

# Rock Brook School

109 Orchard Road  
Skillman, NJ 08558  
908.431.9500  
www.rock-brook.org

*W. Glenn Famous, Executive Director  
Maggie Forsyth-Deeds, Technology Coordinator*

*Katie Hardgrove, Principal  
Cheryl Ferrigno, Supervisor*

## Rock Brook School School Reopening Plan September 2020

### Introduction

Based upon a highly successful (and “COVID-19 free”) four-week summer camp program instituted by the Rock Brook School staff, which was developed with parent, staff, and health organization guidance, along with guidance from the NJDOE *The Road Back - Restart and Recovery Plan for Education*, Rock Brook School believes it is uniquely positioned for a safe and efficient school reopening in late September. We will move forward with our previously adopted and Board approved school calendar of 180 days of instruction for our students.

*The Road Back* indicates two major drivers for the reopening of New Jersey schools:

- “Absent a shift in the public health data, school buildings will be required to open in some capacity for in-person instruction and operations in the Fall.”
- The American Academy of Pediatrics strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school - focusing on the fact that “schools are fundamental to child and adolescent development.”

### Pandemic Response Team (\*RBS School Reopening Task-Force)

Glenn Famous - Executive Director	Corinne Fender - CSN, RN
Katie Hardgrove - Principal	Natalie Stewart - RBT/TA
Cheryl Ferrigno - Supervisor	Chris Cruz - Teacher Assistant
Becky Mercurio - Secondary Teacher Rep	Corinne Fender - CSN, RN
Becky Adamczyk - Elementary Teacher Rep	David Goldberg - TA
Maggie Deeds - (RBS school-based SLP)	Rachel Clarke - Parent
Jessica Gosses - Counselor	Tim Freeman - Parent

\*RBS will also work collaboratively with all sending district case managers to meet the needs of our students.

In *The Road Back*, the NJ Department of Education has provided guidance for the reopening of schools in four key areas:

- Conditions for Learning (*10 required components*)
- Leadership and Planning (*Suggests the creation of a Restart Committee and school-based planning teams*)
- Policy and Funding (*Provides considerations to offset fiscal challenges related to the safe reopening of school*)
- Continuity of Learning (*with a focus on Special Education and Related Services, Technology, Professional Learning, and Curriculum and Instruction*)

*The Road Back* also outlines the following ten “Critical Areas of Operation”:

1. General Health and Safety Guidelines
2. Classrooms, Testing, and Therapy Rooms
3. Transportation
4. Student Flow, Entry, Exit, and Common Areas
5. Screening, PPE, and Response to Students and Staff Presenting Symptoms
6. Contact Tracing
7. Facilities Cleaning Practices
8. Meals (*N/A for Rock Brook*)
9. Recess/Physical Education
10. Extracurricular and Use of Facilities Outside of School Hours (*N/A for Rock Brook*)

As a starting point, our school will open in a fully remote mode and remain fully remote for all students and staff until Tuesday, September 29.

A fully remote start will allow for the following:

- Provide a smooth transition for students and staff back to our Rock Brook School Digital Distance Learning Plan (DDL) after the summer break and in preparation for fully remote learning days on all Fridays throughout the pandemic period.
- Ensure that the DDL is fully operational in the event of any short or long-term mandated closure.
- Conduct formal and informal assessment of students to benchmark performance.
- Allow for a 14 day quarantine period for students and staff who may have traveled outside of NJ to any of the currently identified hot-spot locations.

## Implementation of Remote and On-site Instructional Models:

Following our initial “*fully remote*” opening (September 8 through September 28) RBS will provide two options for our families:

1. ***FULLY REMOTE MODEL:*** Under this option, we implement the Governor’s Guaranteed fully-remote family option. In this model, families opt for full time remote learning via the RBS DDLP. Families will be asked to commit to this model throughout our first marking period (through November 29). Allowing students to move back and forth from a virtual to a hybrid model would be impossible for planning purposes. The final deadline for parent selection of this model is Friday, Aug 21, 2020.
2. ***HYBRID MODEL:*** Under this option families elect to combine in person and virtual learning. In this model, RBS students will come on-site to school, Monday through Thursday, and receive live instruction during a modified full-time model (8:30-2:00) and then take part in virtual learning with their peers on Fridays.

