

# 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.

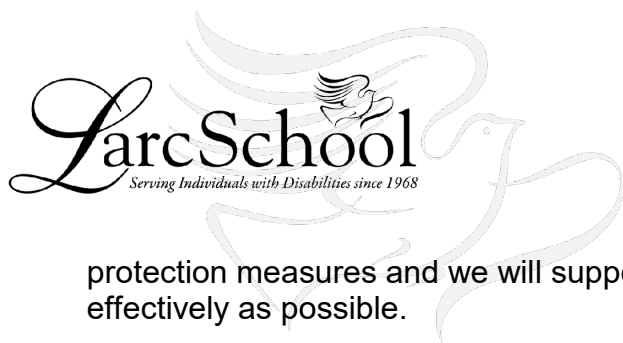
Families should be aware that should staffing become an issue for a particular Adult Program classroom on a given day, programming may need to be cancelled that day. To the best of Larc School's abilities, we will make every effort to alert the families the night before or as early as possible on the 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](https://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
- Annabelle Dela Cruz, 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.

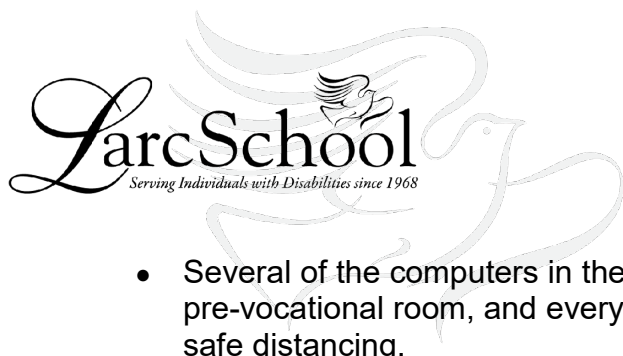
### ***Avoiding Cross Contamination***

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.

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.
- 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 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.

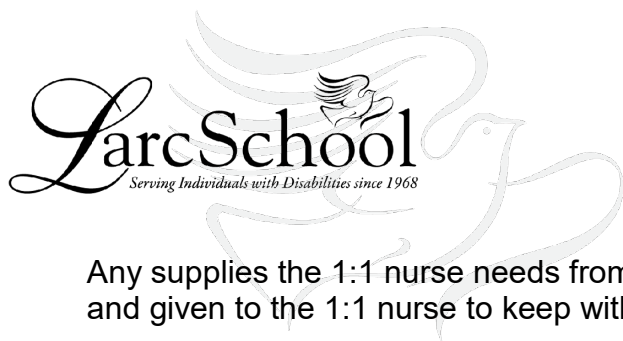
- The current payroll system used by Larc School has a feature to allow staff to request time off electronically, as opposed to the current process where an employee has to physically submit a paper form. The system can also account for all paid time off balances. These features are provided at no extra 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.

### ***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. Upon entering the building, visitors must 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>.

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**

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.)**

- 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.

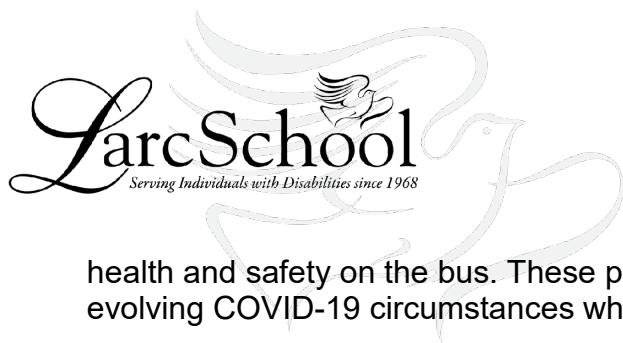
Parents and guardians are also free to drop off and pick up their children, but must notify the school in advance. Parents should plan on picking up and dropping off their child in front of the school and must not enter the building in order to limit outside visitors. We would also appreciate parents 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.

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.
- Masks 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. 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.

