HollyDELL
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Gloucester County
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REOPENING PLAN
August 25, 2020

Compliance met by the Gloucester County Office of Education

We are taking extraordinary measures to ensure the safety and security of our buildings during the COVID-19 pandemic. Please be patient as we work collaboratively to provide a healthy and safe environment at HollyDELL for our staff, students, consumers, and their specific programs. Over the past 8 weeks, HollyDELL Reopening Committee has been meeting weekly with a focus on 18 key areas. The Pandemic Response Team headed by the Executive Director including teachers, nurses, therapists, assistants, office staff, facilities personnel, and administration. Input from parents has been conducted periodically by telephone and email. Due to the high vulnerability of our medically fragile students, HollyDELL may move to full remote learning. This decision will be made in consultation with the Gloucester County Department of Health and our consulting physician. HollyDELL’s plan is comprehensive with the information we have as of this writing.

FOCUS AREAS

- Introduction 1
- Programming Model and Technology 2-3
- Overall Requirements 3-4
- General Guidelines 4-6
- Arrival and Dismissal 6-9
- Nurse Guidelines 9-10
- Lunch 10-11
- Personal Protective Equipment 11-12
- Social Distancing 12
- Cleaning and Disinfecting 12-17
- Infection Control and Tracking 17-20
- Reopening Phases 20-21
- Communications 21
- Training 20-21
- Social and Emotional Support 21
- Behavioral Support 21
Since this is uncharted territory, it is important to remember that this is a fluid document. As information develops, the plan will be adjusted if warranted.

Our goal at HollyDELL is to minimize health risks while providing educational platforms and learning opportunities in a healthy and safe environment.

HOLLYDELL SCHOOL PROGRAMMING MODEL

HYBRID LEARNING MODEL

HollyDELL plans to reopen in September with a hybrid model of learning unless we receive new guidance from the NJ Department of Education. Parents will choose among Facility-Based Learning, Remote (virtual) Instruction or Remote Learning with appointment-based Therapies offered in the school facility. This will continue for the September – November marking period. It is likely that HollyDELL will move to remote learning from Thanksgiving through the holiday break to limit COVID-19 exposure/transmission due to travel and visitation with extended family and friends. The programs affected will be notified by November 5th.

Parent choices via survey include three options: Facility-Based, Remote or Remote Instruction with Facility-Based Therapy.

Facility-Based Instruction
In-School or facility-based instruction will be held Monday through Friday from 8:50 am to 1:45 pm. Students will be in the school building with lessons and therapies being held in the classroom and therapy areas. Classrooms will be set up with social distancing in mind. Movement between rooms and in the hallways will be limited. Transportation will be arranged through the sending district or a parent may be able to transport their child to school. Parents will communicate their transportation needs/concerns to their district case manager; HollyDELL administration will follow up with the districts.

Remote Instruction
Instructions will be conducted remotely while the child is in the home and teletherapy will be utilized for physical, occupational and speech/language therapies. Data collection will continue during remote learning. Zoom platform will be utilized for remote learning with live and recorded lessons. Four hours of instruction time has been set during the hours of 9 am to 5 pm unless special arrangements are made between the parent and staff. Parents/guardians are asked to be available during
instruction time. Teletherapy will be conducted according to each students’ IEP. Data will be collected in collaboration with the parents/guardians.

Remote instruction is alignment with the Board of Director’s pending policy on Remote Instruction.

**Remote Instruction plus Facility Based Therapies**
Students will stay at home with virtual classroom instruction. Related services will be delivered in the student’s respective building at pre-assigned times. _Parents will be required to transport his/her child to and from school for therapies._

In mid to late July, parents received a survey requesting their learning venue (Facility-Based, Remote, or Remote with Facility-Based Therapies) for their child for the second marking period or September through November. Parents’ choices will be final by Aug 7th. This will provide us with time to determine staffing patterns for remote and facility-based learning. Depending on the needs of the families, staffing changes are likely to occur, but we will do our best to minimize changes.

**Technology/Digital Divide**
Our students require varying levels of technology throughout the day whether instruction is facility based or remote learning. All students have available to them the switches, devices, iPads, interfaces when appropriate, internet access and adaptations they require to interact with their learning interventions as best as we can do in this changing environment. Ongoing monitoring of each students’ educational technology needs, including hardware and connectivity, will be assessed through regular parent conversations and surveys.

Due to the medical needs of our students, air exchange isolation areas may need to be constructed in classrooms that require frequent or emergency aerosolized treatments.

**OVERALL REQUIREMENTS:**
Wearing a facial mask that covers your nose and mouth unless contraindicated, social distancing, washing hands for 20 seconds, disinfecting, and staying home if sick MUST be followed to ensure the health and safety of the HollyDELL community.

- Mask breaks may be taken outside, when alone.
- Students/Consumers that can wear masks are encouraged to do so. We understand that certain medical or behavioral conditions may affect compliance with the guideline.
- It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- Exceptions: Doing so would inhibit the student’s health.
  - The student is in extreme heat outdoors.
The student is in water.
A student’s documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering.
The student is under the age of two (2), due to the risk of suffocation.
During the period that a student is eating or drinking.
Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).
The student is engaged in high intensity aerobic or anaerobic activities.
Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
When wearing a face covering creates an unsafe condition in which to operate equipment.

