



Submitted To: **New Jersey Department of Health**

**6/23/2020**

### **Kohler Academy Reopening Plan: Hybrid**

Kohler Academy Extended School Year begins Wednesday, July 1 for Staff and July 13 for students.

#### **Planning for Reopening**

##### **Guiding Principles**

The more people, students or staff members interact with each other and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

1. **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
2. **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
3. **Highest Risk:** Full sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

##### **Protocols regarding potential Reopening+**

###### **1. Summary: Staff and Students**

- a. **Staff** will be in attendance beginning July 1. During this period, Therapists and Paraprofessionals will
  - i. Continue to provide virtual educational and therapeutic services to students using the remote systems that have been put in place throughout the COVID-19 Pandemic crisis.
  - ii. Participate in **extensive** training that includes basic principles of emergency first aid, blood borne pathogens, infection control, hand washing practices, personal protective equipment (PPE) and COVID-19 signs, symptoms and mitigation strategies.

- iii. Prepare classrooms and therapy areas to comply with safety recommendations
  - iv. Create therapy schedules that support physical and social distancing as much as possible with at least 6 feet apart between each other.
  - v. Examine common areas and identify ways to limit the use of common areas and identify ways to sanitize these areas wherever possible throughout the day.
  - vi. Create flexible schedules allowing a rotation of therapists and maintaining staff off-campus wherever possible, while providing virtual services to our off-campus students.
- b. **Students** will return to the Kohler Academy building on July 13<sup>th</sup>. During the period of July 13<sup>th</sup> through August 19<sup>th</sup>, Teachers, Therapists and Paraprofessionals will continue to provide remote instruction and therapies to students who are unable to attend school. In order to minimize individuals on-site, therapists will be permitted to provide virtual therapies to their remote students from off-site locations.
- i. Protecting the privacy of students and employees through proper reviews of apps and digital services used for remote learning to ensure they are consistent with privacy protections required under state and federal laws.

### **Staff Training Before Reopening and Ongoing Refreshers**

1. Educational Informative Sessions and/or Seminars specific to COVID-19 Pathology, Disease process, Health Strategies, etc. will be delivered to all staff before reopening.
2. Training on oversight and facilitation of approved employee screening strategies.
3. Ongoing Educational refreshers on COVID-19 Pathology, Disease process, Health Strategies, etc.
4. Trainings will be delivered virtually or via conference calls.

### **Staff COVID-19 Screening, Admittance and Reporting**

1. The staff responsible for COVID-19 screening must be either an administrator, nurse or any staff delegated to perform the task by an administrator.
2. Any staff who has been diagnosed with COVID-19, has been exposed to COVID-19 or suspects to have COVID-19 MUST NOT report to work but notify their Supervisor about their condition. The supervisor will then notify the Human Resources for guidance and follow up on appropriate supports and medical clearance to return to the school.
3. Upon arriving in the parking lot from 8:30am – 8:45am, incoming staff will wait at the side entrance until met by an administrator, school nurse or delegate. If there is more than one staff member at the side door waiting for entrance, staff members must distance themselves using the provided lines on the ground. Both the Screening Staff and the

incoming staff will ensure that their face masks are worn properly. Administrator, School Nurse or delegate will be set up to begin screenings at 8:25am.

4. After screening, staff will enter through the side entrance door between 8:00am and 8:30am.
5. Any staff member that arrives after 8:45am must use the front entrance. When the staff member arrives, they must wait in the vestibule until screened for COVID-19 symptoms.
6. The screening staff will ensure that the electronic medium utilized is disinfected before and after each use. The screening staff must also practice infection control measures on a regular basis.
7. If a staff member shows symptoms of COVID-19, the screening staff will log in to the online agency provided questionnaire to complete the questionnaire with the Staff. Human Resources automatically receive the information.
8. Log in steps:
  - a. Kohler Academy Survey Link : As provided by HR
  - b. Access Credentials: First initial, last name, month of birth, and day of birth. All should be in lower case. Avoid commas or spaces. For example, Jane Doe would enter her information as jdoe0229 to reflect her name as Jane Doe and date of birth as February 29<sup>th</sup>.
  - c. The screening staff or supervisory staff will enter the information.
  - d. Utilize physical and social distancing of at least 6 feet between each other during the transaction.
9. The screening staff will wash his/her hands after the screening.
10. If the screening results determine that the incoming staff is appropriate for shift coverage, the incoming staff must wash his/her hands before the beginning of the shift.
11. Any abnormal screening results will result in inability to work that day. Abnormal results constitute temperature above 99.9°F or any COVID-19 symptoms. The screening staff will inform the school principal of any abnormal results. The school principal will then notify Human Resources for guidance and follow-up.
12. The staff will be expected to follow up with their healthcare provider for further clinical guidance and clearance to return to work.