## **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).

As of April 2023, masks are optional except if:



- There is an outbreak in the building, defined as three or more connected cases of COVID-19. In this case, the full building (both programs) must mask for 10 calendar days. A KN95 mask is preferred.
- A staff member is a direct contact to an individual who has tested positive for COVID-19. "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. In the case of an individual who has tested positive in a classroom, the whole classroom is considered to be direct contacts.

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.

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.

### ***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 5 days. The staff member must wear a KN95 mask upon return anytime they are around others.

Any School Program employee who tests positive for COVID-19 must isolate 5 days. The staff member must wear a KN95 mask upon return anytime they are around others. 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 regardless of vaccination status:

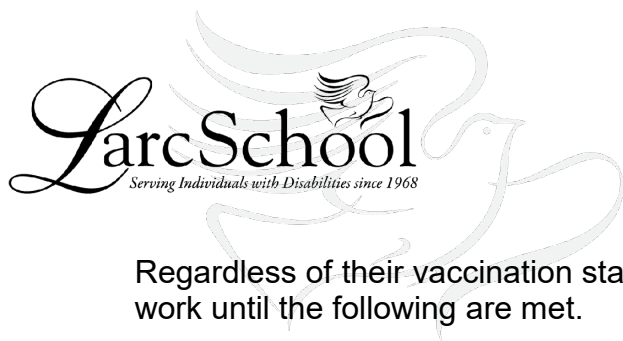
- The employee should continue to monitor for symptoms, remain masked for five days.
- The employee should consider Day 0 is the day the person was exposed.

Employees who have had COVID in the last 90 days have no restrictions upon direct contact.

### **Symptomatic Adult Program Employees**

For employees 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 note from a physician may be required.

### **Adult Program Employees Who Test Positive for COVID-19**



Regardless of their vaccination status, if staff test positive, they cannot return to work until the following are met.

- For persons who are able to consistently wear a well-fitting mask while at work: After 5 days have passed (day 0 is the first day of symptoms or the day of the positive viral test for asymptomatic persons) staff may return to work consistently wearing a well-fitted mask while at work for 5 more days. The staff member must wear a KN95 mask upon return anytime they are around others.
- 24 hours have passed since resolution of fever without the use of fever-reducing medication, as applicable; and • Symptoms have improved, as applicable. This can be as long as 20 days for participants with severe or critical illness.

### **Adult Program Employees Who Are Close Contacts**

“Close contact” is defined as being less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or asymptomatic individuals, 2 days prior to test specimen collection).

Regardless of vaccination status, asymptomatic staff who have had close contact with someone who tested positive for COVID-19 should not be restricted from work following their exposure. Staff should wear a mask 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.

### **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.)

A student who tests positive for COVID-19 may return to school on Day 6 following a negative PCR or rapid test. Day 0 is the first day the student started experiencing symptoms of COVID and then tests positive for COVID **or** the day an asymptomatic person tests positive for COVID.

Students who have had “direct contact” with an individual who has tested positive do not have to quarantine, provided they remain asymptomatic. This is regardless of vaccination status, or whether or not a student has recovered from confirmed COVID-19 within the past 90 days.

\*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. In addition, the entire building will be required to mask for a period of 10 calendar days.

### **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:

<b>Scenario #1</b> Participants who are <b>unable</b> to consistently wear a well-fitting mask while at program:	<b>Scenario #2</b> Participants who are <b>able</b> to consistently wear a well-fitted mask while in program:
<b>Quarantine for 10 days</b> , (day 0) is -The first day a person started experiencing symptoms of COVID and then tests positive for COVID <b>or</b>	<b>Quarantine for 5 days</b> , (day 0 is -The first day a person started experiencing symptoms of COVID and then tests positive for COVID <b>or</b>





<p>-The day an asymptomatic person tests positive for COVID.</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: 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.