- Wash hands often with soap and water for 20 seconds. If soap and water are not nearby, use hand sanitizer. When wearing gloves for direct student/consumer care or disinfecting, wash hands immediately after glove removal.
- Limit walking in the hallway to essential reasons. Use the wall phones to communicate with other staff, when possible.
- Socially distance by 6 feet. If not feasible, a gown, goggles and/or shield and face mask maybe warranted. Floor markings and wall signs will be utilized where necessary.
- Bathrooms/Changing Rooms – Put on gloves; wipe down all surfaces upon entering a staff bathroom; wipe down surfaces after you are done including toilet handle, toilet seat, faucets, phone, light switches, phone, counter, doorknobs. Wash hands upon leaving.
- Visitors, contractors, etc. must wear masks that cover the nose and mouth.
- Buddy’s Room will be used for sick individuals including nebulizer and suctioning treatments. Buddy’s room is vented to the outside allowing for air exchange with the outside air not building air.
- Every HollyDELL vehicle will carry emergency PPE including mask, goggles, face shield, gown.

GENERAL GUIDELINES and STAFF RESPONSIBILITIES

- Staff and student/consumer attendance will be phoned into the receptionists each morning. Refer to the section on Absences later in this plan.
- No buffet parties for staff or students/student/consumers until further notice.
- Each staff person should bring their own lunch. Contactless food delivery will be permitted. Leaving the building for lunch or an errand is strongly discouraged. If
absolutely necessary, notify an administrator, and follow all entry protocols upon
returning to the building through the main entrance.

- No communication books between home and program will be permitted. We will
  utilize an app such as Bloomz to maintain daily communication.
- Class/Program room surfaces, toys, AAC devices and any commonly touched
  items should be wiped down immediately after being used. Phones, doorknobs,
  counters, sinks should be wiped down with disinfectant wipes often.
- One disinfectant wipe or paper towel per surface. Gloves must be worn.
- Do not enter the nurse’s office if a nurse is not present. A sign will be posted on
  the nurse’s office door to not enter unless the nurse is present. The door will be
  kept closed but unlocked in the event the emergency cart is needed.
- Soap and water handwashing for 20 seconds is recommended. Utilize hand
  sanitizer stations when that is not possible. Always wash your hands after glove
  removal. If you notice no soap or hand sanitizer in a dispenser, please notify the
  building receptionist.
- We are working together to protect all individuals in the building. Please report
  any concerns to the administration.
- Until further notice, meetings will be held via zoom. Large staff gatherings are
  prohibited. Staff will join meetings via Zoom from their class/therapy/program
  room. If social distancing of six feet can be maintained, a group meeting may be
  held. Face masks must be worn.
- The Pandemic Committee welcomes parent and staff concerns throughout the
  crisis recognizing that this is a fluid document that may need periodic
  adjustments. The committee is committed to ensuring up to date compliance
  with the established guidelines and communicating to interested parties any
  significant changes to the plan.

1:1 nurses (Private Duty Nurses)

- Must wear a facial mask that always covers the nose and mouth.
- Nebulizer treatments and suctioning will be done in Buddy’s room; nurses must
  wear an N95 mask, gloves, gown and face shield.
- Must disinfect their area regularly throughout the day
- 1:1 nurses must tell the teacher/designee when they are going to Buddy’s room.
  Prior to leaving the classroom, check to make sure Buddy’s room is not occupied
  by calling the room. A current phone list will be posted in each class/program
  room next to the phone. Buddy’s room extension will be highlighted.
• Buddy’s room must be disinfected with wipes upon leaving.
• If unable to clean, please let the nurse or admin know. Turn the door sign to “Needs Attention, Please”. Once cleaned the door sign will read “Buddy’s Room”.

Students/Consumers

• Each student/consumer will have an area or container for belongings. Wearing gloves, staff unpack students’/consumers’ belongings. Toileting happens now. Staff washes students’/consumers’ hands. Staff washes hands after glove removal.
• Students/consumers will remain in the classroom – no errands, scavenger hunts. Students/consumers are encouraged to spend some time in the outdoor areas of their respective buildings.
• Groups will be socially distant. Staff shields may need to be used in addition to a face mask.
• Community outings, including our Saturday bowling group, are on hold until further notice.
• You may use individual wash basins for student/consumer hand washing for 20 seconds fo 20 seconds. Hand washing for 20 seconds needs to be done for students/consumers and staff:
  • Upon arrival
  • Before lunch
  • After lunch
  • Following a hands-on lesson
  • Toileting (before and after)
• Individuals who are independent in toileting, handwashing should be monitored.

Therapists

• Therapy staff will call ahead to a classroom to inform the classroom of the student who will be receiving therapy. The classroom staff will get the child ready for transport to the therapy room by the therapist or designee.
• Wash hands prior to receiving a student for therapy.
• A 1:1 nurse is permitted to bring a student to a therapy room with no stopping on the way.
• Therapy staff are responsible to disinfect all equipment after use.
A facial mask must be used, and additional personal protective equipment should be donned if, as part of therapeutic intervention, physical handling of a student is required resulting in close contact between the therapist and the student.

ARRIVALS AND DISMISSALS
A policy addressing the arrival, dismissal and screening procedures is in draft form and will be presented to the Board for review and approval prior to the opening of school.

