

# RESTART & RECOVERY PLAN

## **Back to School:**

# **Kingsway Learning Center's 2020-2021 Return to In-Person Learning**

**August 2020**



# RESTART & RECOVERY PLAN

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## Introduction

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back – Restart and Recovery Plan for Education” (NJDOE Guidance), a Guidance document to assist New Jersey schools to develop, in collaboration with community stakeholders, a Restart and Recovery Plan (Plan) to reopen schools in September 2020 that best fits the school community's local needs.

Kingsway Learning Center's Restart and Recovery Plan (Plan) is consistent with the requirements in the NJDOE Guidance with consideration to Kingsway's student population in order to ensure a safe return to in-person instruction and bearing in mind our students' unique needs during this unprecedented time.

While there is a lot we do not yet know with respect to what the 2020-2021 school year will look like, it is clear that it will be unlike any other school year and that the core values of Kingsway Learning Center—relationships, communication, excellence, individuality, and advocacy—will be more important than ever as we work together to address the challenges posed by COVID-19.

The plan laid out in the following pages represents the work of Kingsway's Pandemic Response Team & Restart Committee, along with input and feedback from families and staff members at critical points along the way. Kingsway's Pandemic Response Team & Restart Committee also engaged the support of local health experts to provide input and review of this plan. This type of collaboration and community support will continue to be imperative as we move forward. Ultimately, we want every family, student, and staff member to see themselves and the role they will play in protecting themselves and each other represented in this plan.

Our plan outlines a framework that Kingsway Learning Center will be using to support student and staff safety as we look ahead to September. This includes new ways of thinking about our physical building as well as how we utilize our time during the school day. Kingsway will start the year with a conservative approach, allowing students and staff an opportunity to adjust to new procedures and expectations and reacclimate to school. To the extent that conditions allow, our goal is to be able to provide additional in-person opportunities for all Kingsway students with a safe and balanced approach.

Looking ahead to the coming school year, Kingsway Learning Center remains committed to serving our student population to the very best of our ability, whatever circumstances arise. Simultaneously, and as part of that commitment, we take student and staff health and safety seriously, and the plan outlined below highlights this. Furthermore, the plan laid out below is based on current requirements and guidance, and may be adjusted based on changes to that guidance as well as ongoing changes to the conditions relative to the State of New Jersey's COVID-19 response.

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## KINGSWAY LEARNING CENTER'S BACK TO SCHOOL PLAN

Kingsway Learning Center's Back to School Plan for the 2020-2021 school year addresses three key subject areas in light of recent and ongoing conditions related to COVID-19:

- A. Conditions for Learning;
- B. Leadership and Planning;
- C. Continuity of Learning.

### A. Conditions for Learning

Conditions for learning involve the social, emotional, and environmental factors that can impact educator capacity to teach and student capacity to learn, including standards for maintaining healthy and safe school conditions.

Conditions for Learning include: Health and Safety – Standards for Establishing Safe and Healthy Conditions for Learning; and Academic, Social, and Behavioral Supports

- 1. Health and Safety – Standards for Establishing Safe and Healthy Conditions for Learning; and Academic, Social, and Behavioral Supports

The Health and Safety Section of Kingsway Learning Center's Plan identifies Ten Critical Areas of Operation addressed in the Plan: General Health and Safety Guidelines; Classrooms, Testing, and Therapy Rooms; Transportation; Student Flow, Entry, Exit, and Common Areas; Screening, PPE, and Response to Students and Staff Presenting Symptoms; Contact Tracing; Facilities Cleaning Practices; Meals; Recess/Physical Education; and Field Trips, Extra-Curricular Activities, and Use of Facilities Outside School Hours.

#### Ten Critical Areas of Operation

- a. Critical Area of Operation #1 - General Health and Safety Guidelines – Anticipated Minimum Standards Incorporated into the Plan

(1) In all stages and phases of pandemic response and recovery, Kingsway Learning Center is in compliance with the Centers for Disease Control and Prevention (CDC) recommendations regarding the following actions:

- (a) Regular and effective communication with local and State authorities to determine current mitigation levels in the community.
- (b) Ensuring staff and students who are at higher risk for severe illness are protected and supported, such as providing options for telework and virtual learning.

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- (c) The CDC's Guidance for Schools and Childcare Programs, if applicable, will be followed.
- (d) Kingsway Learning Center will promote behaviors that reduce the spread of COVID-19 such as encouraging staff and students to stay home when appropriate; encouraging the practice of hand hygiene and respiratory etiquette; requiring the use of face coverings to the greatest extent possible; and signs and messages in and around school buildings.
- (e) Reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including older adults (aged 65 years and older) and individuals with disabilities or serious underlying medical conditions, which may include:
  - (i) Chronic lung disease or asthma (moderate to severe);
  - (ii) Serious heart conditions;
  - (iii) Immunocompromised;
  - (iv) Severe obesity (body mass index, or BMI, of 40 or higher);
  - (v) Diabetes;
  - (vi) Chronic kidney disease undergoing dialysis;
  - (vii) Liver disease;
  - (viii) Medically fragile students;
  - (ix) Students with complex disabilities; or
  - (x) Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan).

[See Appendix A – Critical Area of Operation #1 – General Health and Safety Guidelines]

- b. Critical Area of Operation #2 – Classrooms, Testing, and Therapy Rooms – Anticipated Minimum Standards Incorporated into the Plan
  - (1) Kingsway Learning Center will allow for social distancing within the classroom to the maximum extent practical. This will be achieved by ensuring students are seated at least six feet apart. Additional

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modifications based on student needs may also include: using physical barriers between desks, turning desks to face the same direction (rather than facing each other), and/or having students sit on only one side of a table, spaced apart. Due to the nature of our students' needs and abilities, we recognize that social distancing between service staff and students is essentially impossible, and the provision of appropriate PPE will be even more important for these staff members.

- (2) When social distancing is difficult or impossible, CDC approved face coverings will be required to the greatest extent possible for students, and such face coverings are always required for staff unless it will inhibit the individual's health.
  - (a) Enforcing the use of face coverings may be impractical for our population of students, due to the nature of their needs and abilities.
  - (b) A face covering may include a non-surgical fabric face mask, surgical face mask, N95 mask, and/or face shield. Kingsway Learning Center will provide CDC approved face coverings for all staff and students, and/or staff and students may bring their preferred CDC approved face covering(s) to the building each day if desired.
- (3) In a classroom setting where social distancing can take place (e.g., desks are 6 feet apart) or physical barriers are in place, students may remove face coverings while seated at desks, but should be worn by students to the greatest extent possible when moving about the classroom and/or school building.
- (4) All instructional and non-instructional rooms must comply with social distancing standards to the maximum extent practicable.
- (5) Use of shared objects should be limited when possible or cleaned between use.
- (6) All indoor facilities will have adequate ventilation, including operational heating and ventilation systems where appropriate. Recirculated air in Kingsway's building has a fresh air component, and filters for A/C units are maintained and changed on a quarterly basis, exceeding manufacturer's recommendations.
- (7) Kingsway will provide hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol). Such stations will be:
  - (a) In each classroom (for staff and older children who can safely use hand sanitizer).

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- (b) At entrances and exits of buildings.
  - (c) Near restrooms and changing areas.
  - (d) Students should be supervised when using hand sanitizer.
  - (e) For classrooms that have existing handwashing stations, stations will be prepared with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol).
- (8) Kingsway staff and students are required to wash hands for at least twenty seconds at regular intervals during the school day and always before eating, after using the bathroom, after physical contact with another person, and after blowing their nose, coughing, and/or sneezing.
- (a) If washing with soap and water is not possible, washing with an alcohol-based hand sanitizer (at least 60% alcohol) should be used.

[See Appendix B – Critical Area of Operation #2 – Classroom, Test, and Therapy Rooms]

c. Critical Area of Operation #3 – Transportation

- (1) As an Approved Private School for Students with Disabilities (APSSD), Kingsway students are transported by their sending districts, as outlined in their IEP.
- (2) Kingsway encourages families to work closely with their school districts to determine the best path forward for transportation for students to Kingsway’s school building as part of this Plan.
- (3) In the event that Kingsway Learning Center vehicles are utilized for transportation, social distancing will be enforced, as well as disinfection protocols outlined in Appendix C.