### **Student COVID-19 Screening and Reporting**

1. As many of our students are non-verbal, Screening Questionnaires will be mailed to parents the week before student arrival. Parents will be asked to complete and return these questionnaires with their child on the first day of Extended School Year.
2. On a daily basis prior to program entry, the Screening Staff will complete an online COVID-19 student Screening Questionnaire for each incoming student exhibiting any symptoms of COVID-19 privately and confidentially. When the student is unable provide answers to the questionnaire, parents will be called to complete the questionnaire.
3. The screening staff will ensure that their face masks are worn properly.
4. The screening staff will ensure that the electronic medium utilized is disinfected before and after each use. The screening staff must also practice infection control measures on a regular basis.
5. The screening staff will log in to the online Agency provided electronic questionnaire to complete the questionnaire. Human Resources automatically receive the information.

6. Log in steps:
  - a. Kohler Academy Survey Link : As provided by HR
  - b. **Access Credentials:** First initial, last name, month of birth, and day of birth. All should be in lower case. Avoid commas or spaces. For example, Jane Doe would enter her information as **jd**oe**0229** to reflect her name as Jane Doe and date of birth as February 29<sup>th</sup>.
  - c. The screening staff or supervisory staff will enter the information.
  - d. Utilize physical and social distancing of at least 6 feet between each other during the transaction.
7. The screening staff will wash his/her hands after the screening.
8. If the screening results determine that the student is appropriate for entry into the school, the student must be assisted to wash their hands immediately upon entering the classroom.
9. Any abnormal screening results will result in temporary placement inside the nurses office and following the appropriate assessment and reporting guidelines. Abnormal results constitute temperature above 99.9°F or any COVID-19 symptoms. The screening staff will inform the school principal and school nurse with any abnormal results.
10. The student's guardian will be notified and expected to follow up with their healthcare provider for further clinical guidance and clearance to return to school. The student's guardian will be expected to pick them up from school as soon as possible.

#### **Maintenance and Other Support Staff COVID-19 Screening and Reporting**

1. Prior to entry inside the school, maintenance staff will undergo a private and confidential staff COVID-19 Screening Questionnaire.
2. Upon arriving in the parking lot, the maintenance technician will call the school and inform the screening staff that they are in the compound. The screening staff will go outside to take the maintenance staff's temperature. Both the screening staff and the incoming technician will ensure that their face masks are worn properly. If the technician or support staff does not have a phone, the doorbell can be rang for notification of the intended visit.
3. The screening staff will ensure that the electronic medium utilized is disinfected before and after each use. The screening staff must also practice infection control measures on a regular basis.
4. The screening staff will log in to the online Survey Monkey Platform to complete the questionnaire with the Staff. Human Resources automatically receive the information if the staff member displays any symptom of COVID-19.
5. Log in steps:
  - a. Maintenance Survey Link : as provided by HR
  - b. **Access Credentials:** First initial, last name, month of birth, and day of birth. All should be in lower case. Avoid commas or spaces. For example, Jane Doe would enter her information as **jd**oe**0229** to reflect her name as Jane Doe and date of birth as February 29<sup>th</sup>.
  - c. The screening staff or supervisory staff will enter the information.
  - d. Utilize physical and social distancing of at least 6 feet between each other during the transaction.
6. The screening staff will wash his/her hands after the screening.