Staff and 1:1 Nurse (Private Duty Nurses) Morning Arrival

- Enter designated door wearing a mask that covers your nose and mouth.
- Temperatures will be taken. Temps must be below 100. Record results on designated form and give to the receptionist when arrivals are complete.
- Questions will be asked: Are you feeling ill, has COVID-19, has been in close contact with a COVID-19 individual, or traveled to a current hotspot in the previous two weeks.
- If yes to any question, the nurse must see the individual staff person before proceeding to their room. Record results on designated form and give to the receptionist when arrivals are complete.
- Proceed to sign in area. Use the hand sanitizer and then proceed immediately and directly to your room.
- If there is a fever or other health related issue, staff will meet with a nurse privately to determine work status.
- One to one nurse (private duty nurse) who arrives to HollyDELL with a fever over 100 or has symptoms or had recent close contact with a COVID-19 individual must be sent home as per guidelines. Unfortunately, the student must be sent home as well. The one to one nurse will be placed on “person under investigation” list and must stay home until no fever or symptoms for 72 hours.
- If you had recent close contact with a COVID-19 individual, the one to one nurse will be placed on the quarantine list.
- The one to one’s nursing agency will be notified. The sending district case manager will be notified. If an alternate substitute nurse is found, the student/consumer may return to school/program the next day.

Arrival: Student/Consumer Drop Off by Parents

- Parent will drive up to the main door area.
• Staff member from the class/program room will meet the student/consumer at the door or car wearing gloves and a mask.
• Temperatures will be taken. Temps must be below 100. Record results on designated form and give to the receptionist once arrivals are complete.
• Questions posed: COVID-19 exposure, feeling ill, travel to a hotspot in the previous two weeks. Responses recorded.
• Student/consumer will be escorted to the class/program room by a staff member wearing gloves from the students’/consumers’ room.
• If there is a fever or other health related issue, the nurse will meet with the parent and child outside by their vehicle to determine attendance status.
• Late arrivals will come to the main door of their respective buildings. Temperatures checked and screening questions will be asked and recorded.

Arrival: Student/Consumer Drop Off by Bus
• Class/program room staff meet student/consumer at the designated bus drop off location donning masks and gloves.
• Temperatures will be taken. Temps must be below 100. Record results on designated form and give to the receptionist once arrivals are complete.
• Questions posed: COVID-19 exposure, feeling ill, travel to a hotspot in the previous two weeks. Responses recorded.
• If there is a fever or other health related issue, the nurse will contact the parent and child will be taken to the Buddy room with a staff person or 1:1 nurse wearing appropriate PPE.
• Proceed to the class/program room if no issues.
• Wash hands for 20 seconds once in the classroom and wash the students/student/consumers’ hands as well.

Dismissal: Bus and Parent Pick Up
• One student/consumer at a time will be called to their dismissal location for bus pickup and parent pick up.
• One to One nurses will take their students/consumers to their dismissal location.
• Wearing masks and gloves, assistants will take the other students/consumers, one at a time for social distancing purposes, to their dismissal location.

Consumer (Adult Programs) Pick-Up and Drop Off
• Wearing a mask and gloves the HollyDELL staff arriving at the consumers’ house will ask and record the parent/guardian’s responses to the COVID-19 questions. If any of the answers are yes, the consumer will remain home and follow up information will be gathered by the program nurse for potential contact tracing. If the answers are no, the staff will assist the consumer to their seat, socially distanced from other consumers and staff.
• The staff, while wearing gloves and a mask, will assist the consumers that utilize wheelchairs on and off the vehicle’s wheelchair lift. The staff will lockdown the consumers’ wheelchair in the vehicle paying attention to social distancing while wearing a mask, face shield and gown, if necessary.
• **Once arriving at HollyDELL, the program nurse/designated staff will perform a temperature check prior to entering the building. If there is no fever, the staff will escort the consumer to their designated program area from an exterior door directly into classroom. If a fever is detected, the nurse will contact the parent for pick up and the consumer will be taken to the Buddy room with the staff person or nurse wearing appropriate PPE.**

### End of the Day Guidelines

- **Disinfect, Disinfect, Disinfect - all commonly used surfaces including everything.**
- If you have time, disinfect hallway railings, doorknobs and handles, soap dispensers, etc.
- It is recommended that you change and wash your clothes as soon as you get home and wash your hands.

### Visitors:

- No visitors will be allowed into the building, except parent/guardians, nursing agency supervisors, HollyDELL Board of Directors, Commission for the Blind, specialists such as BCBA, wheelchair adjustment, deaf and hard of hearing personnel, child study team members, support coordinators, state agencies etc.
- Visitors must sign legibly with name, company, and phone number.
- Masks that cover the nose and mouth must be worn.
- Entry of young children/siblings is discouraged during phase one.
- **Temperatures will be taken. Temps must be below 100. Record results on designated form.**
- Questions posed: COVID-19 exposure, feeling well, traveled to a hotspot in the previous two weeks. Responses recorded.
A sign will be posted prohibiting bus drivers from entry into the building to use the toilet facilities.