[See Appendix C – Critical Area of Operation #3 – Transportation]

d. Critical Area of Operation #4 – Student and Staff Flow, Entry, Exit, and Common Areas – Anticipated Minimum Standards Incorporated into the Plan

- (1) Students and staff will have designated entrances and exits based on the location of their specific zone within the building. Additional detail on the entrances and exits for each zone are included in Appendix D.
- (2) If physical distancing (six feet apart) cannot be maintained for individuals in line waiting to enter or exit a building, face coverings shall be worn while in the line to the greatest extent possible.



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- (3) Kingsway will install physical guides, such as tape on floors or sidewalks and signs on walls, doors, and other surfaces to help ensure that staff and students remain at least six feet apart in lines and at other times (e.g. guides for creating "one-way routes" in hallways), as well as to delineate between different zones within the building as appropriate.
- (4) Students and staff must wash and/or sanitize hands upon entering the school building.

[See Appendix D – Critical Area of Operation #4 – Student Flow, Entry, Exit, and Common Areas]

e. Critical Area of Operation #5 – Screening, Personal Protection Equipment (PPE), and Response to Students and Staff Presenting Symptoms – Anticipated Minimum Standards Incorporated into the Plan

- (1) Staff are expected to perform a self-screening before leaving for work each day, staying home if temperature exceeds 100.4 F, symptoms consistent with COVID-19 (see Appendix) are present, and/or employee has had close contact with someone who has been diagnosed with COVID-19.
- (2) When reporting to the building, all staff and students will be subject to an on-site screening, including a temperature check via infrared thermometer. These scans will be done while maintaining social distancing and confidentiality to the greatest extent possible and in accordance with applicable privacy laws.
- (3) All staff will be required to complete a questionnaire regarding daily health conditions up to two hours prior to the employee's reporting time, accessible via app on the employee's mobile device and/or a Kingsway device on site. Results of the health screenings will be kept confidential.
  - (a) All students/families will be strongly encouraged to complete a similar daily health questionnaire on a parent/guardian's mobile device.
  - (b) See Appendix E for additional information on the daily health screening and questionnaire.
- (2) In the event that a staff member or student exhibits signs/symptoms related to COVID-19 as indicated by Kingsway's health screening:
  - (a) Students and staff with symptoms related to COVID-19 and/or who are not cleared to enter the building as a result of the daily health screening will be safely and respectfully isolated from

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others. School officials will follow current guidance for illness reporting.

- (b) If Kingsway becomes aware that an individual who has spent time at Kingsway Learning Center tests positive for COVID-19, school officials will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- (c) In the event that someone at Kingsway's facility tests positive for COVID-19, Kingsway's procedures for responding to this situation will include:
  - (i) Isolation spaces are available in multiple locations throughout the building and students and/or staff with symptoms related to COVID-19 will be safely and respectfully isolated from others in these spaces. Students will remain in isolation with continued supervision and care (by an adult with proper PPE, including an N95 mask) until picked up by an authorized adult.
  - (ii) Following current NJ Department of Health guidance for illness reporting.
  - (iii) An adequate amount of PPE shall be available, accessible, and provided for use.
  - (iv) Methods to assist in contact tracing led by the local Department of Health, including records of groups/cohorts, assigned staff, and daily attendance.
  - (v) Continuous monitoring of symptoms.
  - (vi) If symptomatic, employees may return when ALL of the following conditions are met:
    - (1) At least twenty-four hours with no fever (without the use of fever reducing medication);
    - (2) At least twenty-four hours since the improvement in respiratory symptoms (cough, shortness of breath);
    - (3) At least ten days have passed since symptoms first appeared; and
    - (4) Employee provides note from a health care provider releasing employee to return to work.
  - (vii) If asymptomatic, employee may return when ALL of the following conditions are met:

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- a. At least ten days have passed since receipt of positive test result and there has been no subsequent illness; and
  - b. Employee provides note from a health care provider releasing employee to return to work.
- (3) If an employee becomes sick during the work day, the best safety precaution for the employee and the rest of the Kingsway community is for the employee to leave the premises and recover at home. If the employee needs transportation, they will wait for transportation in one of the isolation zones. The employee should contact their physician regarding their symptoms and if testing and/or further medical attention is necessary.
  - (a) If an employee calls out sick, they may be asked if they are experiencing symptoms of COVID-19. All information regarding employee illness will be kept confidential in separate medical files in compliance with the Americans with Disabilities Act (ADA) and other applicable laws.
- (4) Parents and families will be encouraged to be on alert for signs of the illness in their children and to keep their child(ren) home when they are sick.
- (5) School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
- (6) Students are strongly encouraged to wear face coverings and are required to do so to the greatest extent possible when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
  - (a) Accommodations for students unable to wear a face covering will be addressed according to students' needs and applicable laws and regulations.
- (7) Exceptions to requirements for face coverings shall be as follows:
  - (a) Doing so would inhibit the individual's health.
  - (b) The individual is in extreme heat outdoors.
  - (c) The individual is in water.
  - (d) A student's documented medical condition, or disability as reflected in an IEP, precludes the use of face covering.

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- (e) The student is under the age of two and could risk suffocation.
- (8) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual the point of entry, the visitor's entry to the school/district facility may be denied.

[See Appendix E – Critical Area of Operation #5 – Screening, PPE, and Response to Students and Staff Presenting Symptoms]

f. Critical Area of Operation #6 – Contact Tracing

- (1) All school administrators have been provided information regarding the role of contact tracing conducted by State, county, and local officials, and Kingsway has also engaged the expertise of our nursing staff on the importance of contact tracing.
- (2) Kingsway Learning Center will comply with local Department of Health guidance with respect to contact tracing in the event of positive cases within the Kingsway community.

[See Appendix F – Critical Area of Operation #6 – Contact Tracing]

g. Critical Area of Operation #7 – Facilities Cleaning Practices

- (1) Kingsway will continue to adhere to existing required facilities cleaning practices and procedures, and stay abreast of any new specific requirements of the local health department as they arise.
- (2) In order to mitigate spread of COVID-19 via surfaces, Kingsway will implement the following policies and procedures to support increased cleaning and disinfection:
  - (a) A schedule for increased routine cleaning and disinfection.
  - (b) Routinely cleaning and disinfecting surfaces and objects that are frequently touched, including shared equipment, tools, and supplies. When using shared equipment, employees should first disinfect the equipment. Disinfecting equipment after each use is recommended. Disposable disinfecting wipes or another suitable product aligned with EPA recommendations will be made available in shared workspace areas, and should be used in accordance with directions on the label. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g. doorknobs, light switches, classroom sink handles, countertops).
  - (c) Follow the manufacturer's instructions for all cleaning and disinfection products (e.g. concentration, application method,

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and contact time, etc.). Examples of frequently touched areas in schools are:

- (i) Classroom desks and chairs;
  - (ii) Lunchroom tables and chairs;
  - (iii) Door handles and push plates;
  - (iv) Handrails;
  - (v) Kitchens and bathrooms;
  - (vi) Light switches;
  - (vii) Handles on equipment (e.g. athletic equipment);
  - (viii) Buttons on vending machines and elevators;
  - (ix) Shared telephones;
  - (x) Shared desktops;
  - (xi) Shared computer keyboards and mice;
  - (xii) Drinking fountains; and
  - (xiii) School bus seats and windows.
- (d) Bathrooms will be sanitized and disinfected at the beginning and the end of the school day, and on the hour during the school day, using protocols outlined by the Environmental Protection Agency (EPA).

[See Appendix G – Critical Area of Operation #7 – Facilities Cleaning Practices]

## h. Critical Area of Operation #8 – Meals

- (1) Meals will be eaten in students' classrooms and/or outside while practicing social distancing to the greatest extent possible, and weather permitting.
- (2) Students who receive Free & Reduced Price Lunch will receive a pre-packaged boxed lunch, which will be delivered to the entry area of each zone and received by a staff member from that zone.
- (3) Student desks and/or outdoor tables will be cleaned and sanitized before and after lunch, pursuant to the protocols outlined by the EPA.

