PART 1

Kohler Academy School Year 2020-2021 Reopening Plan

Hybrid

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.

Critical Area #1: General Health and Safety Guidelines

1. **Staff and Student Schedules**
   1. The school year will begin for Staff on September 1st and 2nd with a two-day virtual orientation program that provides staff with necessary trainings and a review of current and new policies and procedures. Staff will return to the school building on September 3rd and 4th from 8:30am – 12:30PM to organize classrooms and therapy spaces and prepare for student arrival on September 8th. Afternoons will be spent providing virtual instruction and therapies to students who will be remote these days. The school year begins for Kohler Academy students on September 3rd. Students will be offered the opportunity to return to the school building on September 8th, 2020.
   2. In order to comply with “The Road Back: Restart and Recovery Plan for Education” by the New Jersey Department of Education, the typical school day
schedule will be modified to ensure the safety of our students and staff. School will be in-session for students from 9:00am-1:00pm, Monday through Friday. During this time, students attending on-site will receive academic instruction and related services and therapies.

3. Students whose parents choose for them to continue remote learning, as permitted by Governor Murphy, will continue to receive virtual educational and therapeutic services using the remote systems that have been put in place throughout the current COVID-19 Pandemic crisis. (See Kohler Academy Public Health Related School Closure Continuity of Instruction Plan Part 2, p. 13)

4. All students will receive virtual instruction on September 3rd and 4th. Students will be welcomed back to the school building on September 8th, while students whose parents choose for them to remain off-site will continue to receive virtual instruction and therapies. Teachers, Therapists and Paraprofessionals will continue to provide remote instruction and therapies to students who are unable to attend school.

5. Teachers, Therapists and other staff members who provide remote instruction and therapies to their off-site students may do so from off-site locations away from the school building in order to minimize staff contact.

6. All virtual education and services will ensure ways to protect 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.

Critical Area #2: Classrooms and Therapy Rooms

Some of the safety and mitigation practices include the following:

1. Appropriate and regular hand washing 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.

   a. Sinks and soap for hand washing are available in each classroom, in the staff room and in restroom facilities.

   b. Hand sanitizer stations will be provided in numerous areas around the school, including classrooms and therapy areas.

2. 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.

3. Consideration of staggered start times to minimize overcrowding.

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. Avoiding touching the face.
8. Staying at home when sick and contacting a healthcare provider.
9. 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.
   a. All staff will implement enhanced cleaning and disinfection procedures using EPA approved disinfectants and following CDC guidelines.
   b. Institute infection control procedures for areas around the school, including entrances, dining areas, restrooms, and other areas prone to congregation
   c. All equipment, work surfaces and materials will be cleaned and disinfected between student use as per CDC guidelines.
10. 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.
    e. Students should not bring toys from home to the school. Hand washing after using the bathroom.
11. 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.
12. 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.
13. All received delivery packages will be cleaned and sanitized appropriately by staff.
14. Closing toilet lid before flushing the toilet to prevent aerosolization of fecal matter, etc., when possible.
15. Monitor for absenteeism and follow up for more information.
16. 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.
17. Suspension of nonessential community activities.
   a. All field trips, CBI trips and other trips outside of the building are not permitted. This includes trips to the park and dog park.
18. Transitioning to virtual meetings instead of face to face meetings.
20. COVID-19 screening for all entering the school except for first responders such as EMT personnel, Police, etc., responding to emergency assistance calls.
21. All meals will be served in the classrooms.
22. Staff should perform proper hand hygiene and then wear gloves when handling or serving food to students.
23. 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.
24. Air Conditioning and Ventilation Systems
   a. Needle point Bi-Polar Ionization System has been added to the building’s ventilation system, providing equal amounts of positive and negative ions (combined charge neutral) that react and break down pathogens, allergens, particles, smoke, odors and vapors in the air, creating a healthy environment without producing any harmful byproducts like ozone or unstable ROS (Reactive Oxidation Species) molecules that result in the use of PCO technologies.