7. If the screening results determine that the incoming staff is appropriate for entry into the school, the incoming staff must wash his/her hands before handling any tasks.
13. Any abnormal screening results will result in inability to enter the school building. The screening staff will inform the school principal with any abnormal results. Abnormal results constitute temperature above 99.9°F or any COVID-19 symptoms. The school principal will then notify Human Resources for guidance and follow-up.
8. The staff will be expected to follow up with their healthcare provider for further clinical guidance and clearance to return to work.

### **Staff COVID-19 Screening Tool**

#### **1. SYMPTOMS**

- a. Have you had a temperature over 99.9° within the past 24 hours? **YES NO**.  
 - Current Temperature ----- Date-----Time it was taken-----
- b. Have you recently had a cough, shortness of breath or difficulty breathing? **YES NO**
- c. Have you recently experienced any chills? **YES NO**
- d. Have you experienced repeated shaking with chills? **YES NO**
- e. Have you experienced any Sore Throat recently? **YES NO**
- f. Have you experienced new loss of taste or smell? **YES NO**
- g. Have you experienced new inflammation, redness and pain in the toes? **YES NO**
- h. Have you experienced new or chronic Chest Pain? **YES NO**
- i. Has any child within your household been diagnosed with Kawasaki Disease or Toxic Shock Syndrome like illnesses? **YES NO**

#### **2. CONTACT WITH COVID-19**

- a. Have you or someone you live with had close contact with someone who has tested positive for COVID-19? **YES NO**

***Close contact for healthcare exposures is defined as follows: Being within approximately 6 feet of a person with laboratory-confirmed COVID-19 for approximately 10 minutes or more and/or had direct contact with the infectious secretions of a person with laboratory-confirmed COVID-19.***

## Student COVID-19 Screening Tool

### 1) SYMPTOMS

- a. Have you had a temperature over 99.9° within the past 24 hours? **YES NO N/A**
  - Current Temperature ----- Date-----Time it was taken-----
- c. Have you recently had a cough, shortness of breath or difficulty breathing? **YES NO N/A**
- d. Have you recently experienced any chills? **YES NO N/A**
- e. Have you experienced repeated shaking with chills? **YES NO N/A**
- f. Have you experienced any Sore Throat recently? **YES NO N/A**
- g. Have you experienced new loss of taste or smell? **YES NO N/A**
- h. Have you experienced new inflammation, redness and pain in the toes? **YES NO N/A**
- i. Have you experienced new or Acute Chest Pain? **YES NO N/A**
- j. Have you or any child within your household recently been diagnosed with Kawasaki Disease or Toxic Shock Syndrome like illnesses? **YES NO N/A**

### 2) CONTACT WITH COVID-19

- b. Have you or someone you live with had close contact with someone who has tested positive for COVID-19? **YES NO N/A**

*Close contact for healthcare exposures is defined as follows: Being within approximately 6 feet of a person with laboratory-confirmed COVID-19 for approximately 10 minutes or more and/or had direct contact with the infectious secretions of a person with laboratory-confirmed COVID-19.*

**COMMENTS:**

## 2. **Transportation - Drop-Off and On-boarding Protocols:**

- a. Staff members will direct buses will be directed to the side door or back door for Drop-Off and On-Boarding.
- b. Staggering arrival times to reduce crowding:
  - i. Student drop off will be organized so only one bus at a time is unloaded and students from that bus brought into the building. When one bus has safely unloaded, the next bus may pull up to unload.
  - ii. Staff member should not linger nor loiter in the bus drop off area and will be called from their classrooms to pick up their student.

- iii. Student pick up will be organized so that each student will be called as their bus approaches. When a bus contains more than one student, social distancing must be observed with 6 feet between each student that is waiting to be loaded onto the bus.