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(4) Students and staff must wash and/or sanitize their hands before and after lunch, after removing their gloves or after directly handling used food service items.

i. Critical Area of Operation #9 – Physical Education

(1) Based on Kingsway Learning Center’s planned use of “zones” and the intention of restricting movement within our building, Physical Education instruction will remain remote for students during the 2020-2021 school year.

(2) For more information on playground access and cleaning protocols, please see Appendix D.

j. Critical Area of Operation #10 – Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours – Anticipated Minimum Standards Incorporated into the Plan

(1) At the outset of the 2020-2021 school year, Kingsway Learning Center will not be conducting field trips, community based instruction, and/or other events that would expose Kingsway students and staff to broader community environments. As the school year goes on, and to the extent that local conditions improve, this policy may be adjusted to allow some flexibility.

(2) For the duration of the 2020-2021 school year and out of an abundance of caution, Kingsway Learning Center will not be allowing external groups or organizations to utilize its space.

2. Academic, Social, and Behavioral Supports

Kingsway Learning Center offers a range of Academic, Social, and Behavioral supports to encourage student success and family engagement. Below is a summary of some of our ongoing initiatives.

a. Social Emotional Learning (SEL) and School Culture and Climate

SEL will be critical in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

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SEL interventions and instruction is a crucial element of Kingsway's program for students. As a result of the COVID-19 remote learning environment, school leadership is also developing SEL supports for staff.

b. Multi-Tiered Systems of Support (MTSS)

MTSS is a systematic approach to prevention, intervention, and enrichment in grades Pre-K through twelve for academics and behavior that offers educators and families a mechanism to identify individual students who need extra support.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

MTSS is currently being utilized as one of many approaches to behavioral interventions to support our student population.

c. Wraparound Supports

Wraparound services differ from traditional school-based services in their comprehensive approach to addressing the academic, behavioral, and social-emotional needs of students with interventions both inside and outside of the school environment.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

Kingsway is in regular communication with at-home service providers to maintain consistency with regard to student supports. In addition, our relationships with district case managers ensure that students and families receive the support they need while they are at school. Kingsway Learning Center also supports families with transition planning to promote and foster the long-term success of students.

d. Food Service and Distribution

School meals are critical to student health and well-being, especially for low-income students. The NJDOE considers it a moral imperative to ensure the seamless and continuous feeding of students during all phases of school reopening.

Not Being Utilized

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Being Developed by School Officials

Currently Being Utilized

As noted above, Kingsway Learning Center will be providing boxed meals to students who qualify for free or reduced price lunch on days when those students are in attendance for in-person instruction. In the event of remote instruction, sending districts are responsible for food service and distribution.

e. Quality Child Care

Child care will be needed as schools reopen, particularly in instances where modified school schedules may increase the likelihood that families who otherwise would not utilize child care will now require it.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

Kingsway Learning Center is unable to commit to providing additional childcare at this time, though we do hope that as conditions improve/hold steady we will be able to expand our in-person programming to support this need.

B. Leadership and Planning

The Leadership and Planning Section of Kingsway's Plan references guidance, requirements, and considerations regarding school-wide logistical and operational issues relative to reopening for in-person instruction.

1. Restart Committee/Pandemic Response Team

(a) See Appendix H for a list of members of Kingsway's Restart Committee/Pandemic Response Team

(b) The Restart Committee/Pandemic Response Team is responsible for:

(1) Overseeing Kingsway's implementation of the Plan, particularly health and safety measures, and providing safety and crisis leadership.

(2) Adjusting or amending school health and safety protocols as needed.

(3) Providing staff with needed support and training.

(4) Reviewing school level data regarding health and safety measures and the presence of COVID-19 and reporting that data to the district as required.



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- (5) Developing and implementing procedures to foster and maintain safe and supportive school climates as necessitated by the challenges posed by COVID-19.
- (6) Providing necessary communications to the school community and to the school district.
- (7) Creating pathways for community, family, and student voices to continuously inform the Team's decision-making.

[See Appendix H – Restart Committee/Pandemic Response Team]

## 3. Scheduling

- a. Based on input from staff and families, and in accordance with public health and safety guidance, Kingsway Learning Center will start the 2020-2021 school year by offering two days/week of in-person instruction and three days/week of remote instruction for students.
  - (1) In general, students will either attend school Mondays and Tuesdays or Thursdays and Fridays. Wednesdays will be a remote learning day for all students and staff.
  - (2) Which days students will attend school will depend upon their specific program and their “zone” within the physical building. See Appendix I for more detail.
  - (3) Families who wish to remain completely on remote instruction will have the option to do so.
  - (4) As external conditions related to COVID-19 allow and based on feedback and input from staff and families, Kingsway Learning Center may adjust student schedules to provide increased levels of in-person programming, using a phased approach. See Appendix I for more detail.
- b. Virtual learning will continue to be guided by P.L. 2020, c.27 and the Kingsway Learning Center's updated Emergency Closure School Preparedness Plan if schools are required to deliver instruction through a fully virtual environment during limited periods throughout the school year due to a local or Statewide public health emergency.
- c. Kingsway Learning Center will meet the needs of special populations in alignment with the New Jersey Specific Guidance for Schools and Districts regarding student accommodations.
  - (1) For special education and ELL students, educators will receive professional development to utilize accessibility features and accommodations tools available through technology-based applications. Kingsway will continue to ensure students receive individualized supports that meet the requirements of their IEPs.

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- (3) Virtual instruction is ideal for staff who are at greater risk for the impacts of COVID-19. Accommodations may be made for these staff members.
- d. Students and families who wish to proceed with a fully remote option should follow the below procedure for fall 2020:
    - (1) To the greatest extent possible, families should complete the Remote Learning Request form by August 10, 2020. The form will be shared with families when they receive communications regarding Kingsway Learning Center's Back to School plan, and will also be posted on the school's website. The form will be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
    - (2) Students enrolled in fully remote learning will be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in Kingsway Learning Center programs (e.g. students participating in a hybrid model). Kingsway will make its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
    - (3) If and when students enroll in fully remote learning in August, they are committed to continuing with fully remote learning through the first marking period. There will be additional opportunities to opt into fully remote learning prior to the start of each new marking period.
    - (4) If and when students transition back to Kingsway's in-person/hybrid programming, they will receive transition support from their team, targeted to support students' individual needs.
    - (5) Kingsway Learning Center will report to the NJDOE data regarding participation in fulltime remote learning. Data will include number of students participating in fulltime remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

[See Appendix I – Scheduling]

## 4. Staffing

- a. Throughout the 2020-2021 school year, Kingsway Learning Center's planning and decision-making will consider unique needs of staff members, such as access to technology, social and emotional health, and child care concerns.

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- b. Kingsway Learning Center will comply with all applicable employment laws including, but not limited to, the American Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA), and all applicable State laws.
- c. See Appendix O for specific roles and responsibilities of school administrators, teachers, instructional assistants, related services providers, paraprofessionals, and others during in-person, hybrid, and remote instruction scenarios to ensure continuity of learning to maximize student success.
- d. As schedules are adjusted, Kingsway will maintain quality instruction for students and abide by the minimum requirements set forth in NJDOE regulations.

[See Appendix J – Staffing]

## 5. In-Person and Hybrid Learning Environments: Roles and Responsibilities

- a. During any in-person programming, all staff will be engaged in monitoring student movement, hallway traffic, and maintaining safety according to guidelines.
- b. For a detailed listing of staff roles and responsibilities, see Appendix O.

[See Appendix J – Staffing]

## 6. Educator Roles Related to School Technology Needs

- a. To ensure all staff supporting virtual learning are prepared to provide or support instruction on day one, Kingsway Learning Center has taken the following actions:
  - (1) Surveyed families to determine technology needs/access (consider those that have access, but may be sharing personal devices with others).
  - (2) To the extent possible, Kingsway Learning Center has and will continue to provide instructional devices to families.
  - (3) Supported the implementation of Google Classroom, including access to online platforms and other tools.
  - (4) Kingsway Learning Center has provided and will continue to provide training and technical support to staff and families in adjusting to the virtual school environment.