**Critical Area #3: Transportation**

1. **Bus transportation for students provided by bus companies contracted through students’ sending district.**
   a. Sending district will provide school with a copy of bus student safety, cleaning and sanitization protocol.
2. **Transportation - Drop-Off and On-Boarding Protocols:**
   a. Staff members will direct buses to the side door or back door for Drop-Off and On-Boarding.
   b. Staggering arrival times to reduce crowding:
   c. 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.
   d. 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.
   e. 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.

**Critical Area #4: Students Flow, Entry, Exit and Common Area**

1. All school hallways will be one-way between the hours of 10am-2pm. Staff and students will adhere to the directional arrows in the hallways while maintaining 6 feet of social distancing wherever possible.
2. Staff will enter the side door each morning to be screened for COVID-19 symptoms and have their temperature taken. Staff members who arrive late will call the school and the nursing staff will meet them at the side door to screen them and take their temperature.

3. Students who arrive at the bus door in the morning from 9:00am to 9:15am will have their temperature taken by the nurses who will also ensure that their parents have completed the online Student COVID-19 Questionnaire. Parents of students who arrive late will be asked to park their car in the school parking lot and call the school to inform us that they have arrived. The nurse will meet the parent and student at the car and check to make sure the parents has completed the online screening tool for COVID-19 symptoms and take the student’s temperature.

4. The use of common areas will be minimized. The student lunchroom will be closed to students and staff using the student lunchroom must adhere to sanitization and social distancing guidelines. Students will eat meals in their classrooms or outdoor picnic tables. Staff and students will maintain social distancing guidelines at outdoor picnic tables and tables must be sanitized before and after each use.

5. Playground
   1. Cones, flags, tape or other signs will be used to create boundaries between students and/or groups.
   2. Hands will be washed immediately after outdoor playtime.
   3. Playground equipment will be used by one cohort/class per day. Playground equipment will be disinfected each night. Playground cleaning and disinfecting will include a significant focus on plastic or metallic high-touch surfaces.
   4. Only one cohort of staff and students will be permitted on the playground at a time. There will be no mixing of cohorts.

**Critical Area #5: Screening, PPE, and Response to Students and Staff Presenting Symptoms**

**Staff Screening 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, suspects to have been exposed to COVID-19, suspects to have COVID-19, is Symptomatic, has a family member diagnosed/symptomatic/exposed/suspected 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 29th.
   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.

**Student COVID-19 Screening and Reporting**

1. As many of our students are non-verbal, parents will be required to complete online screening questionnaires each day before the student is permitted into the school building. Students whose parents have not completed the online screening questionnaire will be monitored in the nurses’ office and parents will be contacted to complete the questionnaire.
2. The screening staff will ensure that their face masks are worn properly.
3. The screening staff will log in to the online Agency provided electronic questionnaire to complete the questionnaire. Human Resources automatically receive the information.
4. Log in steps:
   a. Kohler Academy Student Survey Link: [https://tinyurl.com/kohlerstudentscreen](https://tinyurl.com/kohlerstudentscreen)
   b. The screening staff or supervisory staff will enter the information.
   c. Utilize physical and social distancing of at least 6 feet between each other during the transaction.
5. The screening staff will wash his/her hands after the screening.
6. 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.
7. Any abnormal screening results will result in temporary placement inside the nurses’ office isolation area 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.
8. 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 jdoe0229 to reflect her name as Jane Doe and date of birth as February 29th.
   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.
12. 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 15 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--------------

   g. Have you recently had a cough, shortness of breath or difficulty breathing? YES  NO  N/A

   h. Have you recently experienced any chills? YES  NO  N/A

   i. Have you experienced repeated shaking with chills? YES  NO  N/A

   j. Have you experienced any Sore Throat recently? YES  NO  N/A

   k. Have you experienced new loss of taste or smell? YES  NO  N/A

   l. Have you experienced new inflammation, redness and pain in the toes? YES  NO  N/A

   m. Have you experienced new or Acute Chest Pain? YES  NO  N/A

   n. 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 15 minutes or more and/or had direct contact with the infectious secretions of a person with laboratory-confirmed COVID-19.

