

Section 1: Conditions for Learning

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

Communication: The Eden School will remain in contact with the local Department of Health and other required state authorities to keep apprised of any changes in mitigation patterns of Covid-19 within our county or community.

High-Risk Students and Staff: For those students and staff who meet CDC's criteria for being at a higher risk for severe illness from Covid-19, options for virtual instruction will be available.

Reducing Spread:

- Anyone who is feeling sick or displaying any of the identified symptoms of Covid-19 should stay home
 - This includes: a fever of 100 degrees or higher, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting, diarrhea
- If symptoms are developed over the course of the day
 - Any adult/staff member will be sent home immediately and will need to be in contact with Human Resources to follow up and determine return to work
 - Students will be maintained in the Health Office with one nurse until their parent/guardian is able to pick them up. They will need to remain home until cleared by their doctor and a negative covid-19 test. An alternate location for individuals without symptoms will be maintained and covered by the other nurse.
 - Parents or their designee will need to be available to pick up their child within an hour of notification of illness
- All staff must wear face coverings at all times. Students will be encouraged to wear face coverings when possible to do so and when social distancing is not able to be maintained.
- Hand sanitizing stations will be available in each classroom, entrance and exit to the building, cafeteria, bathrooms and other student workspaces. This will consist of hand sanitizer with at least 68% alcohol
 - Students must be monitored during all hand sanitizer use
- Staff and students should wash hands at a minimum of once an hour for 20 seconds, in addition to before/after eating, after bathroom use, or after sneezing, blowing their nose, coughing, etc
- Social distancing practices will be followed in the entryway and lobby areas
- Entranceways will be marked with signs to indicate specific doors to enter and exit
- Signs will be present to indicate six feet in distance and which direction to walk in the hallways

Additional Health and Safety Measures:**Entering Buildings:**

- Everyone entering the Merwick, Old Trenton Road, Schalks or Crossroads location must have their temperature recorded via a thermal scanner
 - If an elevated temperature is present, the individual may not enter the location
 - Staff members will be sent home
 - Students will return via the school bus; if the bus is unable to take them home, parents or their designee will be required to pick them up within an hour of notification
- Face coverings will be required for entrance by all adults; students will be encouraged to do so as possible.

Visitors

- Visitors will not be allowed into the Eden School building, unless deemed necessary by the Chief Program Officer and Director of Education
 - School parents will also not be allowed into the building
 - Any parent picking up or dropping off their child will need to wait in their car either at the front of the school building or in a parking spot. A staff member will bring their child to or from the building

Water Fountains/Water Coolers

- Water fountains will be turned off and made inaccessible. Water coolers will be removed from the school grounds
 - Water fountains will continue to be disinfected at least 3 times per day
 - Bottled water will be available to all staff and students

Illness and Symptoms

- Anyone who is feeling sick or displaying any of the identified symptoms of Covid-19 should stay home
 - This includes: a fever of 100 degrees or higher, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting, diarrhea
- If symptoms are developed over the course of the day
 - Any adult/staff member will be sent home immediately and will need to be in contact with Human Resources to follow up and determine return to work
 - Students will be maintained in the Health Office with one nurse until their parent/guardian is able to pick them up. They will need to remain home until cleared by their doctor and a negative covid-19 test
- If an individual has tested positive, the school may need to implement a short-term closure to allow for full and proper cleaning of the school building
 - After a person has been identified as testing positive, the areas used by that person should be closed off and not used prior to full cleaning and disinfection of the space

- A period of 24 hours should pass prior to cleaning and disinfecting when possible
- Windows and doors should be open when possible to increase air circulation
- If any student or a student's immediate family member tests positive, the family will notify the Chief Program Officer or Director of Education to make them aware. The CPO or Director will follow up with the process accordingly.
- If a staff member or an individual living in their home, tests positive, the Eden staff member should notify Human Resources and will be provided the process to follow

Personal Protective equipment (PPE)

