



SUMMIT SPEECH SCHOOL

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Summit Speech School 2020-2021 Reopening Policies and Procedures

This plan covers the policies and procedures for our preschool students and staff to return to the building following the COVID-19 School Closures in the State of New Jersey. This plan is based upon the Basic Principles of Infection Control and follows the guidelines set forth in the Governor's "The Road Back, Restart and Recovery plan for Education". The Summit Speech School is offering a hybrid program for September with therapies and Teacher of the Deaf services in the mornings. Pre-academic sessions will be held in house during morning sessions as well as remotely in the afternoons. Our in-person school day will run 8:30-12:15 and may be subject to change if new guidelines are issued. Our remote sessions will cover an hour of instruction for the afternoon. (see SSS Services Plan for more details)

This plan will cover the following:

- Assessment for Infection
- Personal Hygiene-Handwashing/Disinfection/Cough Etiquette
- PPE- Personal Protective Equipment
- Environmental Cleaning- Disinfection of Surfaces

Summit Speech School will be implementing the following protocols in order to assure the safest and healthiest conditions for learning. Protocols will be reviewed routinely to verify we are following current Center for Disease Control and Prevention guidelines.

Entry into School for All Staff

All staff will enter the building through the parking lot door on the west side of the building (near John's office). All staff will be required to wear a face covering in order to enter the building as well as throughout the day. Two lip reading masks will be provided for all preschool staff members. A cloth mask is recommended for all others, and for times when staff is not with children. Masks should cover your nose and mouth whenever worn. Employees are responsible for washing their own mask each day.

Staff should not come to work if they have the following symptoms: Temperature above 100 degrees Fahrenheit, dry cough, shortness of breath, headache, fatigue, body aches, sore throat, loss of taste or smell, GI changes such as nausea or diarrhea.

Upon entering, sanitize your hands using the hands-free sanitation station found in the entryway. Please check your temperature with the provided infrared thermometer and verify/sign in for the day by filling out and submitting the screening form on your phone. Please adhere to the 6' social distancing guidelines when waiting to pass the screening.

If upon scanning, your temperature is 100 or above, please return to your car and call the school office from there and the school nurse will come to you.

It is SUGGESTED that Staff keep their hair pulled back and avoid the use of contact lenses, as this will help in minimizing touching of the face and eyes. It is also SUGGESTED that all staff bring minimal personal belongings to the building. Once in your office, therapy room or classroom, personal belongings such as your lunch, purse, coat, should be placed in a closet or closed cubby.

Any staff member returning from a state on the NJ Governor's quarantine list or returning from out of the country must self- quarantine for 14 days before returning to the school. Any staff member who has been in close contact with a person who has tested positive or awaiting test results for Covid-19 must also contact the school nurse and follow quarantining guidance.

Entry into School for All Students

Parents are requested to report any COVID-19 symptoms to the School Nurse and to the bus company/transport company prior to the School Day. Any student who has been in close contact with a person who has tested positive or awaiting test results for Covid-19 must also contact the school nurse and follow quarantining guidance.

Any family who has recently returned from out of the country or from another state on the Governor's quarantine list must notify the nurse's office and keep their child home for the required 14 day period. Please email nurse@summitspeech.org.

All students will be escorted one at a time into the side entrance vestibule at the entrance closest to the Discovery Room. Buses and transport vehicles will be asked to wait until the student has been screened. All students are encouraged to wear a face covering throughout the day, as tolerated. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. For students who are not able to wear a face mask, it is recommended that parents send in face shields.

Students will be taken to the screening table located near the entrance to have their temperature checked by a touchless Infrared Thermometer. A Plexiglass divider on the screening table will separate staff member from students.

Once screened and cleared, each student will be escorted to their classroom. A student will not be allowed into the building until the previous student has left the screening station. All student belongings will be placed in large reusable plastic bags and kept in individual cubbies.

Students who are found to have a questionable temperature or report COVID-19 symptoms upon entering the building will be placed back on the bus or transportation vehicle and sent home.

During school hours, if a student displays a symptom or shows signs of illness, the school nurse should immediately be contacted, and the child should be placed in the holding room. The nurse will then determine if the child should be sent home. If that is the case, the child will remain in the holding room with the nurse's supervision until the parents are able to retrieve the child (please see Nurse's Office Procedures).

The student will need Medical Clearance for return to school. This may include the required 10-day exclusion per NJ State Guidelines.