[See Appendix J – Staffing]

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## D. Continuity of Learning

Ensuring the continuity of learning is critically important during this time of great stress for families, educators, and students. The move to a fully virtual learning environment happened quickly and created significant challenges for staff and students. Kingsway Learning Center will continue to work closely with staff, families, sending districts, and other stakeholders to ensure decisions are made collaboratively and transparently and prioritize safely returning students who are in need of in-person instruction.

### 1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. Kingsway Learning Center will continue to implement students' IEPs to the greatest extent possible during the 2020-2021 school year via this Plan. This includes continuing to meet requirements under the Federal Individuals with Disabilities Education Act (IDEA) and the New Jersey State special education regulations for students with disabilities to the greatest extent possible.

c. Specifically, Kingsway Learning Center will implement the following policies and procedures to support our student population:

(1) Any families who are not comfortable with a physical return to school will have the option to maintain virtual instruction as long as this is an approved option according to the NJDOE.

(2) IEP teams will review student data/student progress on an ongoing basis to determine whether critical skills were lost during the period in which remote instruction was being provided to students and determine the need for additional services to address learning loss.

(6) Intake meetings and other aspects of the referral/admission process will continue to operate remotely during the 2020-2021 school year.

### 2. Technology and Connectivity

a. During the period of remote instruction, Kingsway Learning Center has made every effort to ensure that every student has access to a device and internet connectivity to support participation in online remote instruction activities. This will continue into the 2020-2021 school year, via ongoing communication with families regarding technology needs. Thus far, Kingsway Learning Center has loaned out approximately 35 devices to families to support remote instruction.

b. Kingsway Learning Center has:

(1) Conducted a needs assessment via family surveys and conversations between staff and families to identify technology needs.

(2) Conducted student and parent trainings on utilizing Kingsway's devices for educational purposes, accessing Kingsway's remote

# RESTART & RECOVERY PLAN

learning platforms and applications, and acceptable use policy implementation.

- (3) Purchased and deployed devices based on the results of the needs assessment.
- (4) Made appropriate accommodations according to students' individual needs.

## 3. Curriculum, Instruction, and Assessment

- a. In an effort to help students reset and return to a predictable routine, teachers will prioritize lessons and activities to meet the individual needs of our students.
- b. Program Leaders will work with teachers to develop expectations and secure methods for assessing student progress towards IEP goals under a hybrid instructional model.
- c. To the greatest extent possible, students will have limited movement throughout the building and will remain in the designated classroom location for the majority of the school day.
- d. All Specials (gym, art, music) will take place virtually and follow a predetermined schedule per class.
- e. Access to the Indoor Sensory Motor space will be scheduled and based on the following; To satisfy sensory diet needs and/or part of an approved reinforcement system
- f. External CBI trips, field trips are canceled until further notice. Special events and whole school activities are canceled until further notice.
- g. Therapy sessions will take place within the classrooms and/or individual therapy room per schedule. If a therapy room is utilized, only the therapist, student and the student's 1:1 may be in the space at one time.
- h. Service delivery of therapy sessions will be equally split between in-person and remote/Tele-Therapies to the greatest extent possible.
- i. Therapists will be staying within their assigned zone. Limited exceptions will exist in order to cover mandated services
- j. Administration will provide professional development and utilize existing structures to support the activities and changes listed above.

## 4. Professional Learning

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- a. Kingsway will continue to provide professional development in pandemic related SEL and health and safety areas.
- b. Kingsway will provide opportunities for shared learning and development through webinars, websites, articles, and common planning time.

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## Appendices

### **Back to School: Kingsway Learning Center's 2020-2021 Return to In-Person Learning**

**August 2020**



# RESTART & RECOVERY PLAN

## Appendix A

### Critical Area of Operation #1 - General Health and Safety Guidelines

This school district should include in Appendix A the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.a., including, but not limited to:

a. Protocol for High Risk Staff Members

Staff members who may be at high risk for developing serious illness as a result of COVID-19 should contact Kingsway Learning Center's Human Resources Department to discuss if a reasonable accommodations may be provided.

b. Protocol for High Risk Students

As an Approved Private School for Students with Disabilities (APSSD), Kingsway Learning Center's student population likely contains a higher concentration of students who may be at high risk for developing serious illness as a result of COVID-19. In addition to in person programming, Kingsway Learning Center will continue to offer remote learning as an option for students during the 2020-2021 school year, to the extent that it is still permitted by the NJDOE.

In order to opt into a fully remote instruction option, families will indicate this intention to Kingsway by August 17, 2020, and will commit to the remote option for the first and second marking period. A similar process will be in place for committing to a fully remote option for the third and fourth marking period. Exceptions to this timeline and policy will be discussed on a case by case basis.

c. Telework Policy

In some cases, telework is one accommodation that may be made to support staff members who are at high risk for developing serious illness as a result of COVID-19. In particular, a telecommuting schedule may be available if Kingsway's reopening plan involves a hybrid or remote model to allow a staggering schedule or alternating days.

Telecommuting schedules may also be available for certain positions and to specific employees. Some employees may qualify for continued telecommuting as an accommodation under the Americans with Disabilities Act (ADA) due to being immune-compromised, 65 years of age or older or other considerations as per recent guidance issued by the Equal Employment Opportunity Commission.

Employees must have the proper technology to access all files and be able to perform a majority of the essential job requirements in order to be granted the opportunity to work remotely. All policies and procedures currently in force are still



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applicable in a remote environment unless otherwise stated. The performance management and disciplinary processes apply in a remote work environment.

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## Appendix B

### Critical Area of Operation #2 - Classrooms, Testing, and Therapy Rooms

This school district should include in Appendix B the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.b., including, but not limited to:

a. Social Distancing in Instructional and Non-Instructional Rooms

Employees must comply with social distancing rules in the workplace, i.e. maintaining physical distance of at least 6 feet from others to the greatest extent practicable. Whenever social distancing cannot be maintained, a face covering must be worn.

Handshaking, hugs, and other greetings that involve personal contact are prohibited.

b. Procedures for Hand Sanitizing/Washing

Handwashing should be done as frequently as possible. Proper handwashing techniques include the following:

- Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Use paper towels or single use cloths to dry hands thoroughly.
- Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using the restroom; after blowing nose, coughing or sneezing; and before and after eating and preparing foods.

c. General Hygiene Policies

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19. Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people

Covering coughs and sneezes and washing hands are especially important for infection control measures. To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash

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- If you don't have a tissue, cough or sneeze into your elbow, not your hands

Remember to immediately wash your hands after blowing your nose, coughing or sneezing. Washing your hands is one of the most effective ways to prevent yourself and your loved ones from getting sick, especially at key times when you are likely to get and spread germs.

- Wash your hands with soap and water for at least 20 seconds
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands

To help prevent the spread of respiratory disease, you can also avoid close contact with people who are sick. If you are ill, you should try to distance yourself from others so you do not spread your germs. Distancing includes staying home from work or school when possible.

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## Appendix C

### Critical Area of Operation #3 – Transportation

This school district should include in Appendix C the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.c., including, but not limited to:

#### a. Student Transportation

As an Approved Private School for Students with Disabilities (APSSD), Kingsway Learning Center's sending districts provide transportation for all students, based on students' IEPs.

Kingsway Learning Center is committed to complying with sending districts' transportation protocols and policies to the greatest extent possible.

#### b. Kingsway Learning Center Vehicles: Social Distancing and Disinfection

Kingsway Learning Center will use its vehicles very sparingly during the 2020-2021 school year, unless and until concerns about COVID-19 are largely resolved. In the event that Kingsway Learning Center vehicles are used to transport students and/or staff, the following expectations will apply:

- To the greatest extent possible, social distancing will be employed. This may result in a reduced vehicle capacity.
- Driver and all passengers should wear appropriate PPE, including face coverings, for the duration of the travel.
- All high touch areas (seat belts, seat belt buckles, door handles, steering wheel, etc.) should be properly disinfected before and after each use of the vehicle by the vehicle driver.