- Eden will provide PPE including face masks, gloves, face shields, goggles, disposable gowns, protective suits for staff members as outlined in Appendix A
- All staff must wear face coverings at all times. Students will be encouraged to wear face coverings when possible to do so and when social distancing is not able to be maintained.
- Staff should wear appropriate protective equipment as identified in Appendix A and wear long hair up or tied back during all activities requiring direct contact with a student
- See specific guidelines on physical restraint

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

Classroom Spacing: Where possible, student desks, tables and work areas will be spaced 6 feet apart. Desks will all face in the same direction. Teaching staff must wear face coverings at all times, students that can tolerate face coverings should wear them when social distancing is not possible. When social distancing is possible, between seats, students can remove face coverings (if able to wear them).

Additionally, all instructional and non-instructional space within the building will adhere to social distancing requirements to the extent possible. Spaces within the Eden building will be occupied to approximately 50% of approved capacity or less when being utilized.

Cleaning of materials: Students will not share teaching materials to the extent possible. When items do need to be shared, the teacher/teaching assistant will clean and sanitize all items before and after use.

Ventilation: All indoor spaces have adequate ventilation; A/C is present in all areas of the building. The filters on A/C units are maintained and cleaned as per manufacturer recommendations and are completed by a professional staff.

Hand Sanitizing Stations: Hand Sanitizing stations will be available in each classroom, entrance and exit to the building, cafeteria, bathrooms and other student workspaces. This will consist of hand sanitizer with at least 68% alcohol

- Students must be monitored during all hand sanitizer use

Hand Washing: Staff and students should wash hands at a minimum of once an hour for 20 seconds, in addition to before/after eating, after bathroom use, or after sneezing, blowing their nose, coughing, etc.

Additional Classroom Measures:

- Reduced table capacity during any group sessions to allow for social distancing at tables. This includes social group, language groups, lunch, etc.
- All PPE will be provided by Eden as outlined in Appendix A.
- Staff should wear appropriate protective equipment as outlined in Appendix A and wear long hair up or tied back during all activities requiring direct contact with a child.
- Toys and other games, books, etc should not be shared to the extent possible. When items need to be shared, the teacher/teaching assistant will disinfect between uses

Toileting/Showering Protocols:

- Staff must change students' clothing and their own clothing when soiled with secretions or body fluids. Students' soiled clothing must be bagged and sent home sealed in a plastic container or bag.
- Toileting and diapering areas and showers (including tables, pails, countertops, toileting chairs, sinks/faucets, toilets, floors, etc.) must be cleaned and disinfected after each use by the teacher/teaching assistant.
 - **Note:** Cleaning and disinfecting are two separate tasks:
 - **Clean:** To physically remove dirt, debris, and sticky film by washing, wiping, and rinsing.
 - **Disinfect:** Apply supplied disinfectant as outlined in the product container.
- Teacher/Teaching Assistant will disinfect when students are not in the area. Surfaces should be dry by the time students use the area.
- Students should have their own showering items and should not share with other students. Items need to be stored in an area specific to the student and not kept in a communal area.
- Toileting/diaper and shower procedures (including extra COVID-19 steps) will be posted in the bathroom changing area.
- All staff will be trained on proper removal of gloves, gowns, facial masks, and other protective equipment and on handwashing before donning and after removing equipment in order to reduce contamination.
- To ensure the student's safety, make the change more efficient, and reduce opportunities for contamination, assemble all necessary supplies before bringing the student to the changing area.
- To reduce contamination, wash the student's hands after the toileting/diaper change.