### **Mitigation strategies Post a confirmed or Suspected COVID-19 Illness - Staff**

1. All Staff are required to notify the agency HR and their supervisor whenever they have been diagnosed with COVID-19, exposed to someone diagnosed with or suspected to have COVID-19, or experiencing symptoms consistent with COVID-19.
2. The staff will not come to work and follow up with a healthcare provider for evaluation and possible testing for COVID-19.
3. If a staff is observed exhibiting signs and symptoms of COVID19 (e.g. fever, cough, shortness of breath) while on-site, the staff will be requested to exit the building and seek medical attention. If staff is unable to drive home alternate means of transportation will be considered based on the interests and choice of the staff. The staff will ensure that a facemask and any appropriate PPE's are worn consistent with CDC guidelines.
4. Confirmed COVID-19 cases will require a notification to the New Jersey Department of Health (NJDOH) and staff while maintaining confidentiality laws.
5. The school will undergo meticulous cleaning and disinfecting.
6. Notifications will be sent to families as permitted by local, state and federal guidelines.
7. Contact tracing will be initiated in collaboration with NJDOH/local health officials' guidance.
8. The staff will forward medical clearance from a healthcare provider or a copy of the COVID-19 test results to the HR before clearance to return to work.
9. Any COVID-19 positive test results will result in compliance with agency policy, CDC and NJDOH guidelines. The HR department will outline the guidelines to the staff.

### **Mitigation Strategies Post a confirmed or Suspected COVID-19 Illness - Student**

1. If a report is received indicating that a student has been diagnosed with COVID-19, exposed to someone diagnosed with or suspected to have COVID-19, or experiencing symptoms consistent with COVID-19, the student will not come to school until a medical clearance from a healthcare provider is submitted to the school and reviewed by the school nurse.

2. If a student is observed exhibiting signs and symptoms of COVID19 (e.g. fever, cough, shortness of breath) while on-site, the student will be placed in the isolation room and family/guardian notified to pick up the student. The staff monitoring the ill student must wear appropriate PPE and follow CDC guidelines such as physical and social distancing at all times.
3. Confirmed COVID-19 cases will require a notification to the New Jersey Department of Health (NJDOH) and staff while maintaining confidentiality laws.
4. The school will undergo meticulous cleaning and disinfecting.
5. Notifications will be sent to families as permitted by local, state and federal guidelines.
6. Contact tracing will be initiated in collaboration with NJDOH/local health officials' guidance.
7. Any COVID-19 positive test results will result in compliance with agency policy, CDC and NJDOH guidelines.

### **Temperature Readings**

1. Ensure the thermometer is on Fahrenheit (°F) mode during testing.
2. Each person's baseline temperature may vary based on various factors such as age, chronic illnesses, etc. The average normal body temperature is 98.6°F (37°C).
3. If a staff's temperature reading is beyond 99.9 °F, the following measures should be implemented:
  - a. Wait for 10 minutes while the staff is in a relaxed and comfortable environment and then recheck the temperature again.
  - b. If the temperature remains elevated, over 99.9°F after 10 minutes, the staff will not enter into the school and will go back home. Inform the school principal for prompt follow-up. The staff will be required to obtain medical clearance before returning to work.

### **COVID-19 Management and Safety Strategies**

Some of the safety and mitigation practices include the following:

1. Consideration of staggered start times to minimize overcrowding.
2. Appropriate and regular handwashing with soap and water for at least 20 seconds or the use of an alcohol-based hand sanitizer with at least 60% of alcohol if soap and water are not readily available.
  - i. Sinks and soap for hand washing are available in each classroom, in the staff room and in restroom facilities.
  - ii. Hand sanitizer stations will be provided in numerous areas around the school, including classrooms and therapy areas.



3. Practicing physical and social distancing utilizing at least 6 feet threshold without neglecting the health and safety of the students. This can be achieved through reconfiguring classrooms that allow for social distancing.
4. Desks spaced at least six feet apart.
5. Emphasis on keeping/maintaining small groups of students together for the whole day. Avoid social mixing.
6. Avoid congregating in hallways.
7. Playgrounds, gym classes, school libraries, and even teachers' lounges should be closed or used with staggered schedules to ensure that each student/staff maintains the 6 feet of physical distancing. Physical distancing protocols during transportation or installation of physical barriers such as sneeze guards.
8. Avoiding touching the face.
9. Staying at home when sick and contacting a healthcare provider.
10. Disinfecting all high touch surfaces such as refrigerator door handles, microwave door handles, etc. Classrooms, hallways, school buses, and other areas will need to undergo regular deep cleanings and disinfecting to minimize the spread of COVID-19.
  - i. All staff will implement enhanced cleaning and disinfection procedures using EPA approved disinfectants and following CDC guidelines.
  - ii. Institute infection control procedures for areas around the school, including entrances, dining areas, restrooms, and other areas prone to congregation
  - iii. All equipment, work surfaces and materials will be cleaned and disinfected between student use as per CDC guidelines.
11. Staff will discourage sharing of items that are difficult to clean, sanitize, or disinfect.
  - a. Discourage sharing of items that are difficult to clean or disinfect.
  - b. Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
  - c. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
  - d. Avoid sharing electronic devices, toys, books, and other games or learning aids.
12. Students should not bring toys from home to the school.
13. Handwashing after using the bathroom.
14. All staff including support staff such as maintenance personnel must wear a facemask properly and wash their hands before engaging in any tasks inside the school.
15. Any deliveries to the school by vendors are to be placed outside next to the main entrance and staff notified via a phone call that they have a delivery outside the door. The staff