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## Appendix D

### Critical Area of Operation #4 - Student Flow, Entry, Exit, and Common Areas

This school district should include in Appendix D the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board’s Plan – Section A.1.d., including, but not limited to:

a. Location of Student and Staff Screening

In order to encourage social distancing and mitigate the potential spread of COVID-19, Kingsway Learning Center will be implementing a “Zone” approach, limiting staff and student movement within the Kingsway Learning Center building. Additional detail on specific entrances and the location of staff and student health screenings is available on the map of the building included in this Appendix on the following page.

b. Social Distancing in Entrances, Exits, and Common Areas

**ACCESS TO & USE OF COMMON AREAS:**

*When equipment and office tools/supplies must be shared, employees must first disinfect the equipment with disposable wipes (which will be made available at the general shared workspace areas by the employer). Disinfecting phones, staplers, etc. after each use is recommended.*

The following procedure for access to and use of common areas will be required:

<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li>• Dividers will be used to promote social distancing and limit the number of staff/students traveling in the hallway at one time</li> <li>• Social distancing and directional floor stickers throughout hallways</li> </ul>
<b>RESTROOMS</b>	<ul style="list-style-type: none"> <li>• Staff and students will ONLY have access to the restroom that has been designated within their zone.</li> <li>• Limit of three (3) in the restroom at any given time</li> <li>• Hand sanitizer must be used upon entering and exiting the restroom               <ul style="list-style-type: none"> <li>○ Signage will be posted on entry/exit doors indicating process with no-touch sanitation tools</li> <li>○ Signage will be posted for proper CDC handwashing guidelines</li> <li>○ Signage will be posted to indicate that you are using the bathroom in the correct zone in which you are assigned</li> </ul> </li> <li>• Janitorial staff will perform a thorough cleaning of all restrooms hourly and complete sign off sheet indicating time cleaning took place</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• The cafeteria will be off limits for student and staff lunch. Lunch will be eaten in the classroom and/or outside while practicing social distancing to the greatest extent possible</li> </ul>

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	<ul style="list-style-type: none"> <li>Students who receive Free &amp; Reduced Lunch will receive pre-packaged brown bagged lunch. Lunches will be picked up / received by one designated staff member from each zone.</li> </ul>
<p><b>LEARNING LOBBIES</b></p>	<ul style="list-style-type: none"> <li>Limit of five (5) adults and five (5) students in learning lobby at any given time (number of people subject to change based on the size of the space)</li> <li>Appropriate social distancing must be followed to the greatest extent possible</li> <li>All surfaces must be wiped down before and after use</li> <li>Instructional materials and/or personal belongs should not be left in the space after use.</li> <li>No food or drink consumption is permitted in learning lobbies</li> <li>Time in learning lobbies may be limited to allow equal access. Schedules will be created with Team Leaders within each zone.</li> </ul>
<p><b>COPY MACHINE/S</b></p>	<p>You may only access the copy machine that is identified for use within your zone. The work room copy machine will not be available. A daily schedule for classroom/program usage will be followed in order to follow social distancing guidelines to the greatest extent possible</p> <ul style="list-style-type: none"> <li>Limit to one adult and one student at a time;</li> <li>Hand sanitizer must be used before and after using all equipment</li> <li>Equipment must be disinfected after use</li> <li>Do not leave materials/trash in this space; No food or drink permitted</li> </ul>
<p><b>STAFF LOUNGE - KITCHEN AREA</b></p>	<p>Staff throughout the building will not have access to this space. All food items brought from home must be stored and/or heated using the refrigerator/microwave that is in the classroom.</p> <ul style="list-style-type: none"> <li>One (1) adult at a time in the kitchen space</li> <li>Hand sanitizer must be used before and after using appliances</li> <li>Appliances/cabinet handles must be disinfected after use</li> <li>Food brought from home must be kept in personal containers and taken home at the end of each work day</li> </ul>
<p><b>INDOOR SENSORY MOTOR SPACE</b></p>	<ul style="list-style-type: none"> <li>Staff/students will have access to this space ONLY:             <ul style="list-style-type: none"> <li>To satisfy sensory diet needs</li> <li>Part of an approved reinforcement system</li> </ul> </li> <li>Hand sanitizer must be used before and after using all equipment</li> <li>Equipment must be disinfected after use             <ul style="list-style-type: none"> <li>Staff must sign off on sheet provided that disinfecting took place</li> <li>All small items and toys should be removed from the area or a bin should be available to put contaminated items in that need to be cleaned. These must be cleaned by staff after leaving the space.</li> </ul> </li> <li>Limit of two (2) adults and two (2) students at a time</li> <li>Social distancing should be followed to the greatest extent possible</li> </ul>

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<p><b>PLAYGROUND</b></p>	<ul style="list-style-type: none"> <li>• Limit of ten (10) people in this space at any given time</li> <li>• Hand sanitizer must be used before and after using all equipment</li> <li>• Social distancing should be followed to the greatest extent possible</li> <li>• No food or drink is permitted</li> <li>• All toys/equipment brought outside for student use cannot be left outside.</li> <li>• Classrooms will access the playground based on a 30 minute schedule: 20 minutes on the playground with 10 minutes for cleaning before next use. Access may not be daily for every classroom</li> <li>• Playground will undergo thorough janitorial cleaning at the beginning and the end of the school day</li> <li>• Entry/exit points (This will allow classrooms to exit/enter the building from their designated zones)             <ul style="list-style-type: none"> <li>○ Preschool - Use hallway door outside of Room 103</li> <li>○ Lower Elementary - Exit building at awning door and use gate facing AAA building for entry to playground</li> <li>○ Older Elementary - Exit building at Bus U and use back gate for entry to playground</li> <li>○ Junior High - Exit building at firewall hallway door and use back gate for entry to playground</li> </ul> </li> </ul>
<p><b>OT/PT EQUIPMENT (CBI LEARNING LOBBY)</b></p>	<ul style="list-style-type: none"> <li>• Limit of ten (10) people in this space at any given time</li> <li>• Hand sanitizer must be used before and after using all equipment</li> <li>• Social distancing should be followed to the greatest extent possible</li> <li>• No food or drink is permitted</li> <li>• All equipment must be disinfected before and after every use             <ul style="list-style-type: none"> <li>○ Staff will be required to sign off that cleaning was completed after use of equipment</li> <li>○ Smaller items should be placed in a sanitizing unit which will run every hour</li> </ul> </li> <li>• Schedule for use of the space will be followed. Staff will not have unlimited access to this space.</li> </ul>
<p><b>CBI SENSORY ROOM &amp; ADL SUITE</b></p>	<ul style="list-style-type: none"> <li>• Staff/students will have access to this space ONLY:             <ul style="list-style-type: none"> <li>○ To satisfy sensory diet needs</li> <li>○ Part of an approved reinforcement plan</li> </ul> </li> <li>• Hand sanitizer must be used before and after using all equipment</li> <li>• Equipment must be disinfected after use</li> <li>• Limit of one (1) adults and one (1) students at a time</li> <li>• Social distancing should be followed to the greatest extent possible</li> </ul>
<p><b>DE-ESCALATION</b></p>	<ul style="list-style-type: none"> <li>• Access to space - Only used if designated in the student's Behavior Support Plan</li> <li>• Staff called for support must wash/sanitize hands prior to and after engaging student             <ul style="list-style-type: none"> <li>○ Students must wash/sanitize hands after the event</li> </ul> </li> <li>• Only one (1) student and one (1) adult in the room <b>unless</b> a hold is necessary</li> </ul>

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<b>SPACES</b>	<ul style="list-style-type: none"><li>• Materials used in the room must be specifically designated for that student and removed from the room upon the student's exit</li><li>• Flooring/mats must be sanitized upon the student's exit.</li><li>• Staff must sign off on sheet provided that disinfecting took place</li><li>• Staff members involved in the physical intervention with the student, including physical transports or holds, must change clothing following the event</li></ul>
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c. Student Drop off and Pick up Procedures

*Bus Drop-off*

- Students will be dropped off and picked up at the Entrance/Exit to their assigned zone. As a result, some busses will need to drop students at multiple locations. Drop-off locations will be clearly marked with KLC Zone signage.
- 1:1 staff will be required to be outside to receive their assigned student. Students who do not have a 1:1 aide will be guided by classroom Teacher Assistants to the appropriate classroom. All staff is required to maintain appropriate social distance to the greatest extent possible.
- Upon arrival, classroom staff will assist students with hand washing and/or using hand sanitizer, as appropriate.
- Students will be dismissed from classrooms at the end of the day and exit through the same door they entered during A.M. arrival.