HOLLYDELL NURSE GUIDELINES

- Will oversee the cleanliness and use of Buddy’s rooms.
- Will instruct 1:1 nurses to use Buddy’s room for nebulizer and suctioning treatments, using N95 mask, face shield, gown and gloves. Other students/consumers are not to be exposed.
- It is recommended, when possible, that routine nebulizer treatment schedules be adjusted to occur during non-school hours. This procedure is highly aerosolized. Treatments, as needed for active symptoms, will be done, as always.
- Any students/consumers with symptoms or fever will be separated to Buddy’s room and sent home.
- Do not enter the nurse’s office if a nurse is not present. A sign will be posted on the nurse’s office door to not enter unless the nurse is present. The door will be kept closed but unlocked in the event the emergency cart is needed.
- Nurses will circulate rooms wearing an outer covering, and masks and gloves as needed to monitor compliance of social distancing, adequate PPE, hygiene, and disinfecting measures.
- In the beginning of the year, the nurses will meet with staff individually to determine the necessary level of PPE. Reevaluate as needed.
- If a student/consumer is sick, or suspected of being sick, call the nurse’s extension or do an all page requesting a nurse come to the class/program room. Do not bring the student/consumer to the nurse’s office. The nurse will assess the situation and determine the best course of action. The nurse’s directions must be followed.

HollyDELL nurses will keep current with quarantine guidelines for students/consumers and staff who have a fever, suspected COVID-19 symptoms that are unexplained by another medical condition, or have been exposed to a COVID-19 positive individual or current hotspot location. Guidelines are often updated by the CDC, NJ Departments of Health and Education, local Departments of Health. Revisions of the guidelines occur as more is learned about this virus and spikes are evident in certain locations.

LUNCH

Staff
• Staff will eat in their own areas, socially distanced. Consider a picnic table if the weather permits.
• Staff will bring their own lunches and eating utensils.
• Food deliveries will not be permitted until further notice unless it is contactless delivery.
• Going out to lunch or running errands is highly discouraged until further notice.
• All staff, including one to one nurses, must be greater than six feet distance from others to eat since the facial mask must be removed to consume food or drink.
• Food surfaces must immediately be washed with soap and water and disinfected.

Lunch: Students/Consumers

• Student/consumers will eat in the class/program room.
• Students/consumers/staff must wash hands prior to food handling.
• Students/consumers will bring their own lunches and eating utensils. When staff feed the students/consumers, they must don gloves, masks, and possibly face shields, if necessary. Staff will wear long sleeved cloth cover or gown, if warranted.
• Food sharing is prohibited.
• Food surfaces must immediately be washed with soap and water and disinfected.

PERSONAL PROTECTIVE EQUIPMENT (PPE)
A draft policy covering social distancing, the use of PPE and student/staff flow are important and necessary to maintain a safe learning environment. The Board will review and approve a policy prior to the opening of school.
• PPE is available for all employees including masks, goggles, shields, gowns/shirts.
• Masks must cover the nose and mouth.
• Shirt/Gown, mask and goggles or face shield must be worn during toileting, feeding.
• N95 masks must be worn for nebulizer and suctioning treatments along with a gown and gloves.
• In the beginning of the year, the nurses will meet with staff individually to determine the necessary level of PPE.
• Staff will be instructed on the use of PPE as well as how to put on, take off PPE and disposal.
• Social distancing will be adhered to when applicable.

Protective Equipment Recommendations for staff
### Classification of Individual Wearing Protective Equipment

<table>
<thead>
<tr>
<th>Classification of Individual Wearing Protective Equipment</th>
<th>N95 or KN95 Mask</th>
<th>Face Shield</th>
<th>Disposable Gowns</th>
<th>Disposable Gloves</th>
<th>Gowns/Coveralls/Other Body Covering</th>
<th>Cloth Face Covering</th>
<th>Disposable Mask</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff in care areas of students under investigation</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>(X if N95/KN95 not available)</td>
</tr>
<tr>
<td>Staff in the same facility but not in the care areas for students with suspected COVID-19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Staff providing personal care to students without suspected COVID-19 but who may potentially be exposed to bodily fluids</td>
<td>X (preferred)</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Staff performing or present during aerosol generating procedures such as nebulizer treatments, chest PT, suctioning, trach care</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Transportation personnel/monitors who must come in direct physical contact with passengers (e.g. buckling/unbuckling, performing wheelchair safety services)</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

### SOCIAL DISTANCING

- Staff/consumers/visitors must adhere to 6 feet apart when feasible.
- Must comply with any visual markings in hallways or common areas.
- Students/consumers will comply with social distancing as best as they are able. We understand that most of our students and consumers need assistance and monitoring in this area.

### PORTABLE DIVIDERS

- Should be used between desks/counters during lessons; students should face in the same direction
• Should be used between staff desks/tables when social distancing is not viable
• Opaque dividers can be used to minimize distractions between desks/tables.
• One to one nurses will have dividers between their area; if dividers are available, if not six feet distancing will be maintained.

CLEANING AND DISINFECTING

HollyDELL Schools/Programs is committed to provide environmentally clean and disinfected workspaces for students/consumers and employees, with the goal of interrupting the spread of COVID-19 and other potentially infectious pathogens.

Definitions:

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore the any risk of spreading infection.