Nurse's Office

Only one person can be treated in the Health Office at a time. Please call the nurse's office prior to sending a student to see if they can be treated. Visits to the health office should be kept to essential health visits. Please notify the nurse by phone x 106, so that she can prepare for the visit. Before a student is assessed for possible COVID-19 symptoms, the nurse will apply an N95 mask, gloves, and a gown.

Children will have their temperature assessed upon arrival. Students with infectious symptoms can be assessed in the holding room. Children needing first aid or other medications can be seen in the office. Children with fever over 99 will be held in the observation area and requested to wear a mask if possible.

Parents will be asked to notify the nurse of any COVID-19 symptoms via email before sending their child to school. If a child is ill, the nurse will advise screening by their pediatrician for Corona virus and require a written medical clearance from their pediatrician before returning to school. The family should immediately report any diagnosis and lab result of any lab testing to the nurse upon receipt. The nurse will also encourage parents to keep their children at home if they are not well, in the effort to maintain a healthy environment at school.

If a parent does not provide pediatrician follow up, the child will be excluded for 10 days from when symptoms start.

Symptoms Requiring Absence:

- Active vomiting or diarrhea
- Fever/chills/generalized body aches
- Fever constitutes 100.4 degrees Fahrenheit or higher. However, evaluate the clinical picture. A temperature of 99.4 degrees with body aches likely indicates acute illness.
- Cough/sore throat and runny nose.
- The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc.)
- Undiagnosed, new, and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.)
- Doctor's note requiring an individualized plan of care to stay home.
- COVID-19, influenza, or strep positive test result.

Classroom Management/Personal Protective Equipment (PPE)

Appropriate PPE will be utilized in conjunction with universal precautions and proper hand hygiene.

- School staff will wear face masks
- Students are strongly encouraged to wear face masks or face shields.
- Adequate supplies to support hygiene will be provided: soap, hand sanitizer with 60 % or more alcohol, paper towels, tissues, trash cans, and EPA approved disinfectants.
- Staff will be promoting the covering of coughs and sneezes with children and reinforcing use of masks.
- Educators and support staff will receive PPE training in use of masks, gloves, and other PPE when it is recommended.
- Face shields, gloves and disposable changing pads will be provided. Parents provide diapers.
- N95 masks will be provided for nurses, custodians and any staff member who may be at high risk or attending to a student in isolation.

- Isolation gowns will be provided for all staff as needed.
- Two smocks will be provided to each preschool staff member
- Staff will teach and reinforce washing hands for 20 seconds which may require hand over hand assistance. Staff will wear gloves if assisting with washing hands of children.
- Sanitation: Use of EPA approved disinfectants in high traffic area, and frequently touched surfaces.
- High risk employees will be provided with increased modifications such as N95 masks to reduce exposure risk or modified assignments within the school.
- Preschool staff will be provided information and trainings on how to reduce the spread of COVID-19 by using hand washing, face masks, cleansing of face masks and how to use and remove facemasks.
- The school nurse will follow up on any unverified staff or student illness.
- Staff will be trained in clean diaper changing procedures. Staff will change gloves and be provided extra time to change a diaper. CDC guidelines for changing diapers will be posted in each bathroom.

Isolation Area/ Holding Area

During the school day, any student who presents with any symptoms that could be related to potential COVID-19, will be placed in the Isolation/Holding Area located in the room next to the Nurse's office. The parent will be notified, and the student will be picked up.

The student will be supervised by a staff member wearing full PPE until the parent arrives. The student will be taken to their parent waiting in the parking lot located on the east side of the building.

The parent is requested to have an MD evaluation and medical clearance before returning to school.

If the parent does not get a medical evaluation, the student will be excluded for 10 days and placed on remote learning.

Any Staff member who experiences symptoms that may be related to COVID-19 will leave the building immediately and seek Medical Evaluation. Medical Clearance is required to return to school.

Protocols for Students or Staff Testing Positive for Covid-19 and Contact Tracing

Any reports of a positive COVID-19 test will be reported by the primary care physician and laboratory that runs the Covid-19 test to the Union County Health Department. The school nurse will work with the Public Health Nurse of New Providence for further guidance. Any staff or student who tests positive for Covid-19 must self-quarantine for 14 days before returning to school. The self-contained classroom will be closed, thoroughly cleaned and electrostatically disinfected. Students from that class will be allowed to resume in person lessons once the public health office deems it is safe to return. All students in quarantine will receive daily remote therapy, teacher of the deaf and preschool services.