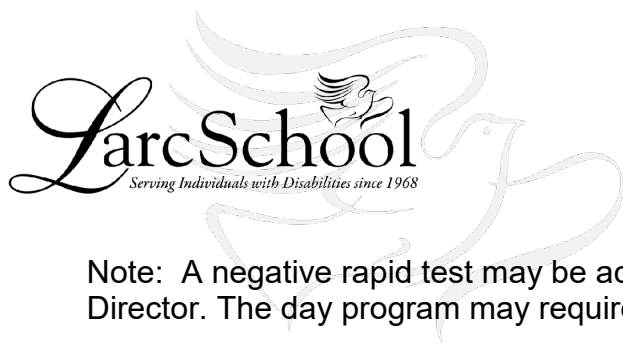
In the event that a participant has no fever, but regularly has other symptoms due to non-COVID related existing conditions (e.g., chronic cough or runny nose), the Larc School nurses, and the Program Director will make a determination as to whether the symptoms are unusual for an individual and require 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 they test negative for COVID and 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: 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.

### **Adult Program Participants Who Are Close Contacts**

"Close contact" is defined as being less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a total of 15 minutes or more over a 24-hour period.

Regardless of vaccination status, asymptomatic participants who have had close contact with someone who tested positive for COVID-19 in the past 10 days should not be restricted from program following their exposure. Participants who are able, should wear a 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 5 days after they had close contact with someone with COVID-19, and follow isolation recommendations if they test positive. Testing should still occur even if symptoms do not develop.

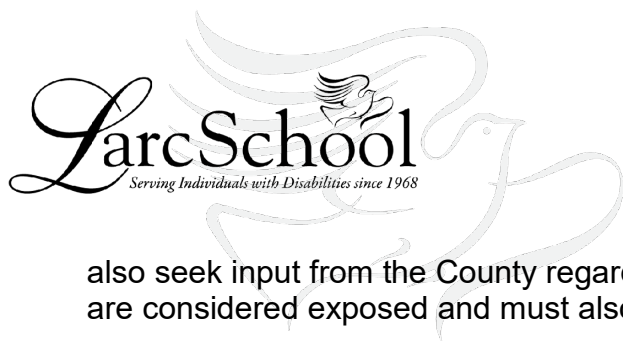
## **CONTACT TRACING**

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 April 2023, 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***

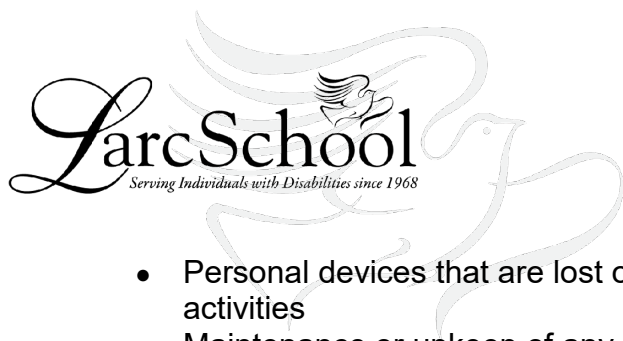
Larc School recognizes that making various administrative functions contactless (for instance, requesting time off, communicating through email) requires access to technology. In the current pandemic, staff may feel more comfortable using their own technology rather than shared equipment. As such, we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

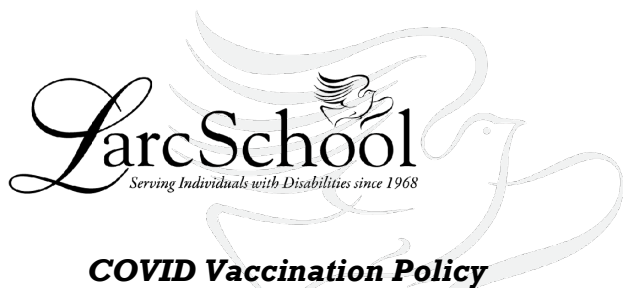
- The essential job functions of the employee's position and whether they can be effectively accomplished remotely.
- The reason for the request (for instance, contagion, care for a sick family member, etc.) and whether granting it would cause an undue hardship for Larc School.
- The expected duration 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 one week 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 July 1, 2023. Employees who work 35 or more hours per week are eligible for one week (35 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.