13. The staff will be expected to follow up with their healthcare provider for further clinical guidance and clearance to return to work.
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 and custodian staff must clean and disinfect the isolation rooms on a daily basis and after each use.

COVID-19 Isolation Protocols – Staff
1. 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. The staff has the opportunity to utilize alternative means of transportation if the staff is unable to drive. The staff will be temporarily isolated in the nurses’ examination room while awaiting transportation. The staff will ensure that a facemask and any appropriate PPE’s are worn consistent with CDC guidelines and health status.
2. School nurses and custodian staff must clean and disinfect the isolation rooms on a daily basis and after each use.

Personal Protection Equipment (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 Equipment (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.

Facemasks
- Not all students may tolerate face masks. The school nurses will collaborate with other clinicians/therapists to facilitate assessments for indicators such as respiratory status, ability to wear and tolerate facemasks, etc. CDC has indicated that wearing face masks/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 use of face masks with breathable valves is
prohibited in all school and agency premises. 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 Ol oo, Director Healthcare Training and Service Needs Assessments. The School Principal will determine storage site at the school and frequency of distribution, i.e., daily of 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.

**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.

**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 custodian will clean and disinfect the biohazard containers regularly while wearing appropriate PPEs.
- The custodian will clean and disinfect all regular waste containers inside the programs routinely.

**Critical Area #6: Contact Tracing**

1. Contact tracing will be initiated in collaboration with NJDOH/local health officials’ guidance.

**Critical Area #7: Facilities Cleaning Practices**

Some of the facilities cleaning practices include the following:

1. 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.
2. All staff will implement enhanced cleaning and disinfection procedures using EPA approved disinfectants and following CDC guidelines.
3. Institute infection control procedures for areas around the school, including entrances, dining areas, restrooms, and other areas prone to congregation
4. All equipment, work surfaces and materials will be cleaned and disinfected between student use as per CDC guidelines.
5. Staff will discourage sharing of items that are difficult to clean, sanitize, or disinfect.
6. Discourage sharing of items that are difficult to clean or disinfect.
7. Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
8. 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.
9. Avoid sharing electronic devices, toys, books, and other games or learning aids.
10. Students should not bring toys from home to the school.
11. Hand washing after using the bathroom.
12. 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.
13. 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.

Critical Area #8: Meals
Breakfast and Lunch will be provided onsite for students attending onsite. Districts where students are attending remotely will provide meals for students in their home district. The Kohler Academy Social Worker will oversee communications between parents and districts and ensure that families who remain remote will continue to receive meals from their sending districts.

Critical Area #9: Recess/Physical Education
1. During student recess and during Kohler Academy’s Physical Education program, 6 feet social distancing protocols will be maintained wherever possible,
2. Cones, flags, tape or other signs will be used to create boundaries between students and/or groups.
3. Hands will be washed immediately after outdoor playtime.
4. Playground equipment will be used by one cohort/class per day. Playground equipment will be disinfected each night. Playground cleaning and disinfecting will include a significant focus on plastic or metallic high-touch surfaces.
5. Only one cohort of staff and students will be permitted on the playground at a time. There will be no mixing of cohorts.
6. Physical education teacher will establish daily routines for cleaning playground equipment such as rubber balls, jump ropes, etc. It is not practical to disinfect the entire large playground structures. Cleaning and disinfection of mulch or sand is not recommended.

Critical Area #10: Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours
1. Field trips, Community Based Instruction and Extra-curricular activities will be suspended during this health emergency.
2. Any use of school facilities outside of school hours must comply with social distancing requirements and hygiene protocol. Programs and community organizations that use school facilities must follow Kohler Academy guidance on health and safety protocols.