Physical Intervention and Physical Restraint

- **Limiting Risk of Infection Prior to a Physical Restraint**
 - Ensure staff are wearing disposable gloves, disposable masks, face shields,

- disposable gowns and long sleeves to the maximum extent possible.
- Arm guards or other staff protective equipment need to be changed prior to working with a different student.
- Only staff required for safely restraining a student should be involved; one additional staff member should monitor and address protective equipment needs for those staff who are involved in the restraint in the event that protective equipment needs to be altered or adjusted.
- **Limiting Risk of Infection During a Physical Restraint**
 - Keep hands clear of eyes, mouth, and nose of self and others.
 - Initial responders should be relieved as soon as possible if not wearing appropriate protective equipment.
 - If minimal amount of staff are available, staff should maintain the student/participant in transportation while each person applies the appropriate PPE prior to implementing restraint
 - Given the risk of COVID-19, it is even more important than usual to try to avoid long and extended restraints. Staff should switch out with other staff more frequently, as possible.
- **Limiting Risk of Infection After a Physical Restraint**
 - Remove and dispose of and/or clean protective equipment immediately in the manner that you were trained.
 - Avoid touching your face and limit contact with hard surfaces before immediately washing hands.
 - To minimize exposure, it is recommended that staff have a change of clothes available in cases where their clothes become contaminated.
 - All equipment used, ie: mats, blocking pads, etc must immediately be cleaned and sanitized after the restraint is complete

Classroom Cohorts- Will remain the same for the duration of the year. Minimal mixing between classrooms will be assured through scheduling.

Critical Area of Operation #3: Transportation

The Eden School does not provide transportation to and from school for the students attending; that is an IEP service and is provided through the sending school district. Eden will be working with each school district to receive their transportation plans and will be checking buses/school vehicles to ensure the transportation guidelines developed by the school district are adhered to.

Eden Van Usage

- Should be kept to minimal use
- When being used, social distancing is required in the vehicles. Maximum 4 students/staff total in a 15-

passenger van, each individual should have their own row, alternating sides. Maximum 2 students/staff total in minivan.

- Students in cohorts (home classrooms) should be kept together
- Vehicles must be fully cleaned and sanitized after each use (Appendix D). Any car seats used must also be cleaned and sanitized
- Community trips should be minimalized

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

Entering Buildings:

- Everyone entering the Eden School location must have their temperature recorded via a thermal scanner
 - If an elevated temperature is present, the individual may not enter the location
 - Staff members will be sent home
 - Students/participants will return via the school bus or parent/designee will need to pick up the student within an hour of notification
- Face coverings will be required for entrance by all Eden staff members
- Social distancing practices will be followed in the entryway and lobby areas
- Entranceways will be marked with specific doors to enter and exit
- Signs will be present to indicate six feet in distance and which direction to walk in the hallways

Visitors

- Visitors will not be allowed into the Eden School building, unless deemed necessary by the Chief Program Officer and Director of Education
 - School parents will also not be allowed into the building
 - Any parent picking up or dropping off their child will need to wait in their car either at the front of the school building or in a parking spot. A staff member will bring their child to or from the building

Additional Items:

- Entrance and exit of the building will be specifically marked to maintain consistent flow within the building
- Frequent cleaning of the door handles and front desk area will be conducted by the front desk staff and facilities
- Arrival and departure will be staggered to minimize students entering/exiting the building at one time. Buses will remain staged in the Harmony lot until directed to pull into the Eden parking lot. Only 4 buses will be allowed for drop off/pick up in front of the school. Once those students are cleared into the building, the next group may pull up. Other buses will be staged in the Harmony School Lot.

Critical Area of Operation #5: Screening, PPE, and Response to Students and Staff**Screening and Tracking:**

- Staff and students will be required to test negative for Covid-19 prior to the reopening of school. Testing should be completed within 14 days prior to school starting. Additional testing may also be required after starting in school
- Everyone entering the Eden School location must have their temperature recorded via a thermal scanner
 - If an elevated temperature is present, the individual may not enter the location
 - Staff members will be sent home
 - Students will return via the school bus
 - Visitors will not be allowed entrance
- Staff will be required to complete a screening questionnaire (see Appendix B) upon arrival to school
- Staff will report any student symptoms to the health office; nurses will track information for students (see Illness and Symptoms)
- Each classroom teacher will track who interacted with students each day, including related service staff, clinical team, administration, etc. In case of positive cases, this will be used to assist with contact tracing.