Disinfecting works by using chemicals to kill germs on surfaces after an object has been cleaned. Killing germs that remain on surfaces after cleaning further reduces and risk of spreading infection. Attempting to disinfect without first cleaning an object will reduce the disinfectant’s effectiveness. No disinfectant works with organic matter. EPA N list approved disinfectant wipes: pump sprays will be available for use.

Germ-Nix is a company that specializes in disinfecting buildings with a process that is specific to HollyDELL needs. They utilize Electrostatic Sprayers and Atomized Foggers that apply disinfectant on all surfaces. This enhanced cleaning process will be conducted on a regular basis: every 30 to 35 days.

Procedures:
Staff must always use gloves when cleaning and disinfecting. Wash hands after removal of gloves.

Disinfecting wipes or an EPA N list approved disinfecting solution will be used to wipe down surfaces. Gloves should be worn during disinfecting procedures. One wipe per area. Example: Wipe down the table, throw away sani-wipe; get a new wipe, clean computer keyboard and mouse, throw away sani-wipe etc. Remove gloves and discard in trash can; sanitize or wash hands with soap and water after removing gloves.

• Every hour commonly touched areas including, doorknobs, light switches, phones, bathrooms will be disinfected. Records of the cleaning will be kept.
Classrooms/ Group Activity Rooms

- Changing rooms, tables, desks, toys, devices, mats, learning toys/devices will be disinfected after each use. Avoid sharing of toys, devices.
- Hardware and surfaces on all transfer lift equipment, positioning equipment and scales must be disinfected after each use.
- Phones, keyboards, and light switches will be disinfected often and at the end of each day.
- Wheelchairs will be wiped down upon entry to school with a disinfectant wipe. Attention to seat, back, arm rests and handles will be made. Wash hands or use gloves when pushing wheelchair to other locations. No aerosol disinfectant spray in a can is permitted when students/consumers are present as per mandate.
- Encourage ventilation by opening windows depending on weather, medical contraindications, and parent permission.
- Limit items taped or tacked to walls to allow for effective terminal cleaning. Consider string with clothespins to hang student work. Laminate papers when feasible.
- Plush toys are not recommended to be utilized during this time.

Hallways

- Handrails, light switches, and doorknobs will be disinfected every hour and as needed, until further notice.
- A clipboard will be available to initial each hour when task is completed.
- An employee, on a rotating basis, with be assigned this duty.

Therapy Rooms

- Therapists and therapy aides will clean and disinfect devices, equipment between each student use.
- Other surfaces, such as mats, and table surfaces, etc. need to be cleaned between use and at the end of the day. Remember phones, keyboards, light switches, and doorknobs.

Offices/Reception Area/ Copier Room
• Office staff will clean and disinfect their own areas daily, phones, keyboards, doorknobs, table surfaces, files drawer handles, light switches, desks, waiting area chair arms rests, etc.

• Wear gloves to make copies, retrieve copies, faxes, mail. Remove gloves and discard in a trash can; wash hands with soap and water or sanitize hands after removing gloves.

Nurse’s Office

• Medical equipment will be cleaned and disinfected after each use.
• Door to the nurse’s office will be kept closed and no entry is allowed unless the nurse is present.
• The nurse’s office phone, doorknob, work counters, cabinet handles, desk, sink faucet and handles, light switches will be disinfected as needed and at the end of the day.

Buddy’s Room/Temporary Isolation Room

• Will be disinfected by the school nurse after an ill employee or staff member goes home.
• Nebulizer treatments and suctioning procedures MUST be done in Buddy’s room/Temporary isolation area due to the aerosolized nature of those procedures. The school nurse will use that room and disinfect after use. Individual student/consumer 1:1 agency nurse must use Buddy’s room as well. Agency nurses will be able to enter those rooms alone with their patients. The nurse will be instructed on how to use the phone pager system to call for help if needed. Proper PPE will be worn, so we discourage classroom staff to be in that room due to the need for extra protection. The 1:1 nurse will have disinfectant available to use after the procedure is over.
• The School nurse will disinfect Buddy’s Room at the end of each day.
• The door to Buddy’s room must be kept closed at all times. The exhaust fan remains on during program hours.

Staff Lunchroom (610 and 303 buildings)

• Social distancing of six feet must be maintained. Surfaces, tables and chairs must be disinfected after each use.
• Disinfect any appliances that have been used such as the toaster oven, microwave, refrigerator/freezer including any handles.
• Staff using the coffee machine shall clean up/disinfect the area after use. Same with lunchroom counters.
• Food tables must be washed with soap and water, let dry, then wipe with a disinfecting wipe or solution.
Playground Equipment (610 Building)

- Will be cleaned and disinfected after each use by classroom staff or therapists using gloves.
- Wash hands for 20 seconds after gloves are removed.

1:1 Nurses’ Chairs/Desks

- Each one to one nurse is responsible to clean and disinfect their own work area at the end of each day and as needed. Disinfectant supplies will be provided.

Bathrooms

- Staff using the bathrooms will disinfect all surfaces after each use, including sink faucet and handles, toilet seat, toilet paper holder.
- Cleaning company will clean and sanitize all bathrooms as per their routine contract, with added attention to using an EPA N list disinfectant.