Our ability to offer the two proposed models is based upon the Governor’s mandate to provide fully remote instruction to those requesting it and our known ability to provide live on-site instruction for those wanting it based upon the results of our recent parent survey:

Total 53 students enrolled for September 2020 (as of 8/18/20)

Confirmed Remote 21 students - 40%	Confirmed in-person 26 students - 49%		Awaiting Response 6 students - 11%
---------------------------------------	--	--	---------------------------------------

Potential total of 32 students in-person:

Preschool	Class 2	Class 3	Class 4	Class 5	Class 6	H.S.
2-3	3-4	3	3	4	5-6	11

### Instruction - All Learners:

- All special education services will continue to be delivered to the fullest extent possible in accordance with current student IEPs.
- Related services (PT/OT/Speech/Counseling) and specials (physical education, art and music) will be provided in-person whenever feasible, as well as remotely for those who have chosen that option.
- Teaching assistants and 1-on-1 paraprofessionals will provide services for students while wearing Personal Protective Equipment (PPE).
- Online or in-person social/emotional supports will be provided for all parents/families, as needed, by our school counselor.
- Specific supports for families and students related to executive functioning skills and navigating remote learning will be provided as needed.

### Technology - All Learners:

- All students will have a dedicated, working device.
- Brand new chromebooks will be distributed to all students as needed.
- Brand new laptops have already been purchased and will be distributed to all professional staff.
- Students will receive direct instruction on virtual classroom norms, procedures, and etiquette as well as good digital citizenship practices.
- Assignments will be found in the Google Classroom centralized platform.
- Google Meets will continue to be utilized for live and remote instruction.
- Families will receive detailed information on navigating Google Meets and Google Classroom assignments.
- Attendance will be taken when students/families log in to Google Classroom each day.

### Special Notes Related to Technology Device Access and Connectivity

A device and connectivity survey was completed as part of the original school closure plan (March 2020). Use and connectivity was monitored and confirmed by teachers and therapists throughout the school closure period (including ESY 2020) through student participation in live Google Meet sessions. During the closure, four student devices were replaced by the school from existing school inventory resulting in no loss of instructional time. Additionally, in preparation for the 2020-21 school year, a 1:1 student Chromebook initiative was completed in July of 2020. This effort began in December of 2019 as part of a year-end fundraising campaign and 50 new student ChromeBooks are now on site and ready for distribution to students as needed. As we did during the mandated school closure period, students choosing the full remote learning option (and all students during our all remote Fridays) will have connectivity and devices monitored and confirmed by teachers and therapists via live Google Meet sessions.

As previously noted, A device and connectivity survey was completed as part of the original school closure plan (March 2020). Use and connectivity was monitored and confirmed by teachers and therapists throughout the school closure period (including ESY 2020) through student participation in live Google Meet sessions and the same process will be used as part of the reopening and as long as students remain in a remote mode to any degree.

As noted above. Between existing devices and newly purchased devices we actually have a 2:1 ratio of devices to students.

## Reopening Cleaning, Sanitizing, Hygiene interventions/Protocols:

Following the guidelines of the CDC, World Health Organization, and the American Academy of Pediatrics, the school will promote the following behaviors to reduce the spread of COVID-19:

- Students and staff will stay home or be mandated to stay home when not feeling well or when not meeting the minimum temperature requirement of 100.4 upon arrival to RBS.
- Handwashing and respiratory hygiene will be consistently reinforced.
- Facial coverings will be worn by staff and students unless doing so would inhibit the individual's health as per student IEP or staff 504 accommodation plan;
- Signs and messages to remind students and staff of social distancing and healthy behaviors will be posted throughout the school.

## Daily Health Screenings:

Action	Person Responsible	Procedures	
Temperature screening	School nurse	Upon arrival, staff and student temperatures will be taken with a non-contact thermometer.	
Health screening	School Nurse	Initial screening completed at home and verified by school nurse prior to re-entry. CDC Daily Home Screening Tool: <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schoolschildcare/Daily-Home-Screening-for-StudentsChecklist-ACTIVE-rev5A.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schoolschildcare/Daily-Home-Screening-for-StudentsChecklist-ACTIVE-rev5A.pdf</a> Concerns to be reported to the school Leadership team and to the local DOH immediately. Link to Montgomery Township Department of Health <a href="http://www.health.montgomery.nj.us">www.health.montgomery.nj.us</a> Link to CDC: <a href="https://www.cdc.gov">https://www.cdc.gov</a>	

Upon confirmation by the school nurse that a student or staff member has tested positive for COVID-19 after having spent time in the school, the nurse will immediately notify the local department of health and the school administration. The Executive Director or school Principal will notify staff and families of the occurrence and provide next steps and protocols as determined and advised by the local health department.

Any student who is sent home must adhere to the following guidelines for readmittance to Rock Brook School:

- Have a medical note from a physician that indicates that they are COVID-19 negative.
- Must be fever free for 24 hours without the use of fever-reducing medicine.
- Must have been isolated for at least 10 days since their initial symptoms appeared.
- Pass a re-entry screening conducted by the school nurse.

