry (only near pre-voc area) per established schedule. Laundry must be bagged and transferred directly to the machine. Rooms should not mix laundry or cross contaminate, and laundry should be kept separate from students. Wipe down surfaces after use.	July 2021



Two	Program/ Facilities	Establish a rotating schedule for one class at a time to use the cafeteria for lunches. Assess to determine full cafeteria reopening	July 2021
Two	Program	Return of in-person PE. Spray and dry stations put in place.	July 2021
Two	Program/ Facilities	Phase-in reopening of Sensory Room and Sensory Gym in July. Hold to maximum socially distanced capacities and allow use as needed. Capacity must be limited to a single student with a 1:1. Wipe down after a student has left.	July 2021
Three	Administration	Restrict the use of common areas by both the School and Adult Program. For instance, kitchen, ADL. Areas should be reserved for therapy.	September 2021
Three	Administration	Return to all virtual small group/ internal meetings whenever possible. Meetings in person MUST be socially distanced, and masked at all times. In-person meetings should be minimized.	September 2021
Three	Administration	COVID leave	Provide 10-days of COVID leave with proof of a positive COVID test for an employee or an employee's household member. Proof of residency of household member will be required.



Three	Program/ Nursing	At discretion of Administration, allow group volunteers in the building if they are fully masked, limited to the cafeteria, and away from the general school/adult population. Follow Larc screening guidelines prior to entry.	September 2021
Three	Program	At discretion of Administration, allow for student teachers, therapy students, etc. to complete observations, shadowing, etc. in the building. Follow Larc screening guidelines prior to entry.	September 2021
Three	Facilities	Continue to monitor capacity and enrollments to ensure safety and distance when possible. Will follow DDD guidelines for Adult Program. Classroom set-up back to normal where deemed safe.	September 2021
Three	Facilities/Nursing	Return those with nebulizer needs to in-person instruction with the use of inhalers and spacers.	September 2021
Three	Program	Discontinue Remote Learning <i>Option</i> .	September 2021 OR STATE GUIDANCE
Four	Events	Hold Designer Bag Bingo	July 2022
Four	Administration/Nursing	Suspension of Mask Policy	In the event that the Camden County COVID level, as determined by the NJ Department of Health's COVID-19 Activity Level Index (CALI), is in green for two



			consecutive weeks, the Pandemic Response Team will meet to determine if the mask wearing policy should be suspended.
Four	Facilities	Reopen staff lounge	March 2022
Four	Program	At the discretion of Administration, return to CBI trips in the community. Consider locations that don't require masks (like Rock the Spectrum) for students that can't wear them. Other locations can be evaluated on a case-by-case basis.	March 2022 (postponed from September 2021)
Five	Program	Return of field trips, After School Program	Spring 2022 (depending on flu levels)
Five	Program	Special Olympics	DEPENDENT ON VENUES
Five	Program	Return of Sibling Group	July 2022