Vehicles

- HollyDELL buses will be cleaned and disinfected after each morning use, a trip run, and afternoon use.
- Sending districts know to disinfect their buses and will follow their own policies and procedures.
- Every 30 – 35 days, all HollyDELL vehicles will be disinfected by Germ-Nix.
- Disinfect all commonly touched areas when entering the vehicle including the driver’s area, seats, seat backs, handles.
- All vehicles must be disinfected after the last student/consumer has exited the vehicle.
- Driver must check
  - Cell phone connection
  - Bus cleanliness
  - Disinfecting wipes and PPE
  - Overall daily vehicle check
  - Maintain a daily list of occupants on HollyDELL vehicles

Professional Cleaning

In addition to our daily cleaning company and our strict cleaning and disinfecting protocols that occur throughout every hour of the day, we have hired an additional layer of cleanliness to our
already robust cleaning procedures by hiring a professional company that specializes in disinfecting.

Germ-Nix is a disinfecting company that specializes in professional COVID-19 and more disinfection procedures.

- During non-school hours, a crew, donned with full PPE, will disinfect all areas in the building every 30 – 35 days with electrostatic sprayers. HollyDELL vehicles will be disinfected as well.
- Product is safe if ingested in small amounts (hydrogen peroxide)
- Preparation for the Germ – Nix treatment.
  - Toys to be cleaned should be put on the floor, table and marked for disinfecting
  - Papers need to be removed from the desk and put away
  - Plush animals/toys are not be permitted until further notice.
  - Fabric chairs, couches, sectionals are not permitted unless covered with a protective covering that can be laundered.
  - Laminate, as much as possible, papers, artwork, etc. that may be on the walls.

Infection Control, Contact Tracing, Exclusion from School and School Closure

Infection control refers to the interruption of spreading (transmission) of a communicable disease, such as COVID 19, from one person to another.

Several strategies are in place and previously addressed in this document, such as PPE, social distancing, Buddy’s room/treatment isolation area, and disinfection measures.

As mentioned, HollyDELL has established treatment/isolation rooms, also known as Buddy’s rooms/temporary isolation areas, in each building. This room has proper ventilation required to meet CDC requirements

- This room/temporary isolation area will be used to separate a sick individual from others to interrupt potential spread of the illness, COVID 19 or not. All sick individuals will be referred to as person under investigation. They will be sent home.
- This room/temporary isolation area will also be used for nebulizer and suctioning treatments. These treatments are referred to as aerosolized treatments and must be performed away from others in the classroom or group setting. The nurse doing the procedure must wear enhanced PPE.
- Please check with your physician regarding your child’s nebulizer treatment schedule. Changing treatments to out of school/program hours will be highly recommended. Use of a MDI, if possible, may be an alternative.
Person under investigation

- This refers to students/consumers/staff who arrive with symptoms such as fever, cough, chills, muscle aches, sore throat, difficulty breathing, new loss of taste or smell, runny nose, congestion, nausea, vomiting, nausea, or diarrhea.
- Anyone with the above symptoms will be sent home, upon arrival to school, or if symptoms develop during the day. Current guidelines require exclusion from school for 72 hours. If there are no symptoms or fever for 72 hours, the individual may return. If the symptoms increase, worsen, and/or fever rises, the individual must stay home, see a physician, and provide a physician note clearing them to return to school. If during this period of quarantine your child is diagnosed as lab confirmed COVID positive, notify HollyDELL at once.
- HollyDELL understands that our population of students/consumers are medically fragile or differently abled. If some of the above screening symptoms can be explained, a note from your physician will be helpful. Examples include: a cough due to chronic asthma, diarrhea due to IBS maintenance medications, muscle aches due to rigid muscles, etc). This will be helpful in avoiding sending home individuals needlessly.
- As mentioned above, students/consumers who become ill during the school day, will be removed from the classroom to Buddy's room/temporary isolation area. Staff will monitor your child, in full PPE, until your prompt arrival to pick up your child.
- Students/consumers/staff will be asked if they have had prolonged contact (greater than 10 minutes, and less than 6 feet apart) from a known COVID-19 positive person in the past two weeks. If yes, they will be sent home and undergo a 14-day quarantine period from the date of contact. If during that quarantine period, your child develops symptoms or a fever, contact your physician for guidance. It is understood that some people have no symptoms but are infectious; thus, the rationale for quarantine.
- A log will be kept by the nurse for students/consumers/staff sent home on arrival or during the day. Each program manager/designee will be notified.
- Students/consumers who are quarantined and feeling well, are eligible for remote instruction during that time. Contact your program manager and teacher.

Absences

All absences of staff, students, consumers must be called into the school/program main phone number, or via electronic device to the teacher/program director. It is imperative that you give the reason for the absence, such as, symptoms, fever, seizure, doctor appointment, etc. If you are concerned about HIPPA protection, please report the information to the nurse in confidence. Your cooperation is appreciated and needed.