will go and pick up the delivery utilizing physical and social distancing and disinfect the surfaces or wash the items based on manufacturer directions.

16. All received delivery packages will be cleaned and sanitized appropriately by staff.
17. Regular laundry and showers and reinforcement of healthy hygiene. Disinfecting the washer machine and drier before and after each use.
18. Closing toilet lid before flushing the toilet to prevent aerosolization of fecal matter, etc.
19. Monitor for absenteeism and follow up for more information.
20. Additional accommodations for teachers, administrators, school staff, families and students who may be at heightened risk from COVID-19 due to their age or other underlying health conditions.
21. Suspension of nonessential community activities.
  - i. All field trips, CBI trips and other trips outside of the building are not permitted. This includes trips to the park and dog park.
22. Transitioning to virtual meetings instead of face to face meetings.
23. Canceling non-essential school visitations.
24. COVID-19 screening for all entering the school except for first responders such as EMT personnel, Police, etc., responding to emergency assistance calls.
25. All meals will be served in the classroom.
26. Staff should perform proper hand hygiene and then wear gloves when handling or serving food to students.
27. Water Systems:
  - a. To minimize the risk of Legionnaire's disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, and decorative fountains) are safe to use after a prolonged facility shutdown.
  - b. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.

### **Designated COVID-19 Point of Contact**

- a. Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them.

### **COVID-19 Observations of Students**

1. Staff must collaborate with school nurses and routinely observe and report the health status of students per protocol. Some of the reportable concerns may include loss of appetite, weight loss, fever, cold symptoms, global changes in baseline, etc.

2. Staff will call 911 for any signs of distress such as shortness of breath, chest pain, etc.

### **COVID-19 Isolation Protocols – Students**

1. Potentially sick students or those exhibiting COVID-19 symptoms can be temporarily placed in the nurses' examination room and monitored by the school nurse.
2. Staff going inside the isolation room must wear appropriate PPE's such as facemask, face shield, gloves, etc.
3. Minimize direct prolonged contact with the potentially sick or symptomatic students.
4. School nurses must clean and disinfect the isolation rooms on a daily basis and after each use.

### **Isolation Protocols – Staff**

1. Potentially sick staff members or those exhibiting COVID-19 symptoms can be temporarily placed in the nurses examination room and monitored by the school nurse.
2. Staff going inside the isolation room must wear appropriate PPE's such as facemask, face shield, gloves, etc.
3. Minimize direct prolonged contact with the potentially sick or symptomatic staff member.
4. School nurses must clean and disinfect the isolation rooms on a daily basis and after each use.

### **Community and Indoor Activities**

1. Community activities will remain suspended until further notice. The school therapists, teachers and paraprofessionals must make an effort to plan in school-integrated activities.
2. Gatherings will remain suspended until further notice.
3. Emphasis is made on social distancing as per the CDC, NJDOH and WHO guidelines.
4. Assure students are active and engaged as tolerated with various safe indoor integrated activities.
5. Staff must make every effort to utilize at least 6 feet physical distancing parameters where feasible without neglecting the needs of the students.
6. Strategies such as hand washing, respiratory and cough etiquette, social distancing, etc. must be included in daily Curriculum.
7. The students **MUST** be encouraged to wash their hands regularly. The students who are unable to perform the task will be assisted physically to ensure that the hands are clean and healthy.