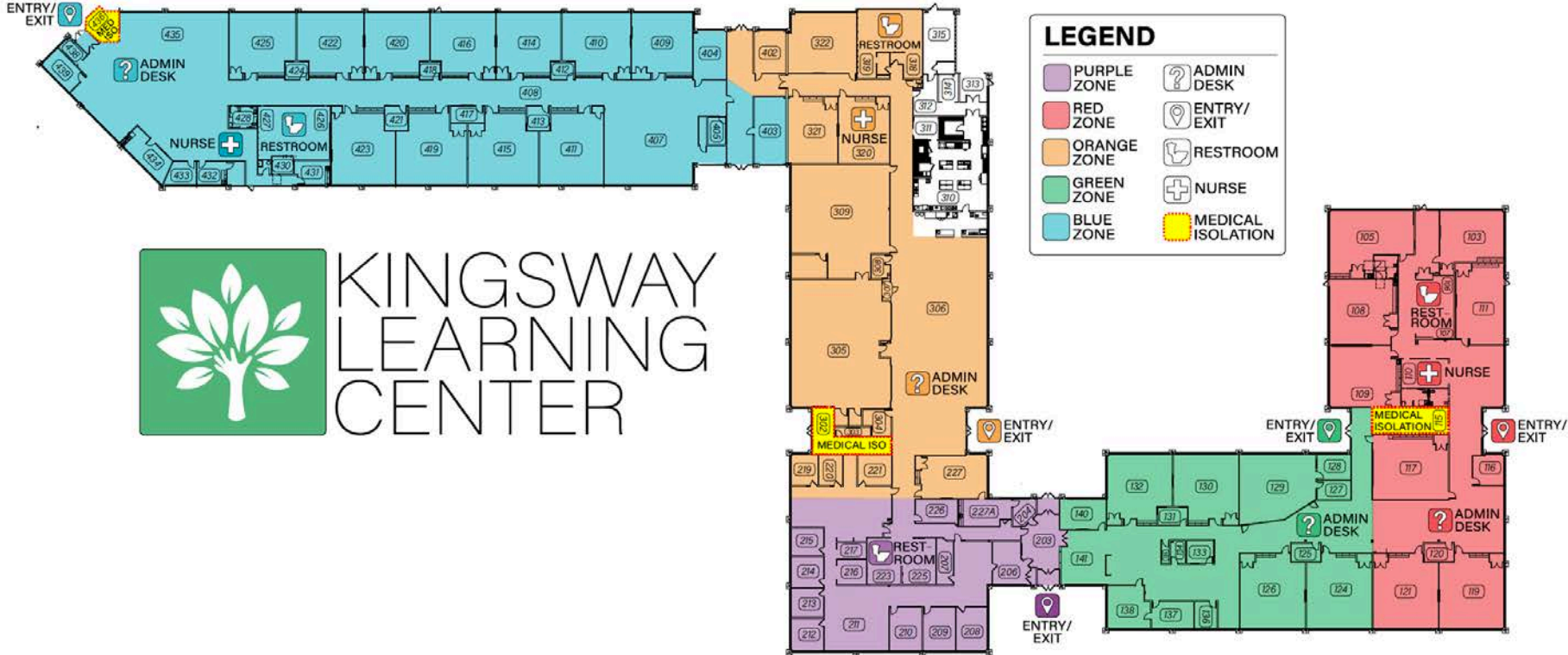
*Family Drop-off*

- Families will drop-off and pick-up their student at their assigned zone location listed below. Upon arrival, parents must call to notify the school secretary. Parents will be asked to remain in their vehicle until a KLC staff member arrives to escort their son/daughter into/out of the building. Weather permitting, during pick-up, the student and a staff member will have the option of waiting outside, socially distanced from others.



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The below map of our building floor plan will be used as a framework to guide the flow of all staff and students within the school building.



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## Appendix E

### **Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms**

This school district should include in Appendix E the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.e., including, but not limited to:

#### a. Screening Procedures for Students and Staff

##### ***Screening Procedures for Staff***

The following procedure on entering the building will be required on a DAILY basis, per CDC guidelines.

Perform a self screening before leaving for work.

- Stay home if you have a temperature of 100.4 degrees Fahrenheit and above;
- Stay home if you have symptoms consistent with COVID-19 (fever, chills, cough, shortness of breath, body aches, sore throat, headache, new loss of smell or taste, as well as gastrointestinal problems, such as nausea, diarrhea, and vomiting);
- Stay home if you have had close contact with a person diagnosed with COVID-19.

When reporting to the building, an onsite screening will be conducted.

- Temperature will be taken with a no-touch thermometer by a contracted healthcare professional wearing proper PPE and maintaining social distancing;
- Scans will be done maintaining confidentiality to the greatest extent possible;
- Temperatures will be documented and maintained in a confidential medical file;
- A screening questionnaire will be required (including questions regarding symptoms, contact with anyone who has tested positive for COVID-19, travel to high-risk areas, etc.).
- Screening results will be kept confidential. The questionnaire will be available up to two hours prior to employee's reporting time and will be accessible via the employee's mobile device.
- If temperature meets standards, no visual symptoms are present, and questionnaire answers are negative, employee will be cleared to enter the building.
- Employee must wash or sanitize their hands prior to reporting to their assigned classroom or receiving their student.

If screening results are "not cleared:"

- Employee will be required to leave the workplace
- Employee will be advised to consult their physician for testing and/or quarantine
- If employee cannot transport themselves, a safe transport will be provided
- Contact tracing will be conducted for coworkers in close contact with employee if employee tests positive for COVID-19

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- Worksite will be cleaned, ventilated, and closed off for 24 hours
  - If employee has not been on site for seven days, special cleaning is not required.
- Any employee who refuses to comply with the above procedures will be denied access to the building. If an employee consistently refuses to comply or provides false responses, disciplinary action may be taken including termination of employment.

## **Screening Procedures for Students**

<b>DAILY STUDENT HEALTH SCREENING</b>		
<i>Action(s)</i>	<i>Procedure</i>	<i>Person(s) Responsible</i>
Temperature Screening	<p>Upon arrival students' temperatures will be taken with a no-contact thermometer. If a student has a temperature of 100.4 or higher, they will be isolated in the appropriate quarantine zone prior to being sent home.</p> <p>For temperatures between 99.0 and 100.3, the student will be isolated in the nursing office until the nurse clears them to return to the classroom or they get sent home.</p> <p>Temperatures should be taken and recorded no later than 8:30 a.m. unless otherwise directed by administration.</p>	Teacher and/or designated classroom staff
Health Screening Questionnaire	The student will not be excluded from school if the form is not returned. Team leader will follow up with parents to complete a health screening questionnaire. A daily health screening questionnaire will be sent home each afternoon with the student and expected to be completed and returned at the start of each in-person school day.	Parent / Guardian

## b. Protocols for Symptomatic Students and Staff

### **Protocols for Symptomatic Staff**

If an employee or student tests positive for COVID-19, local health officials, staff and families will be notified of the confirmed case while maintaining confidentiality.

If an employee is confirmed with a positive COVID-19 test result, the employee cannot return onsite until recovery.

If symptomatic, employee may return when:

- At least twenty-four hours have passed since the employee had a fever (without the use of fever-reducing medications such as Advil, Tylenol, etc.).

