

## **POLICY—COVID-19**

The Gramon Family of Schools will follow the guidance provided by the Center for Disease Control and the New Jersey Department of Education regarding the organization and use of physical space, activities and schedules, staying healthy, visitors, and any other matters related to the COVID-19 pandemic. Specific procedures and actions to be taken appear in the Health and Safety section of the Gramon Family of Schools Handbook. Any changes in procedures will be communicated promptly through updates to the Handbook that will be shared both electronically and via hard copy.

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## **PROCEDURES REGARDING RESUMPTION OF IN-PERSON CLASSES AT THE GRAMON FAMILY OF SCHOOLS**

These procedures will take effect on September 1, 2020; they will be updated to reflect future guidance from the CDC and/or the NJ DOE, as circumstances require and permit.

### **Physical space--organization and use**

Indoor and outdoor locations that would accommodate the gathering of large groups will not be available.

Sensory rooms, staff rooms and cafeterias will be used for alternate purposes.

Multiple entrances/exits will be used to prevent crowding during arrivals and departures.

Signs will be in place in the hallways indicating the direction in which people should walk.

Spaced seating arrangements will be in place in each classroom to ensure appropriate social distancing.

To the extent possible, a distance of six feet will be maintained for personal interactions, furniture and equipment.

Students' belongings will be kept in their personal work spaces.

Use of shared spaces such as entryways and restrooms will be monitored to ensure that six feet of separation is maintained.

Barriers and partitions will be in place on main office desks, in classrooms and during therapy sessions.

### **Activities and schedules**

In each class, students and staff members will stay together as a single group through the entire school day.

Intermingling of groups will not be permitted.

Field trips, community-based instruction and extra-curricular activities will not be held.

Meals will be eaten in each classroom. Teachers will bring their own lunches; no food deliveries will be allowed. Student lunches brought from home will be kept in each classroom; individual lunches

prepared for students at the school will be delivered to classrooms. Disposable plates and utensils will be used at all times.

Required school meals for students who are participating in remote learning will be delivered to the students' homes.

Outdoor play areas and schedules will be organized to ensure that groups are able to maintain appropriate social distancing.

Staff meetings will be held virtually or limited to small groups, based on hybrid class schedules.

### **Staying healthy**

Before entering the building each day, all staff members must complete a health questionnaire and have their temperature taken. The temperatures of staff members who leave the school during the school day will be taken upon their return before they enter the school.

Anyone with a temperature higher than 100.4 degrees may not enter the school, and must contact the Director of Human Resources regarding the documentation that will be required before they will be permitted to return to work.

Students' temperatures will be taken in the parking lot while they are in the bus or car; any students with a temperature higher than 100.4 degrees must return home. Parents or guardians must contact the school nurse about what steps must be taken prior to the student's return to school.

Staff and students may not enter the school if they exhibit symptoms of COVID-19, within ten days of having symptoms of COVID-19, or within 14 days of suspected exposure to COVID-19.

A member of the staff will accompany each student to and from their classroom during arrivals and departures.

All members of the staff must wear face coverings at all times, unless doing so would compromise their health; any staff member who will not be wearing a mask must consult with the Director of Human Resources before entering the school building.

The Gramon Family of Schools will follow the NJ Department of Education and CDC guidelines regarding students with disabilities wearing of masks.

PPE (gloves and masks) will be made available for each staff member in individual bags in each classroom.

Proper hand hygiene will be maintained throughout the school day; signs will be placed throughout the buildings as reminders of proper procedures

Students and teachers will wash their hands or use hand sanitizer upon returning to their classroom after time outdoors.

Sharing of art supplies, food, toys or other items will be avoided unless absolutely necessary. Toys or other items from student's homes will be restricted to comfort items. Any item that has been shared will be sanitized before further use.

Facilities will be cleaned and sanitized daily, or more frequently as circumstances require. Vehicles will be sanitized after each use. Office equipment, including copiers and fax machines as well as small office supplies, will be sanitized after each use.

Close person-to-person contact (high fives, hugging, games involving touching or tagging and such) will be discouraged.

Students or staff members who become ill during the school day will be isolated in designated rooms; the school nurse will manage the next steps to be taken, including notification of parents and, as necessary, notification of local health authorities.

The Gramon Family of Schools will collaborate with local health authorities if contact tracing becomes necessary.

### **Visitors**

Visitors will be admitted during the school day only if their presence is required to address a health or safety issue.

Any other business with visitors will be conducted after the close of the school day.

Only the school administrator has the authority to grant permission for visitors to enter the school.

All visitors will be screened prior to entering the school, including completion of a health questionnaire and a temperature check. Visitors may not enter the school within ten days of having symptoms of COVID-19, within 14 days of suspected exposure to COVID-19 or if they have temperatures over 100.4.

Anyone who refuses to be screened will not be permitted to enter the building.

All visitors must wear masks while at the school.

Visitors must register with the school secretary, and at all times wear the identification sticker they have been given.

Visitors must be accompanied by a member of the school staff throughout their time at the school.