Illness and Symptoms

- Students or staff who are feeling sick or displaying any of the identified symptoms of Covid-19 must stay home
 - This includes: a fever of 100 degrees or higher, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting, diarrhea
- If symptoms are developed over the course of the day
 - Any adult/staff member will be sent home immediately and will need to be in contact with Human Resources to follow up and determine return to work
 - Students will be maintained in the Health Office with one nurse until their parent/guardian is able to pick them up. They will need to remain home until cleared by their doctor and a negative covid-19 test
- If an individual has tested positive, the school may need to implement a short-term closure to allow for full and proper cleaning of the school building
 - After a person has been identified as testing positive, the areas used by that person should be closed off and not used prior to full cleaning and disinfection of the space
 - A period of 24 hours should pass prior to cleaning and disinfecting when possible
 - Windows and doors should be open when possible to increase air circulation
- If any student or family member tests positive, they should notify the Chief Program Officer or Director of Education to make them aware. The CPO or Director will follow up with the process accordingly.
- If a staff member tests positive, they should notify Human Resources and will be provided the process to follow

Personal Protective equipment (PPE) (see also Appendix A)

- PPE will be provided by Eden to staff members as outlined in Appendix A
- All staff must wear face coverings at all times. Students will be encouraged to wear face coverings when possible to do so and when social distancing is not able to be maintained.
- To protect themselves, staff who care for students requiring hands-on assistance such as feeding, washing, dressing, physical prompting, helping students sit at a desk, manipulating academic materials, and prompting students to use a communication device, etc., should wear appropriate protective equipment based on the activity and risk level and wear long hair up or tied back during all activities requiring direct contact with a child.
- See specific guidelines on physical restraint

Critical Area of Operation #6: Contact Tracing**Contact Tracing**

- Each Classroom will track student interactions daily on a classroom checklist (Appendix C)
 - This will be kept in each student's file at the end of each week
- If there is a positive Covid-19 case, this information will be shared with the local department of health to assist with contacting those individuals who have been in contact with the individual testing positive
- Any positive cases will be reported by the School Nurse to the local Department of Health
- All applicable federal and state requirement for privacy of student records will be adhered to
- All staff, students and families should self-report any symptoms or suspected exposure to ensure prompt notification to other staff and families
- There will be a contact tracing team, consisting of the Chief Program Officer, School nurses and a Human Resources representative, who will be responsible for determining possible exposure and notifications once a positive case is identified. They will make quarantine and isolation recommendations based on the CDC guidelines.

Critical Area of Operation #7: Facilities Cleaning Practices**Schedule of Cleaning**

- Nightly cleaning will be conducted by a professional cleaning crew. They will clean and disinfect all areas of the building, focusing specifically on high use areas
- Throughout the day teachers/teaching assistant will be responsible for cleaning/disinfecting items within the classroom, to include: desks, chairs, tables, computers, keyboard/mouse, light switches, door handles, any shared toys or materials, bathrooms, etc. (no less than 3 times per day)
- The front desk staff will clean/disinfect the front door handles and reception desk throughout out the day (no less than 3 times per day)

Cleaning and Sanitizing:

- Hand Sanitizing stations will be available in each classroom, entrance and exit to the building, cafeteria, bathrooms and other student workspaces. This will consist of hand sanitizer with at least 68% alcohol
 - Students must be monitored during all hand sanitizer use
- Staff and students should wash hands at a minimum of once an hour for 20 seconds, in addition to before/after eating, after bathroom use, or after sneezing, blowing their nose, coughing, etc
- Bathrooms (including countertops, sinks/faucets, toilets, etc.) must be cleaned and disinfected after each use. This includes both student and staff usage
 - **Note:** Cleaning and disinfecting are two separate tasks:
 - **Clean:** To physically remove dirt, debris, and sticky film by washing, wiping, and rinsing.
 - **Disinfect:** To kill nearly all of the germs on a hard, non-porous surface with a recommended chemical to remove bacteria.
 - A sign indicating clean/needs disinfecting will be placed on the door. The bathroom should only be used if the clean sign is facing outward
- Frequently used surfaces in all student areas (doorknobs, desks, tables, countertops, keyboard, mouse, etc) need to be frequently cleaned/disinfected throughout the day. This will be completed by teachers/teaching assistants during the school day and by the cleaning crew each evening
 - This would include the weight machines, treadmills, gym mats and materials during adapted PE
 - Water fountains and water coolers will be disinfected no less than 3 times per day by administration or facilities
- If an individual has tested positive, the school may need to implement a short-term closure to allow for full and proper cleaning of the school building
 - After a person has been identified as testing positive, the areas used by that person should be closed off and not used prior to full cleaning and disinfection of the space
 - A period of 24 hours should pass prior to cleaning and disinfecting when possible
 - Windows and doors should be open when possible to increase air circulation
- If any student or family member tests positive, they should notify the Chief Program Officer or Director of Education to make them aware. The CPO or Director will follow up with the process accordingly.
- If a staff member tests positive, they should notify Human Resources and will be provided the process to follow

Critical Area of Operation #8: Meals**Lunch/Meal times**

- All students will eat in their classrooms, following a staggered schedule
- Individual plates/box lunches must be made; no family style or self-service/buffet type lines are allowed
- All tables and surfaces must be cleaned and sanitized between each meal/group
- Students should be six feet apart during mealtimes

- Adult staff prepping meals/snacks must wear gloves and face coverings (face shield and mask)
 - As per specific IEP goals, students will work on preparing and/or practicing making their own sandwich/meal
- Everyone must wash their hands before/after handling food, eating and/or removing gloves
- When possible, disposable plates, utensils, etc should be used
 - Gloves must be worn for handling any dishware/utensils
 - Non-disposable items must be washed in with hot water and dish soap or the dishwasher

Critical Area of Operation #9: Recess/Physical Education

Adapted PE/Playground

- All playground use needs to be staggered to allow for 6 feet of open space between students
- Create boundaries between groups as possible
- All areas must be disinfected prior to the next group using the playground
- Adapted PE equipment must be cleaned between each student's use.
 - As much as possible, materials for individual sessions should be contained to each student using them.
 - When not possible, all materials must be cleaned/sanitized between student use
- Hands must be washed after using any outdoor space
- Weight room use will be limited to 2 students with one staff, with at least 6 feet between machines being utilized.
 - All equipment/materials used must be cleaned and disinfected after use
- Adapted PE groups cannot exceed 4 students and groups must consist of same student/staff cohort as their home classroom

Critical Area of Operation #10: Field Trips, Extra-curricular Activities, Facilities Outside School Hours

Eden Van Usage

- Should be kept to minimal use
- When being used, social distancing is required in the vehicles (max 4 students/staff in a 15-passenger van, 3 in minivan). Each individual should have their own row
- Students in cohorts (home classrooms) should be kept together
- Vehicles must be fully cleaned and sanitized after each use by the staff driving the van. Any car seats used must also be cleaned and sanitized (Appendix D).

Community Outings

- Community trips should be minimized and only completed for essential trips, such as doctor visits
- Job placements/volunteer placements will be on hold
- Social distancing is required
- Face coverings for staff and students is required when in the community

Outside School Hours

- The building will not be utilized by non-Eden staff during non-school hours
- School staff wishing to be in the building past normal operating hours will need to receive permission from both the Director of Education and Chief Program Officer

Considerations: Academic, Social and Behavior Supports**Social Emotional Learning and Culture and Climate**

- In partnership with Human Resources, the Eden Employee Network will be available to all staff to provide support and guidance around any feelings of anxiety, grief, sadness, etc that they may experience
- A focus will be on staff wellness starting in July 2020, each day will have activities devoted to assist staff with mental, emotional and physical well-being. These are currently available as virtual supports but will be available both virtual and in-person during the re-opening
- Provide parent support groups/resources to assist families
 - Parent training video will be provided on staff PPE and what to expect for their child for the school day

School Culture and Climate

- Heavy focus will be placed on health and emotional well being of both staff and students. Training on safety measures will be provided to staff and students. Emotional support resources will be available for staff, families and students
- Ongoing check-ins with families and staff to access needs and provide resources
- Provide social stories, as appropriate, to support students' in navigating the current environment/climate.