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- At least twenty-four hours have passed since improvement in respiratory symptoms (e.g., cough, shortness of breath).
- At least ten days have passed since symptoms first appeared.
- Health care provider note releasing employee to return to work.

If asymptomatic, employee may return when:

- At least ten days have passed since receipt of the positive test result and there has been no subsequent illness
- Health care provider note releasing employee to return to work

## ***Protocols for Symptomatic Students***

In the event that a student is suspected of having COVID-19, they will be placed in a quarantine zone. A staff member will be required to wait with the student until the parent can pick-up. Each zone will contain PPE supplies including; masks, face shield, gowns, gloves, thermometer, hand sanitizer. The staff member will wear maximum PPEs (mask, face shield, gown and gloves). The staff member will also be provided with a walkie-talkie to allow for quick communication with the nurse.

## c. Protocols for Face Coverings

### ***Face Covering Protocols for Staff:***

As recommended by the CDC, all staff should wear face coverings. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).

Face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

For staff engaging isolation areas with students, N95 masks, face shields and disposable gloves will be provided.

Face coverings are not recommended for anyone who has trouble breathing. Employees should contact the Human Resources Department if you have an issue with your face covering or need to request a reasonable accommodation related to a disability.

Do not touch the face or face covering. All staff is responsible for adhering to the proper use, removal, and washing of cloth face coverings.

### ***Face Covering Protocols for Students:***

# RESTART & RECOVERY PLAN

Students will be encouraged to wear masks. Due to the nature of the students' disabilities, this may not be possible in all environments.

Face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

Students will be provided with ongoing instruction/practice to not touch their face or face covering.

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## PROTECTIVE EQUIPMENT RECOMMENDATIONS FOR DIRECT SERVICE PROVIDERS

Classification of Individual Wearing protective equipment	N95 or KN95 Respirator	Face Shield	Disposable Gowns	Disposable Gloves	Gowns/Coveralls/Other Body Covering	Cloth Face Covering	Disposable mask
DSPs in care areas of students with suspected COVID-19	X	X	X	X			X (with face shield if N95/KN95 not available)
DSPs in the same facility but not in the care areas for students with suspected COVID-19		X (optional)				X	
DSPs providing personal care to students without suspected COVID-19 but who may potentially be exposed to bodily fluids (including speech and language services, ADL's, etc.)		X (preferred)		X		X (if disposable mask is not used)	X (preferred)
DSP's needing to implement physical intervention or physical restraint to students without suspected COVID-19		X	X- either can be worn dependent on need	X	X- either can be worn dependent on need	X (if disposable mask is not used)	X (preferred)
DSPs performing or present during aerosol generating procedures such as nebulizer treatments, chest PT, suctioning, trach care	X	X		X			
Transportation personnel/monitors who must come in direct physical contact with passengers (e.g. buckling/unbuckling, performing wheelchair safety services)				X		X	

# RESTART & RECOVERY PLAN

## Appendix F

### Critical Area of Operation #6 - Contact Tracing

All Kingsway Learning Center Administrators have completed the Johns Hopkins University COVID-19 Contact Tracing Course in order to support the ongoing and critical work of mitigating the spread of COVID-19.

Kingsway Learning Center is committed to working with our local Departments of Health to cooperate and support contact tracing efforts within the Kingsway Learning Center community.

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## Appendix G

### Critical Area of Operation #7 - Facilities Cleaning Practices

#### **DISINFECTING PROTOCOLS**

*All staff must wear gloves when disinfecting surfaces. Gloves must be disposed of properly after each use.*

<b>ENTRYWAYS / HALLWAYS</b>		
<i>Action(s)</i>	<i>Frequency</i>	<i>Person(s) Responsible</i>
Disinfect all high touch areas (i.e. door handles)	At a minimum, upon arrival & end of the day; Upon need	Classroom staff Custodial staff

<b>RESTROOMS</b>		
<i>Action(s)</i>	<i>Frequency</i>	<i>Person(s) Responsible</i>
Disinfect all high touch areas (i.e. door handles, faucet handles, trash can lid)	Upon arrival & end of the day On the hour	Custodial staff

<b>CLASSROOMS</b>		
<i>Action(s)</i>	<i>Frequency</i>	<i>Person(s) Responsible</i>
Disinfect all high touch areas and equipment and technology	Upon arrival, before lunch, & end of the day; After each use	Classroom staff including: -Teacher -Teacher Assistant(s) -Paraprofessionals

<b>THERAPY ROOMS / TREATMENT AREAS</b>		
<i>Action(s)</i>	<i>Frequency</i>	<i>Person(s) Responsible</i>
Disinfect all high touch areas and equipment	Upon arrival & end of the day; After each use	Staff using the space



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<b>INDOOR SENSORY MOTOR SPACE</b>		
<i>Action(s)</i>	<i>Frequency</i>	<i>Person(s) Responsible</i>
Disinfect equipment and all high touch areas	After each use	Staff using the space

<b>CONFERENCE ROOMS</b>		
<i>Action(s)</i>	<i>Frequency</i>	<i>Person(s) Responsible</i>
Disinfect all surfaces/equipment	After each use	Staff using the space

<b>SCHOOL VEHICLES</b>		
<i>Action(s)</i>	<i>Frequency</i>	<i>Person(s) Responsible</i>
Disinfect all high touch areas (seat belt clasps, door handles, steering wheel)	Before and after each use	Staff driving the vehicle

# RESTART & RECOVERY PLAN

## Appendix H

### Pandemic Response Team & Restart Committee

Due to the relatively small nature of Kingsway Learning Center’s community, our Restart Committee and Pandemic Response Teams are one and the same. See below for the list of team members.

<b>Name</b>	<b>Title/Role</b>
Rachel Chan	Chief Executive Officer
Megan Avery	Principal
Megan Olsen	Assistant Principal
Abbi Campbell	Supervisor of Curriculum & Instruction
Christiana Rochelle	Coordinator of Related Services
Michelle Jablonski	Director of Human Resources
Lisa Cataldo	Controller
David Shahriari	Operations Manager
Peter Dearstyne	Technology Coordinator
Gayle Connor	Nurse

More broadly, families and staff have had input into the design and creation of our Restart and Recovery Plan via surveys and ongoing communications with staff and members of this team.

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## Appendix I

### Scheduling of Students

#### a. School Day

The chart below outlines the intended schedule for Kingsway Learning Center in-person instruction, based on current (August 2020) conditions relative to COVID-19 in our service area. Kingsway Learning Center may amend this schedule based on pandemic conditions and/or Department of Health/CDC guidance. On days when students are not scheduled for in-person instruction, they will receive remote instruction from Kingsway staff.

#### ***Kingsway Learning Center Hybrid Model: September 2020/Phase I Intended Schedule for In-Person Instruction***

	Preschool	Younger Elementary	Older Elementary	MOVE	Junior High	SBI	CBI
Monday	X	X				X	
Tuesday	X	X				X	
Wednesday	Remote instruction for all students/staff						
Thursday			X	X	X		X
Friday			X	X	X		X

While there are many unknowns relative to the 2020-2021 school year, Kingsway Learning Center's goal is to gradually increase in-person learning opportunities for as many students as possible, while following all guidance and procedures to mitigate the spread of COVID-19. To that end, Kingsway Learning Center plans on revisiting our In-Person Instruction Plan periodically and making adjustments to support the addition of more in-person learning for more students. We anticipate that our move to Phase II could happen as early as October, and may include the following schedule updates.

#### ***Kingsway Learning Center Hybrid Model: Phase II Draft Schedule for In-Person Instruction***

	Preschool	Younger Elementary	Older Elementary	MOVE	Junior High	SBI	CBI
Monday	X	X				X	
Tuesday	X	X				X	

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	Preschool	Younger Elementary	Older Elementary	MOVE	Junior High	SBI	CBI
Wednesday	X	In-person instruction on alternating weeks					
Thursday	X		X	X	X		X
Friday	X		X	X	X		X

Kingsway Learning Center will continuously monitor local public health data and trends to inform decision-making around expanding in-person learning opportunities. In addition, Kingsway will continue to be subject to updates and further guidance from NJDOE and the Governor that may require revisions or adjustments to this plan. As we move through the 2020-2021 school year, there may be other opportunities to increase in-person learning experiences for students, which will be developed in partnership with families and staff and in support of students' learning goals.