All parents will be advised that they must keep their child home if they are sick or displaying any symptoms corresponding with COVID-19.

Facility Maintenance:

RBS has created a uniform plan for increasing the rigor and intensity for cleaning, disinfecting, and sanitizing the building and outdoor spaces. Our plan exceeds CDC and DOH guidelines:

- Classrooms and restrooms will be cleaned throughout the day using recommended eco-friendly cleaning and sanitizing agents.
- AHU Series 1 germicidal UltraViolet light panels have been installed in all rooftop air exchange units to sterilize airborne viruses and bacteria.
- Hand sanitizer and wipes are available in every classroom and office.
- Disinfecting stations set up throughout the school (interior and exterior).
- Planned fully-remote instruction on Fridays will allow for an extra day to disinfect and sanitize the school, as well as providing additional days for recycling of air through our UV light panel air exchange system.

Disinfecting Protocols:

The disinfectant(s) will be sprayed, via a traditional mist sprayer and allowed to stay on surfaces for a prescribed amount of time. All staff must wear gloves when disinfecting surfaces. High touch areas are defined as, but not limited to: desks, chairs, therapy equipment, tables, countertops, doors, appliance handles (microwaves and refrigerators), sinks, and toilets.

<u>Action</u>	<u>Area</u>	<u>Frequency</u>	<u>Person Responsible</u>
Training of all staff	N/A	in advance of return	Director
Sanitizing spray	All Rooms	As needed during day - all spaces after school daily	staff and designated maintenance staff
Routine cleaning	All Rooms	daily - after school	Contracted Cleaners
Deep cleaning/ sanitizing	All Rooms	every weekend beginning Friday	Contracted Cleaners

Cleaning and disinfecting protocols were in place throughout our ESY supplemental on-site camp experience and will remain in effect until further notice. Students will not be permitted to share school items/supplies and all spaces contain both disinfecting wipes and spray disinfectants to be used after student use.

### Personal Protective Equipment (PPE):

Staff: All staff are required to use face masks when working with students, when transitioning through common spaces, or when working in a common space where the ability to maintain social distancing of at least six feet is not possible. As needed, staff will be encouraged to take "mask breaks" as needed, utilizing outdoor/fresh air spaces.

Other PPE available to staff are: gloves, hand sanitizer (new dispensers have been installed in all instructional spaces).

Staff are permitted (and can request to be provided with) face shields, goggles, gloves, hair covers, and gowns.

Students: Students are required to wear face coverings, unless doing so would inhibit the student's health. All classes will have built in "mask breaks" for students. We will be utilizing the outdoors as much as possible and look for opportunities where social distancing gives our kids opportunities to take their masks off.

Visitors: Essential visitors must wear a mask while at the building. To protect the safety and well being of our students and staff, visitors will be limited to essential visits, only those which cannot be handled over the phone or via Google Meet.

Parents/guardians who wish to drop off something for their child will be asked to continue to use the typical drop off system at the front desk. Parents/guardians and other essential visitors will be temperature scanned before they are permitted to enter the building.

All necessary accommodations for students as per existing or revised IEPs will be made. In regard to staff, all reasonable accommodations will be made in order to protect the health and safety of all staff, including the exploration of options to work in a remote-only capacity if possible. All staff will be provided with PPE and training will take place remotely and on-site prior to the return of students on September 29. Staff will also be informed of all permissible state and federal leave options as well as steps for acquiring an adult/staff specific 504 Accommodation Plan.

### Hallways:

- Hallways will have signage and markings to facilitate social distancing.
- Class passing times will be staggered to reduce face to face interactions.
- Whenever possible, teachers will move to classrooms instead of students moving.

### Outdoor Learning Opportunities:

- Temporary outdoor canopies will be erected and maintained throughout the fall for outdoor learning. The canopies were used successfully during our summer camp program and, together with our main structure canopy, provides us with nearly 3,000 square feet of protected outdoor instructional space.
- The use of the outdoor learning spaces will be strongly encouraged throughout the day.
- Classes will rotate use of designated outdoor learning spaces.

### Handwashing & Sanitizing:

Hand sanitizer dispensers are located at stations throughout school and by each of the school's entrances.

Bottles of "spray and leave" sanitizer (will be available in all classrooms and therapy areas.)

Staff: Are encouraged to wash hands frequently. Staff are required to wash their hands for at least 20 seconds with soap and water. If hand washing is not possible the use of hand sanitizer is required (and widely available).