### **Tools used and sanitization protocols.**

1. All educational and recreational items must be cleaned and disinfected before and after each use.
2. Avoid sharing of educational or recreational items if possible. If sharing cannot be avoided, clean and disinfect the items before and after each use.
3. Only staff member can sanitize and NOT the students.

### **Personal Protection Equipments (PPEs) and Medical Supplies**

Prisca Chimezie RN and Nixon Oloo, Director of Healthcare Training & Service Needs Assessments oversee the ordering, receiving, storage, inventory management, consumption rate analysis and distribution of Personal Protection Equipments (PPEs) for all agency departments and staff training where applicable to ensure safe and appropriate utilization of the PPE's. Prisca and Nixon collaboratively vets PPE vendors to ensure that they are legitimate and meet current the needs of the agency.

#### **1. Facemasks**

- Students will have a choice to wear or not wear facemasks based on assessment of tolerance, respiratory status, and other significant factors. The school nurses may collaborate with other clinicians/therapists to facilitate assessments to determine ability to wear facemasks.
- Avoid mandatory guidelines requiring students to wear facemasks or cloth face coverings. A comprehensive individualized assessment should be performed before placing a facemask on a student. CDC has indicated that wearing cloth face coverings may be difficult for people with sensory, cognitive, or behavioral issues. Facemasks or Cloth face coverings are not recommended for children under 2 or anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- All Kohler Academy staff are required to wear facemasks properly while on duty and while in agency vehicles and any agency premises such as administration office, programs, parking lots, community outings etc. The face mask must be worn before entering the agency premises. This applies to all employees including support staff, maintenance staff, etc.
- Kohler Academy is included in the consumption rate and will receive PPE's from the main office. The request for PPE's will be forwarded to Prisca Chimezi, RN MSN or Nixon Oloo, Director Healthcare Training and Service Needs Assessments. The School Principal will determine storage site at the school and frequency of distribution, i.e., daily or weekly, etc., with the goal of ensuring that all their staff have access to PPE's throughout the course of the day. If an employee arrives without a mask, they should not enter the school and call their Supervisor and obtain a face mask while waiting at the parking lot.

- Kohler Academy staff may wear additional PPEs, such as gowns, gloves, or a face shield depending on the nature of personal care being provided or anticipated exposure.

## **2. Gloves**

- Gloves should be worn when performing direct care tasks and when touching potentially contaminated items or surfaces. Gloves should not be worn routinely without an intended purpose due to elevated risks of contaminating self, others, items, surfaces, etc., that may lead to increased infection rates.
- Gloves should be removed promptly after task completion followed by meticulous hand washing as per CDC guidelines.

## **3. Disposing PPEs**

- Used, contaminated or damaged PPEs such as face masks, face shields, gloves, gowns etc., must be discarded appropriately in a red biohazard waste container far away from the kitchen and students and transferred to the central waste container located outside.
- The cleaning professionals should clean and disinfect the biohazard containers regularly while wearing appropriate PPEs.

## **4. Regular Waste Containers**

- Besides the biohazard containers, all other garbage/trash containers will have no-touch covers or covers utilizing foot lever operating mechanisms.
- Clean and disinfect all waste containers inside the programs routinely.

### **Restructuring Practices**

#### **Common areas**

##### **Staff Room**

- a. Tables in the staff room will be reduced in number allowing more clearance around the tables and reducing the number of individuals allowed in the room to 4 at any time.
- b. Additional tables will be available for staff lunches in the Student Lunch Room. Social distancing must be maintained at all times in this room, with one person seated at each end of the 6 foot tables.
- c. Tables and surfaces must be cleaned and disinfected before and after use.
- d. Outdoor picnic tables will be provided as an additional area for staff lunches, while maintaining the 6 foot social distancing requirement.

##### **Student Lunches**

- a. All students will eat lunch in their classrooms. Carts will be brought to and from the classroom by an adult staff member. Students must remain in their classroom. Carts must be wiped down and disinfected after use.

### **Main Office, Mail boxes, Copier & Laminator**

- i. Social distancing guidelines must be observed in the Main Office area. Only one person at a time is allowed within the mailbox/copier area. These items should be disinfected before and after each use.