## b. Educational Program

During the 2020-2021 school year, Kingsway Learning Center will be implementing a hybrid learning model; a combination of both in-person and remote instruction during our Phase I reopening process. Instructional programs will be split into zones (see above) which will be associated with specific days of the week for in-person instruction.

- The hybrid model supports social distancing by limiting the number of individuals within the school environment.
- Students and staff will be able to access learning spaces within their zone to increase opportunities for smaller group learning, while practicing and maintaining cleaning and disinfecting protocols as outlined in this plan.

### ***In-Person Instruction***

- All students will begin their school day at 8:15, with dismissal occurring at 2:30
- Virtual instruction and learning activities will support and align with in-person instruction throughout the school week.
- During in-person learning days, students will receive mandated therapies outside of their classroom, within their learning zone
  - Therapists will follow sanitation/cleaning procedures prior to and after each session

### ***Remote Instruction***

- Student attendance will be maintained by classroom teachers based on student participation in daily live sessions, completion of virtual activities and weekly check-in with families
- Students will continue to receive instruction via Google Classroom with access to:
  - Daily live sessions
  - Recorded video(s)
  - Instructional activities/materials

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- Kingsway will ensure that all students receive access to technology resources to promote learning

## ***Full Remote Learning***

If parents choose to keep their child home for full remote learning, teachers and therapists will support instruction for those students via Google Classroom. In this model, students will follow the expectations as listed under Remote Instruction (see above).

- Students will receive instruction from their teacher and team therapists, as appropriate.
- When a parent elects choice, Kingsway will require a transition to return to in-person learning. These transitions can include returning at the transition of a marking period, expansions of zones, number of days for in-person learning, etc.

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## Appendix J

### Staffing

#### KLC In-Person and Hybrid Learning Environments: Staffing Roles & Responsibilities

Below is an outline of anticipated roles and responsibilities for staff during the 2020-2021 school year. In addition to the below, Kingsway Learning Center may realign duties and work assignments to support school schedules, operational and student needs specific and unique to the period of time the school is under pandemic conditions. Kingsway Learning Center staff will be expected to work revised schedules as outlined above, adhere to applicable health and safety guidelines, and abide by contractual agreements.

TEACHER	
In-Person	Remote Learning
<p><i>In addition to the roles and responsibilities outlined in their job description, Teachers will be responsible for the following (to the greatest extent possible):</i></p> <p>Teach and reinforce social distancing protocols with students and support staff</p> <p>Support school building safety logistics (entering, exiting, restroom, cleaning protocols, etc.)</p> <p>Reestablish the classroom environment through emphasizing relationships with students and parents and resetting routines.</p>	<p><i>To the greatest extent possible..</i></p> <p>Create a binder(s) of instructional materials specific to the individual student needs and abilities as outlined in the IEP.</p> <ul style="list-style-type: none"> <li>• Binder will include copy of student schedule to help guide pace of instruction</li> <li>• Materials will focus on academic content areas (functional math, reading, etc.) and functional living skills</li> <li>• At least two (2) weeks of instructional material will be included in each binder</li> </ul> <p>Teachers will establish Office Hours each day that students are receiving Remote Instruction</p> <ul style="list-style-type: none"> <li>• Consistent, predictable hours will be established and shared with families prior to school starting</li> </ul>

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<p>Develop/Reset predictable routine and structure for students while maintaining student engagement through varied instructional strategies/modalities</p>	<ul style="list-style-type: none"> <li>Families will utilize these hours to ask questions, seek support/guidance regarding instructional activities, etc.</li> </ul> <p>Make contact with students/families via email, phone call, and/or Google Classroom platform</p> <ul style="list-style-type: none"> <li>Teacher will maintain records of all communication attempts and track working hours</li> <li>Teacher will monitor delivery of instruction through a weekly meeting with the service delivery team.</li> </ul> <p>Develop regular, optional opportunities for virtual interaction and engagement as appropriate using Google Classroom, Google Meet, and other appropriate virtual tools (being “piloted” March 30-April 10, and used more widely following spring break if needed).</p> <ul style="list-style-type: none"> <li>Lesson plans for this instruction must be completed weekly</li> </ul>
<p><b>SPECIALS TEACHER</b> (<i>Art, Music, Gym</i>)</p>	
<p><b>In-Person</b></p>	<p><b>Remote Learning</b></p>
<p><i>In addition to the roles and responsibilities outlined in their job description, they will be responsible for the following (to the greatest extent possible):</i></p> <p>Teach and reinforce social distancing protocols with students and support staff</p> <p>Support school building safety logistics (entering, exiting, restroom, cleaning protocols, etc.)</p>	<p>Expected to collaborate with each program and provide resources to families to promote engagement in regards to art, music and APE. Information can be in print or infused via technology.</p> <p>Maintain documentation of all communication with families and log working hours</p> <p>Complete weekly lessons for instruction provided via Google Classroom</p> <p>Complete professional development and track</p>

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RELATED SERVICES	
In-Person	Remote Learning
<p><i>In addition to the roles and responsibilities outlined in their job description, Related Service providers will be responsible for the following (to the greatest extent possible):</i></p> <p>Teach and reinforce social distancing protocols with students and support staff</p> <p>Support school building safety logistics (entering, exiting, restroom, cleaning protocols, etc.)</p> <p>Assist with the development and implementation of adjusted schedules</p> <p>Consider alternative methods for one-on-one interactions avoiding in-person contact where possible</p> <p>Lead small group instruction to ensure social distancing</p>	<p>Therapists will include exercise plans, sensory protocols, activity worksheets, etc. in the student binders</p> <p>Check-in will occur with families based on the frequency of mandated services within each student's IEP. This can take place via email, phone, FaceTime, Google Classroom etc.</p> <ul style="list-style-type: none"> <li>All communication will be documented and working hours logged</li> </ul> <p>Submit weekly lesson/therapy plans &amp; monthly SEMI logs</p> <p>Consult with vendors etc. as appropriate</p> <p>Develop regular, optional opportunities for virtual interaction and engagement as appropriate</p> <ul style="list-style-type: none"> <li>*As of April 1, 2020, the NJ State Board of Education approved a temporary rule change, permitting the delivery of all related services via "electronic communications" during this emergency remote learning period. Given this directive, "electronic communications" may be delivered in the form of online activities, videos, and/or live sessions via Google Meet. The appropriate format(s) for students will be recommended by the related service providers based on students' needs and functional levels. Kingsway will make every effort to provide these services in a manner consistent with students' IEPs, to the greatest extent possible, given the circumstances.</li> </ul>
PARAPROFESSIONAL STAFF <i>(Including 1:1 Aides)</i>	
In-Person	Remote Learning



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<p><i>In addition to the roles and responsibilities outlined in their job description, Paraprofessionals will be responsible for the following (to the greatest extent possible):</i></p> <p>Reinforce social distancing protocols with students and support staff</p> <p>Support school building safety logistics (entering, exiting, restroom, cleaning protocols, etc.)</p> <p>Assist with the development and implementation of adjusted schedules</p> <p>(If Teacher sub-certified) Lead small group instruction to ensure social distancing</p> <p>Manage small groups of in-person instruction when/if the teacher is remote</p>	<p>Teacher will include paraprofessional on daily check-in with parents via Google Classroom</p> <ul style="list-style-type: none"> <li>• Paraprofessionals will join regular Google Classroom events coordinated by their student's teacher, with additional participation to support their student's progress based on teacher direction</li> <li>• Participate in lessons with teacher via Google Classroom</li> </ul> <p>Responsible for following teacher direction as it relates to appropriate follow up based on individual student needs.</p> <p>Paraprofessional staff will also complete daily professional development activities, documenting their progress both daily and weekly.</p> <p>Communicate with administration as needed</p> <p>Participate in regular team and classroom meetings</p> <p>Check email for updates and information daily</p>
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