Section 2: Leadership and Planning**Requirements to Reopen:**

- The entire school facility will be disinfected prior to staff and student return.
- A walk through will be completed to access signage and movement patterns
- Frequent communication with families and staff will be sent out to keep them apprised of the status of reopening and any changes that take place
- In the event that additional closures are required after reopening, all students and staff will revert back to the initial virtual learning plan that was established in March 2020 and updated in May 2020.
- A Pandemic Response Team has been developed and will assist with any changes required to the building or current policies in response to changing needs

Pandemic Response Team

- Consists of CEO, Chief Program Officer, Director of Education, Lead School Nurse, Facilities Team Member, Director of Human Resources, Communications Manager
- This team will discuss and adjust protocols as needed, assist with staff training, provide communication to the school community
- Responsible for ensuring all areas of the reopening plan are communicated and adhered to
- Will meet weekly, either through a virtual platform, in-person or via email

Scheduling

- Upon opening, the Eden School will follow a split schedule with a reduced census in the building, see Schedules A/B below.
- On days the students are not receiving in-person instruction, they will continue to receive virtual instruction

Student schedule:

Schedule A- 50% census in the building

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1- group to be in-person	A	A	All Virtual	B	B
Week 2- group to be in-person	A	A		B	B

Schedule B- 25% census in the building

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	A	B	All Virtual	C	D
Week 2	A	B		C	D
Week 3	A	B		C	D
Week 4	A	B		C	D

Schedule C- All students on virtual learning

- The schedule will be reviewed a minimum of every 30 days to determine if any changes are required for student and staff safety

- Staff and families along with sending school districts will be made aware of the schedule at least 2 weeks prior to the start of in person learning
- For students who are unable to attend physically, they will continue to have an all virtual option for instruction
- Chromebooks will continue to be provided to all families and staff members to allow for remote instruction
- Students eligible for free and reduced lunch will continue to receive grocery store gift cards for the days they are not attending in-person sessions

Related Services

- Related services will continue to be provided as per each student's IEP, this includes Speech and Language, Adapted PE and Occupational and Physical Therapies
- Services will be provided in both in-person and virtual settings as determined by each student's schedule
- Related services providers should refer to Appendix A to determine the level of PPE they should wear depending on the service they are providing
- Service providers will be limited to providing related services to one cohort (classroom) to the extent possible, to prevent potential spread into multiple classrooms
- To the extent possible, related services will be provided directly in the student's classroom

Staff Training

- Prior to the school re-opening, all staff who have contact with students, including but not limited to educators, support and related services staff, administrators, clerical staff, custodial staff will receive training on the following areas
 - Safe and effective use of protective equipment (putting on and taking off protective equipment and disposing and/or washing protective equipment);
 - General information related to COVID-19 from the CDC;
 - How COVID-19 is spread;
 - How to prevent the spread of COVID-19;
 - Symptoms of COVID-19; and
 - When to seek medical assistance for students or staff who exhibit symptoms or become sick.
- Training will be provided by school medical and administrative staff
- Families will be provided with resources outlining the above training areas on Covid-19
- In conjunction with Human Resources, training and resources on *Trauma Informed Social and Emotional Learning*, along with *School Culture and Climate* will be also provided.