Contact Tracing

Note: The Gloucester County Department of Health has delegated to all schools/programs to track the individuals within our buildings. The HollyDELL nurses/designee will be
Definitions:
Isolation: refers to having the lab confirmed COVID+ individual keep to their own room in their residence, away from others. Do not share eating areas, utensils, bed, and bathroom. This period of time may vary due to the extent of the illness, from mild to hospitalization.
Quarantine: refers to staying indoors away from others for 14 days. This is for a person who had close contact with a COVID+ individual.
Covid +: refers to an individual who has been lab confirmed with COVID+. These individuals must isolate for 14 days or longer, depending on severity of illness.
Contacts: refers to those individuals who have had been in close contact with a lab confirmed COVID+ person (less than 6 feet and greater than 10 minutes) outside or inside the school/program environment.
• If a student/consumer/staff person had close contact with a lab confirmed COVID+ individual, he/she must quarantine for 14 days.
• Please notify your school/program if your child has been in close contact with a COVID+ individual. Your child will be given remote learning during his/her quarantine period. Your school nurse, personal physician, local department of health are resources to guide you.

Confirmed COVID+ Cases within the HollyDELL Community

This section refers to students/consumers/staff of the HollyDELL community that have been lab confirmed as COVID+.

• Parents/Guardians/Staff—Please inform us if your child, is diagnosed as COVID 19+. HollyDELL staff must do the same. We will follow HIPPA guidelines and your name will not be released. Instructions will be given during this conversation regarding how to isolate, how to avoid contacts, and referrals for any concerns you may have.
• Schools/Programs have been notified that close contacts of the COVID 19+ students/consumers/staff must be notified by HollyDELL staff. If your child or a staff member had close contact with a newly diagnosed COVID 19+ person you will be notified by HollyDELL of the date of contact. You will be expected to quarantine your child, or if staff, yourself, for 14 days. Parents are urged to notify your child’s physician due to the medical fragility of our population and follow their guidance. COVID+ staff will be guided as well. HollyDELL will be in touch regarding remote learning.
• The Gloucester County Department of Health will be notified of individual cases and we at HollyDELL will be vigilant of clusters.
• Administrators, in consultation, with school nurses, school physician and the Gloucester County Department of Health may need to temporarily close school if close contacts are many.
Plan to implement contact tracing within HollyDELL

- Upon entry, visitors will be screened as already mentioned. They must log in legibly with their name, phone number, class, student/consumer they are visiting, time in/out.
- Each building receptionist/designee will keep a red binder to record daily logs for staff temperatures and questions posed upon entry.
- Each building receptionist/designee will keep a red binder for student/consumer daily logs and record temperatures and questions posed upon entry. Many of our students are nonverbal, questions posed will be shared with parents/guardians, who can respond by text.
- 1:1 nurses (private duty nurses) will undergo the same screening as described earlier. A daily log of those nurses will be kept in a binder, along with which student/consumer they are caring for that day. That binder will be also kept in the nurse’s mailbox.
- Students/Consumers/staff who are sent home ill, with a fever or symptoms will be logged in the nurse’s office. As always, program manager will be notified of students/consumers sent home.
- Daily absences will be recorded and given to the school nurse along with the reason for absence. If no reason is given or no communication is received, the nurse will follow up.
- Each teacher/group leader will keep a daily log stored in a binder that includes who was present that day, students, and staff as well as one to one nurses. Visitors to the class must be recorded too. If a class seating chart is feasible, that may be a consideration to identify close contacts.
- Therapists will keep their own daily logs in a binder for their contacts with students/consumers indicating the day, time, and duration.

Parents/Guardians, HollyDELL strives to continue to provide a healthy and safe environment for learning, socialization, recreation, and skill building. Please reach out with any questions to our teachers, nurses, administrators, social worker, your sending district case manager, your physician, or your local Department of Health.

Due to the chance of infections and traveling concerns and in consultation with the Gloucester County Department of Health, HollyDELL may move to full remote learning (no facility-based instruction or therapies) from the Thanksgiving break through the winter break. Final decision will be made by November 5th.

REOPENING PHASES

Phase One

- Students will be self-contained with limited movement outside of their class/program room.
- Students’/Consumers’ belongings should be stored in individual containers.
• Circle/Morning meeting activities must account for 6 feet distancing. If social distancing cannot be maintained, this activity should not take place unless the appropriate partitions are available.
• Speech and Occupational therapy will take place in the classroom if feasible. If not, the therapist will meet the child at the classroom and go directly to a therapy room. Only the therapist, the student and the student’s one to one (nurse and/or assistant), if applicable may be in the room.
• Physical Therapy will always take place in the PT room with 6 feet social distancing.
• Therapy co-treatments are permitted if PPE’s, social distancing between therapists and disinfecting protocols are followed.
• Community outings and field trips are cancelled until further notice.
• Sensory room is closed until further notice.

Phase Two
• Class/Program room restrictions will be relaxed.
• Students’/Consumers’ belongings should be stored in individual containers.
• Circle/Morning meeting activities must account for 6 feet distancing. If social distancing cannot be maintained, this activity should not take place.
• Therapeutic intervention will resume in all therapy rooms. Group therapy can resume if all students/consumers are from the same class/program room.
• Sensory room will reopen but limited to a staff person, the student and the student’s one to one (nurse and/or assistant), if applicable.

Phase Three
• All mixed group instruction and therapy may resume.
• Students’/Consumers’ belongings may be stored in cubbies/closets.
• Social distancing in the class/program and therapy rooms is still in place.
• Social distancing for bus arrivals and departures are still in place.
• No large group activities.
• Community outings will be decided on a case by case basis at this time.