### **Doors**

- i. Whenever possible, doors to offices, classrooms and therapy rooms must remain open to prevent the spread of germs.
- ii. Upon entering the school building, staff members will be required to wash their hands or use hand sanitizer if soap and water is not available according to CDC guidelines.
- iii. Regular cleaning and disinfecting of door knobs, door handles and push plates must be conducted throughout the building by the custodian.

### **Playground**

- i. The playground will be closed until further notice as per the Governor's orders.

### **Signs and Messages**

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a facemask or cloth face covering image).

### **Office Set Up, Meetings**

1. Rooms/spacing inside the school utilized as offices should provide 6 feet spacing between the occupants. Otherwise, there shouldn't be more than one occupant at a time.
2. Virtual meetings (GoToMeeting App) or conference calls should be prioritized over face-to-face meetings for staff meetings, supervisory meetings etc.
3. Any meetings that require physical presence must comply with at least 6 feet of physical and social distancing guidelines.
4. Meeting facilitator will assure that the high touch surfaces such as conference tables are disinfected before and after each meeting.

### **Air Quality**

1. The school will have adequate air flow, e.g., opening windows during the daytime, weather permitting and if tolerated by the students and staff.

2. Appropriate ventilation and air circulation throughout the school should be prioritized.
  - Revamping of traditional air filter systems and cleaning schedules to promote a safe respiratory environment. Proposed: MERV 13 Pleated Air Filters.
  - Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

### **Trainings**

1. Trainings should be delivered remotely. Total transition to remote trainings for all the sessions should be ongoing and actively pursued.
2. Any physical on site trainings must comply with at least 6 feet of physical and social distancing protocols.
3. Training facilitator will assure that the high touch surfaces inside the training room are disinfected before and after each training session.

### **Bathrooms**

1. Agency cleaning professionals to regularly clean and disinfect all high touch surfaces every day during program hours.
2. The toilet seats, floor, etc., must be cleaned and disinfected regularly.

### **Classrooms and Hallways, etc**

1. All classrooms, hallways, bathrooms etc., must be deeply scrubbed/mopped and disinfected daily.

### **Documents, Invoices, Requiring Signatures**

1. Commonly used forms should be available for use electronically with electronic signature capability to prevent person to person exchange of documents.
2. Invoices and other documents that still require physical reviews and wet signatures should be placed in the recipients' mailbox instead of person to person exchange.
3. The recipient should then be contacted utilizing phone calls, or emails instead of the traditional face-to-face contact unless otherwise necessary.
4. Avoid face to face contact interactions where applicable.

### **Remote Trainings**

1. Sign up for the virtual agency internal infectious disease and OSHA guidelines training.
2. Trainings are delivered remotely to a greater extent. Total transition to remote trainings for all the sessions may be a safer alternative compared to a face to face class-based learning forum.
3. Any physical on site trainings must comply with at least 6 feet of physical and social distancing including wearing of face coverings.
4. Training facilitator will assure that the high touch surfaces inside the training room are disinfected before and after each training.

## Visitations

1. Non-essential visitations are suspended until further notice.
2. Essential visitations must comply with Kohler School COVID-19 mitigation strategies. Kohler School reserves the right of admission to the school grounds.
3. Visitors shall be required to make an appointment. Unexpected visitors shall not be allowed entry into the school.
4. Visitors shall be required to properly wear facemasks or cloth face coverings at all times while visiting the Kohler Academy.
5. Visitors who refuse to wear a facemask or cloth face coverings will be declined entry into the school.
6. Visitors shall also be required to subject themselves to Kohler Academy COVID-19 screening practices, e.g. temperature monitoring, etc.
7. Lunch delivery is suspended. Delivery of food to the building to staff members is prohibited. Staff members may request contactless delivery and pick up their lunch outside of the building.
8. **Communication**
  1. Effective communication with parents, educators, and community members: Careful reopening plans will be for naught if parents or educators are not confident about the measures in place. Where schools open with significant modifications to schedules, classes, or logistics, minimizing chaos and confusion will depend on clear and consistent communication.
  2. The School Principal will facilitate and provide guidance on notifications to family members, guardians etc. well in advance regarding any significant changes.