Students: will be encouraged, and allowed, to wash (or sanitize) their hands frequently. Students will be required to wash (or sanitize) their hands after using the bathroom, eating, coughing, or sneezing, and when entering and exiting their classroom.

All students and staff will be required to wash their hands with soap and water immediately after outdoor play or Physical Education and prior to the return to the classroom. Student hand washing will be monitored by staff and must meet minimum duration requirements.

### General Social Distancing Guidelines:

No in-person indoor "events" (e.g., Back to School Night, Parent/Teacher Conferences, assembly programs, team or staff meetings, etc.,) will be permitted.

Under the 14-day quarantine travel advisory announced by the Governors of New Jersey, New York and Connecticut, individuals traveling to or returning to New Jersey from states with increasing rates of COVID-19 are advised to self-quarantine for 14 days. This includes travel by train, bus, car, plane and any other method of transportation.

As of Tuesday, August 11, there are currently 33 states and U.S. jurisdictions that fall under this travel advisory. More details are available [here](#).

All staff are expected to maintain social distancing of at least six feet and must comply with all social distancing markings placed in hallways and other common areas. Staff are also required to maintain social-distancing during snack, lunch and other breaks. Staff may take their lunch breaks in the classroom, in their car, or other designated outside areas.

Bus Arrival - Staff will assist students to maintain social distancing while walking from the bus to their classroom.

Bus Dismissal - Students will be dismissed for busing from their classrooms. Staff must assist students in maintaining social distancing while walking to the bus.

Students, to the degree possible, taking their disability into account, will maintain social distancing of at least six feet. Students will be taught and assisted to comply with all social distancing visual markings placed in hallways and other common areas and will be seated at least six feet apart and continue to teach/reinforce social distancing protocols.



*Instruction and Therapies:*

Students will primarily be self-contained, with limited movement outside of their classroom except to go outside.

Students will eat snacks/lunch in their classrooms and all such activities will be followed with appropriate cleaning and sanitizing steps taken by staff.

Additional face shields, clear face masks and/or plexiglass dividers will be used, as deemed necessary.

No field trips or HS CBI experiences will be scheduled/permitted prior to January 1, 2021.

Specialty area teachers (PE, Art, Music) will provide instruction outside or in the classroom as per the special's schedule.

Speech and Occupational Therapy sessions will be conducted within the classroom as per the therapy schedule. The only exception will be if a speech therapist determines that leaving the room is both safe and is required to meet a speech goal(s). Physical Therapy will take place in the PT gym, outside or in another designated area.

Therapeutic co-treat sessions are permissible as long as PPEs, social distancing between therapists and disinfecting protocols are followed.

To the extent possible, based on student and staff medical conditions, and outside weather conditions, classroom and therapy room windows will remain open to allow for the additional exchange of fresh air beyond that provided by the HVAC system.

*Water* - During the length of time in which the reopening plan is in place, hallway water fountains will be covered. Bottled water will be encouraged to be sent in from home.

*Nursing Office* - The nursing office is off-limits to staff and students except under invitation from a nurse to enter the room. Traditional routine courtesy screening services (weight, vision, hearing) will be suspended.

If a student or staff person is suspected of having Covid-19, they will be placed in a quarantine room. In the case of a student, a classroom assistant will be required to wait with the student until the parent can pick-up. The assistant will wear maximum PPEs; mask, gloves, etc.

*School Office* - Students are prohibited in the school office. Staff should limit trips to the office. Social distancing should be maintained and masks are required.

*Playground* - Use of equipment will be limited and sanitized in between each use. Specific times will be scheduled to allow for equitable access.

### Infection Control/Tracking & Exclusion from School:

To address a potential Covid-19 infection in school, the school will establish an isolation room. If the situation warrants, additional isolation rooms will be added.

Suspected Covid-19 Infection - Established CDC and local DOH protocols to be followed.

Confirmed Covid-19 Infection - Established CDC and local DOH protocols to be followed.

Contact Tracing: RBS will cooperate with local, state and federal agencies in regards to Covid-19 contact tracing. The school will:

- Maintain attendance records
- Maintain staff assignment records
- Maintain a visitors' log
- Contact the local Department of Health whenever a suspected case of Covid-19 is identified among students or staff.

### Other Important Items:

Communications: The reopening plan will be shared with staff, parents, and sending school districts

Staff/Student Training & Supports: Staff training to be completed prior to the start of on-site instruction. Health/hygiene and social distancing videos for students are currently being explored or developed.

Programming Adjustments: All aspects of this plan should be considered fluid and modifications can and will be made at any time as deemed necessary to protect the health and safety of all.