Section 3: Policy and Funding

- Sending public school districts continue to be contracted with for student placement.
- Purchasing of PPE has been secured through funding through grants, loans, annual budget, etc.
- The Eden Board of Trustees is responsible for approving the annual budget

Section 4: Continuity of Learning

Students

- IEP teams will review student progress and discuss any need for changes of services within the IEP meeting
- Any additional supports needed to assist with virtual or in-person learning will be discussed and added during annual IEP reviews
- Students will all be re-assessed on individual IEP goals upon the school re-opening to develop new and updated goals
- Technology and the respective supports will continue to be available to families to support virtual learning

Teaching Staff

- Staff will continue to work with families to assist with virtual learning, with the understanding that regular completion of work tasks may not be possible.
- Staff will receive support in continuing to provide documentation for all virtual learning and discuss troubleshooting measures
- Frequent check-ins with teams and administration will take place

Appendix A

**Protective Equipment Recommendations for Teaching
Staff/Direct Service Providers (DSPs)**

<i>Classification of Individual Wearing protective equipment</i>	<i>N95 or KN95 Respirator</i>	<i>Face Shield</i>	<i>Disposable Gowns</i>	<i>Disposable Gloves</i>	<i>Gowns/Coveralls/Other Body Covering</i>	<i>Face mask (either disposable or washable)</i>
Staff in care areas of students with potential COVID-19 symptoms	X	X	X	X	X	X (with face shield if N95/KN95 not available)
Staff in the same facility but not in the care areas for students with potential COVID-19 symptoms						X
Staff providing personal care to students without suspected COVID-19 but who may potentially be exposed to bodily fluids (including speech, ADL's, feeding, washing, etc)		X (preferred)		X		X
Staff needing to implement physical intervention or physical restraint with individuals without suspected COVID-19		X	X	X	X	X
Staff performing or present during aerosol generating procedures such as nebulizer treatments, chest PT, suctioning, trach care	X	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

Appendix B

Staff/Student Screening Questionnaire

Name: _____

Please answer the following questions screening. If your answer is “YES” for any of the questions, please call your supervisor prior to entering the building.

1	Signs and Symptoms of respiratory infection.	Date:													
		Recorded Temperature:		Recorded Temperature:		Recorded Temperature:		Recorded Temperature:		Recorded Temperature:		Recorded Temperature:		Recorded Temperature:	
		Yes	No												
	Have you had a temperature over 99.9 degrees Fahrenheit?														
	Have you had a cough, shortness of breath or difficulty breathing?														
	Chills														
	Repeated shaking with chills														
	Muscle pain														
	Headache														
	Sore throat														
	New loss of taste or smell														
	Congestion or runny nose,														
	Nausea or vomiting, diarrhea														



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2	Have you OR someone you live had close contact with someone who has tested positive COVID-19?													
3	Within the past 14 days, have you traveled to an area subject to a Level 3 CDC Travel Health Notice or to a U.S. state with significant COVID-19 spread, as identified by the NJ Department of Health?													



Appendix C

Student Name:

Please list during each time block, what staff or students this child has come into contact with. This does not include passing in the hallway, but any directed interactions, session time or PCM implementation.

This list should be added to the students file at the end of each week.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:50-9:15am					
9:15-9:45am					
9:45-10:15am					
10:15-10:45am					
10:45-11:15am					
11:15-11:45am					
11:45am-12:15pm					
12:15-12:45pm					
12:45-1:15pm					
1:15pm-1:45pm					
1:45-2:15pm					
2:15-3:00pm					

Appendix D

Van Cleaning Checklist

Any staff person who is driving the Eden vehicle is responsible for completing these cleaning items after the van usage. This needs to be completed every time the vehicle is driven. Initial next to each item to indicate you completed it.

Vehicle:	Date	Date	Date	Date	Date
Using disinfecting wipes or a bleach-based spray, wipe down:					
Steering wheel, including steering column					
Console-radio, gear shift					
All door handles, interior and exterior					
All seat belts that were used, including belt receptor					
If the van has vinyl seats, wipe down with wipes/cleaning spray If the van has cloth seats, spray with Lysol disinfecting spray					