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 one week (35 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 one week (35 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:

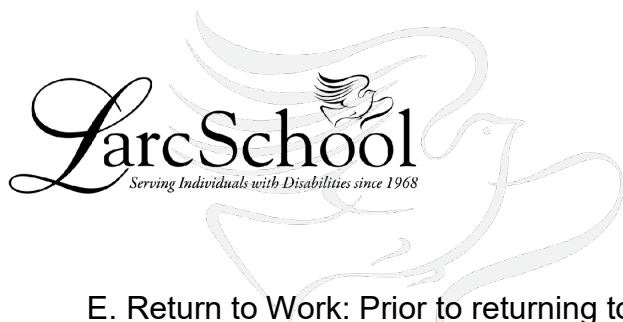
- Childcare issues unrelated to COVID-19 symptoms or a COVID-19 quarantine or isolation order;
- To care for someone subject to an isolation order due to a positive COVID test who is not an immediate household member; and
- To self-isolate following non-essential out-of-state travel that is subject to 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 July 1, 2023, 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

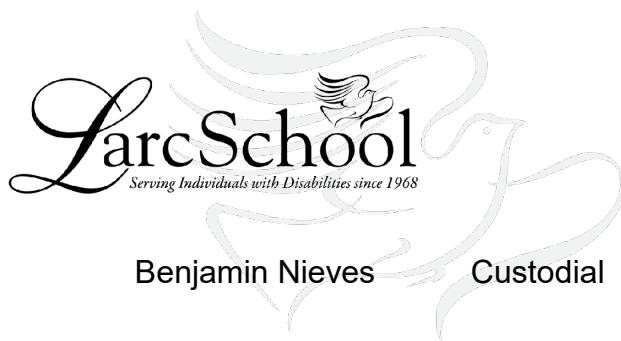
Chief School Administrator: Stefanie Riehl

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@larc.school.org](mailto:info@larc.school.org) email

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

Stefanie Riehl	Executive Director
Melissa Carey	Principal
Stacie Haslcheid	Educational Supervisor
Karen Briggs	Business Manager
Rae Cooper	Bookkeeper
Maureen Kelleher	IT
Mark Cheeseman	Maintenance
Bobby Burgos	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**

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**

- Larc School serves students with varying disabilities with diverse backgrounds and cultures.
- 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

### *Other Larc Efforts*

At the start of the COVID-19 pandemic, members of Larc staff worked within a Professional Learning Community (PLC) that focused on the needs of students and their families where English is a second language. The objective of the PLC was not only to determine best practices for translation, but to develop staff's knowledge and understanding of the diverse cultures that Larc currently serves in the school community.

The work of the PLC included: researching various technologies and applications that would support translation services; working to understand how to best connect with families; and, gaining insight on how families viewed the education system within the United States.

In conjunction with the PLC, Larc utilized a Translation Service Company to support: remote learning; parent-teacher conferences; and, document translation when needed. In addition, staff had multiple conversations with social agencies like Catholic Charities.

These organizations were invaluable in gaining knowledge and insight on the trauma of being a refugee and how to best support and understand families from these regions. Agencies and translators also helped staff to better understand cultural norms and expectations.





One of the most beneficial end results of these collective efforts was the creation of individualized portfolios so that knowledge can be shared as ELL students progress through our program.

### *Future Larc Efforts*

During our in-service training at the beginning half of the school year teachers will be provided with reinforcement of the above mentioned pedagogies. Teachers will be reminded that those pedagogies should be embedded in their daily instruction.

## **ATTENDANCE**

- Parents/guardians are provided with a “Daily Attendance Survey” that asks parents/guardians to verify attendance.  
(<https://forms.gle/SrKS3a9CBZFWDpCY7>.) 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