Other Considerations:

WRAP-AROUND SUPPORTS

- Virtual Parent Support Series
  - Kohler Academy staff will provide virtual parents speaker series on relevant topics such as Addressing Behaviors in the Home, Self-Care, etc.

- After Care
  - The Arc of Union County’s Family Support services will offer Kohler Academy families on-site after care program (fee-based) providing students with supervised activities until 5:30pm each day.

Holiday Breaks
On November 30th, Kohler Academy will move to an all virtual environment through January 19th in order to prevent the spread of infection due to holiday traveling and holiday visitors to student and staff homes.
Part 2

Kohler Academy Public Health Related School Closure
Continuity of Instruction Plan

Kohler Academy will implement the following plan in order to maintain continuity of instruction for our students during a health-related or other crisis where school are directed to close by the New Jersey Governor’s Office, New Jersey Department of Education or New Jersey Department of Health.

Component 1: Equitable Access to Instruction

Demographic Profile: Kohler Academy is an Approved Private School for Students with Disabilities located in Mountainside, NJ. Kohler Academy serves 33 students with developmental delays and disabilities from ages 3-21.

- Pre-K/Elementary
  - Teachers are using the Unique Learning System to print out learning activities that address New Jersey Learning Standards and that complement the current subjects being covered in the curriculum. These learning activities cover Language Arts, Math, Science and Social Studies standards. A learning activity packet covers one week of material. Every two weeks, a new packet containing two week’s worth of lessons will be provided. Completed lesson packets & related lesson plan cover sheet that address these materials will be submitted to Supervisor of Curriculum & Instruction. Completed materials will be returned to Supervisor of Curriculum & Instruction and distributed to teachers via email, US Postal Service or when student returns.

- Middle School/High School teachers
  - Teachers are using the Unique Learning System to print out learning activities that address New Jersey Learning Standards and that complement the current subjects being covered in the curriculum. These learning activities cover Language Arts, Math, Science and Social Studies standards. A learning activity packet covers one week of material. Every two weeks, a new packet containing two week’s worth of lessons will be provided. Completed lesson packets & related lesson plan cover sheet that address these materials will be submitted to Supervisor of Curriculum & Instruction. Completed materials will be returned to Supervisor of Curriculum & Instruction and distributed to teachers via email, US Postal Service or when student returns.
  - Teachers have developed lessons using the Unique Learning System and are providing these materials both through email and the ULS parent portal.
  - Teachers are providing both live and pre-recorded virtual lessons and classroom time for students.
Teachers are providing classroom meeting time for parents to interact and ask questions and for students to interact with them in a less structured environment.

Instruction and distributed to teachers via email, US Postal Service or when student returns.

- Access to Technology
  - Polling parents
    - Parents have been surveyed and are being provided with materials both digitally and printed, where requested. Family Check-In surveys will be sent out periodically to check on family well-being.

- When it is determined that students do not have access to technology, Social Worker is responsible for contacting the sending district to discuss the availability of technology. If sending district is unable to provide the technology, Kohler Academy will provide a laptop or tablet to the student. Equipment must be returned to school upon school reopening. Parents will be required to sign an Acceptable Use agreement upon receipt of laptop.

Component 2: Addressing Special Education Needs

- As Kohler Academy’s student population is composed of entirely students with special needs, all materials are differentiated.
- All therapists maintain therapy logs that track services offered and provided. Teachers and therapists will submit progress reports and other documentation to support student progress.
- Kohler Academy Social Worker will communicate with the sending districts to ensure that services are implemented in accordance with IEPs to the greatest extent possible.
- Social Worker will coordinate with sending district to schedule virtual IEP meetings. Required staff members will virtually attend IEP meetings to review reports and discuss student progress.
- Therapies
  - On April 1, 2020, the New Jersey Department of Education put a temporary waiver in place, allowing teletherapies, where possible. While not all therapies can be provided via a virtual format during this health related school closure, teletherapies will be provided to Kohler Academy students wherever possible. Factors determining whether teletherapy will be possible include safety of the student, student support at home during teletherapy, etc.
  - Therapists have completed a list of suggested therapeutic activities for each child that parents may use at home. Lists have been submitted to
Supervisor of Curriculum & Instruction and provided to parent. Lists will be updated weekly.