COMMUNICATIONS

Communication is an essential component or HollyDELL’s safe reopening plan. The reopening plan will be shared with all stakeholders. As always, we welcome a dialogue and encourage your feedback, concerns, and suggestions.
Contacts are: 856 582 5151
Gracanne Ryan Executive Director ext 308
Kailyn Bonner Director of Special Education ext 337
Maria Renzi Supervisor of Special Education ext 415
Dawn Gardner Social Worker ext 603
TRAINING

- Staff will receive a copy of the reopening plan.
- Staff/Students/Consumers will receive mask training for those who are able to wear a mask.
- Disinfecting protocols including approved disinfecting agents and schedule
- PPE use, donning, removal, and disposal
- Bloodborne pathogens, COVID 19 signs and symptoms and infection control
- Contact tracing – record keeping
- Proper handwashing techniques
- Security drills
- Stress management
- Universal Precautions
- New hires, substitute teachers, assistants and nurses including one to one nurses
- Students and consumers will have developmentally appropriate lessons regarding the COVID-19 pandemic, handwashing hygiene, social distancing, disinfection measures and any other applicable new procedures.

SOCIAL-EMOTIONAL SUPPORTS

Staff
- Staff may take a “break” if they need time to regroup or decompress. The need for a break must be communicated to the class/program staff.
- The administration is always available to listen and to assist in problem solving.
- The health and well being of our staff is a concern and will be monitored and addressed throughout the year.

Parents
- Staff will be available to listen to parents’ concerns and assist them in dealing with the current situation.
- The Social Worker is available for advice or a listening ear.
- Through our reopening document, parents will receive training. Zoom conversations will be held to review our new normal and provide a forum for a question and answer period. Updates will be sent via email and will be posted on our website.

Students
- HollyDELL staff understands that the new normal may be confusing for our students. Patience and understanding will be needed to guide our students/consumers through the maze of new protocols. Parent communication is key to having our students/consumers adjust to their programs.
BEHAVIORAL SUPPORTS

HollyDELL will continue to provide behavioral supports within the program setting. If an individual’s behavior escalates where safety is unable to be maintained, it may be necessary to place that student on remote learning. This will be discussed fully by the team. For a student/consumer, the district case manager/support coordinator will be notified.

PHASE MOVEMENT

Phase One is our most restrictive phase as this is the highest level of infection control that can be maintained within our facilities. Phase Two and Three gradually reduces restrictions while still maintaining a safe environment. Movement from one phase to another is done in conjunction with the NJ Department of Education, the Gloucester County Department of Health, and the NJ Department of Health along with our nurses. We will consider the statistics in our surrounding counties and discuss the situation with the above entities.

REOPENING PLAN TERMINATION

HollyDELL administration and the nursing staff will rely on the information received from the NJ Department of Education, the Centers for Disease Control, the NJ Department of Health, the Gloucester County Health Department, and our consulting physician to determine when the reopening plan can be terminated. Considerations will include the number of COVID-19 cases per day in the surrounding counties over a period of time; testing availability, reliability and timeliness; the operation and effectiveness of contact tracing and the investigative process; available and successful medical treatments; and possibly the development of a reliable vaccine.

NOTEWORTHY ITEMS

- A terminal disinfecting company has been subcontracted to deep clean all rooms, surfaces, floors, hallways, receptions areas, treatment rooms, etc, using a hydrogen peroxide EPA N list approved mist. This will be done prior to reopening and on scheduled basis to be determined and when the building is empty.
- Plans for the third and fourth marking periods (Jan – June) will be discussed and outlined with stakeholder input during the second marking period or by the Thanksgiving break utilizing current guidance and information from the applicable state and local departments.
- Masks and gloves must be worn to clean and disinfect.
- Soap and water handwashing for 20 seconds is recommended. Utilize hand sanitizer stations when that is not possible. Always wash your hands after glove removal. If you notice no soap or hand sanitizer in a dispenser, please notify the building receptionist.
- We are working together to protect all individuals in the building. Please report any concerns to the administration.
- Due to the chance of infections and traveling concerns and in consultation with the Gloucester County Department of Health, HollyDELL may move to full remote learning from the Thanksgiving break through the winter break. Final decision will be made by November 5th.

**REFERENCES:**

Centers for Disease Control

New Jersey Department of Health

Gloucester County Department of Health

NJ Department of Education

Inpira Health Forum via Zoom for School Administrators and School Nurses

Johns Hopkins University, Bloomberg School for Public Health: COVID-19 Contact Tracing course

Infection Control Specialist at Voorhees Pediatric Facility

Dr. James Weidner, School Physician

Germ- Nix, Robert DiNunzio, owner, and Lynne DiNunzio, infection control nurse

Our partnerships with practicing nurses, physical therapists, occupational therapists, respiratory therapists, dentists.

In protecting others, you are protecting yourself. We can be healthy by working together. HollyDELL Strong!

HollyDELL’s Reopening plan has been reviewed by our consulting school physician, Dr. James Weidner
from the Thanksgiving break through the winter break. Final decision will be made by November 5th.

References:
Centers for Disease Control
New Jersey Department of Health
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NJ Department of Education
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In protecting others, you are protecting yourself. We can be healthy by working together. HollyDELL Strong!

HollyDELL's Reopening plan has been reviewed by our consulting school physician,
Dr. James Weldner

Signature James Weldner M.D.   8/4/20  Date