- Teletherapy Consent forms have been provided to parents in a digital format.
- Where therapies can be provided virtually, therapies will be provided. The determination to provide therapies to students will ultimately be determined by the safety and well-being of the student.
- ABA Therapists are reaching out to families weekly to provide behavioral support and strategies.

- **Paraprofessionals/1:1s**
  - Paraprofessionals will be required to attend classroom, whole staff and paraprofessional daily meetings.
  - Paraprofessionals will be required to attend classroom lessons and any teacher-created meeting with students. Paraprofessionals will interact with teacher and students to provide support and communication with students.
  - Paraprofessionals will be required to create and submit videos addressing students and reminding them of various life skills activities that they usually support them with when in school.
  - Paraprofessionals will be required to complete Safe Schools professional development. New Safe Schools training will be provided weekly.
  - Bilingual Paraprofessionals will be required to translate for ELL families when needed.

**Component 3: Addressing ELL and Bilingual Needs**

- There are no identified ELL students among the current population of student learners at Kohler Academy, though there are families that are in need of ELL support. This support is coordinated by the Social Worker and Supervisor of Instruction. Translators are provided at IEP meetings in coordination with the sending district.
- Translated materials and translators will be provided whenever necessary.

**Component 4: Safe Delivery of Meal Plan**

- Students who receive Free & Reduced Lunch Meal Plans will receive meals through their sending district. This is overseen by the Kohler Academy Social Worker.

**Component 5: Length of Virtual or Remote Instruction Day**

- Differentiated instruction is provided to students via direct instructional time via virtual technology, via pre-recorded videos, via independent work through the Unique Learning System parent portal and through instructional packets provided
digitally and through the mail. One to One instructional sessions are also provided to students when beneficial.

Component 6: Attendance Plan

- Teachers and therapists work closely with families daily to provide instruction. When it is clear a family is not responding, this is brought up in a weekly class meeting. The sending district is notified and the social worker will reach out to the family to identify why the family has not responded and to provide support.

Component 7: Facilities Plan Component

- Facilities continue to be maintained daily by custodian and overseen by Director of Facilities Management.

Component 8: Summer Programming Plan

- Kohler Academy’s Extended School Year (ESY) program will begin on July 1 and end on August 19, 2020.
- ESY will be delivered virtually in a similar manner as has been done since the March, 2020 health-related closure.

Additional Considerations:

- Family Communication
  - Teachers will email or call families as per each families’ need for support. Logs will be maintained and submitted to Administration weekly to document these calls.
  - Therapists will email or call families according to their therapy schedule at a time that is convenient to our families. For example, a student who receives speech therapy three times per week will receive three phone calls per week during school hours. Logs will be maintained and submitted to Administration weekly to documents these calls.
  - Administration will contact families to ensure quality of services being provided and determine if additional support is needed for our families.

- Staff Communication & Professional Development
  - A comprehensive list of virtual departmental meetings has been distributed to all staff. These weekly collaborative meetings include Whole Staff, Professional Collaborative (certificated staff), Teacher, Therapist and Paraprofessional Meetings.
  - As is Kohler Academy’s usual practice, daily classroom staff meetings will be conducted virtually. This time will be used to review the family contacts that have been made and to work collaboratively to continue to develop plans.
moving forward. Paraprofessionals in each class are encouraged to attend these meetings.
  o All staff will be required to complete Safe Schools and Exceptional Child (Special Education) trainings and complete the associated assessments. These trainings will be pushed out to all departments and paraprofessionals.

- **Social Services**
  o Social Worker will provide regular outreach and support to Kohler Academy families.

- **Essential Staff**
  o Principal
  o Executive Administrative Assistant
  o Custodian