The school nurse will work with the health department to ensure contact tracing is completed. Staff members assigned to assist with contact tracing will adhere to all applicable federal and state requirements regarding privacy of educational records (e.g. FERPA, HIPPA). Open communication systems will be in place to allow staff and families to self-report symptoms and/or suspected exposure to assist Summit Speech School to provide prompt notification. The school nurse along with school safety specialist will be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. Records of daily attendance and daily staff class assignments will be kept by the main office to facilitate this process.

Visitor Entry into the Building

At this time, visitors to the building are discouraged.

Any visitor who is allowed temporary entrance into the building will enter through the Front Entrance only, once allowed access by the Front Office.

Visitors will not be allowed past the Front Lobby until screened for COVID-19 symptoms and temperature is checked.

All mail, UPS, FEDEX and other deliveries will be left in the vestibule in the allotted containers by the entrance. These delivery people will not be given access past the barrier unless deemed necessary by the School Administration.

Repair Contractors will only be allowed access to the building if the work cannot be done after school hours and upon passing the screening as well as authorization from the Administration. Masks are required by all Visitors, Contractors and Delivery People.

General Building Information

All classrooms will be arranged with tables and chairs spaced to allow for 6' social distancing. Plexiglass dividers will be used when social distancing cannot be maintained. Teachers and speech therapists will have their own dividers.

All rooms will be equipped with hand sanitizer, extra masks, disinfectant spray bottles, paper towels and gloves. In addition, each staff member will have their own small refillable bottle of sanitizer.

All student belongings will be kept in individual closed lockers. It is recommended that students come to school with minimal belongings and lunch in a paper bag.

Individual student pencil boxes will be kept for each student and filled by the classroom assistants. Walking ropes will be available in all classrooms and students should practice walking down the sidewalk holding onto knots or rings on the rope in order to maintain social distancing.

Touchless hand sanitizer dispensers have been installed near the entrance door for staff, entrance door for students, front lobby. Young students should only use hand sanitizer when hand washing is not available. If used, adult supervision is required.

Signage has been posted throughout the building regarding the proper use of face masks, social distancing and proper hand washing techniques.

Plexiglass dividers or plastic curtains have been installed in the development office and main office to provide separation for office staff. (see office protocols)

Floors have been marked for 6' social distancing with 6' distance barrier tape.

Water Fountains have been taped up for nonuse. Cups labeled with each child's name in permanent marker or disposable cups and water pitchers will be placed in each classroom daily.

All classrooms will be self-contained. Each classroom has its own bathroom. Students will enter the bathroom one at a time.

Disposable pads will be placed in all student bathrooms for diaper changing and staff members will be supplied with a shield for eye protection, gloves, smock, and mask while changing diapers.

Playground will be used by one class at a time. All playground equipment will be wiped down before the next group arrives. Smaller toys will be removed from the playground. Staff will closely supervise to promote social distancing, good student behavior and school rules.

Every classroom will have a posted hand washing schedule. Students will enter the restroom one at a time to wash their hands and will be monitored by an adult. Students will be asked to wash their hands after entry to the school, before snacks, after toileting, after recess, before and after lunch and whenever they are visibly soiled.

A new HVAC system was installed last year and has a fresh air component. New filters are in use. Screens are being placed on windows to allow windows to be cracked for better fresh air circulation. Filter(s) for A/C units are regularly maintained and changed according to manufacturer recommendations.

Snack and Lunch

Snack and lunch will be served in the classrooms. All tables and chairs will be disinfected before and after meals.

Parents will be asked to send in lunch that does not need to be reheated.

All students will be spread out in the classroom for social distancing.

Preschool staff will eat lunch on a staggered basis after dismissal. Tables have been spread out in the all-purpose room to ensure social distancing. Windows will be opened when possible.

Sanitation/Disinfection

All persons upon entering the building will sanitize hands.

Large bins of toys and toys that are difficult to clean will be removed from the classrooms and stored in expansion area.

Buckets will be placed in each classroom and therapy room. Once manipulatives or toys are used by a student, they will be washed and disinfected prior to being used by any other student.

All hard surfaces will be cleaned throughout the day.

All staff will do surface cleaning at the end of each day.

The evening cleaning company will clean bathrooms, doorknobs, floors and kitchens each night. They will routinely clean and disinfect surfaces and objects that are frequently touched such as light switches, handles on equipment, shared telephones, shared desktops, shared computer keyboards etc.

Bathrooms will be sanitized daily, or between use as much as possible, using protocols including cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Use all cleaning products according to the directions on the label.

The school will be deep cleaned by Eastern Janitorial before the start of the school year.

If a room becomes contaminated by vomit, urine or feces, an additional classroom will be available for use for staff and students. Rooms and carpet will be disinfected completely before they are used for instruction.

Fire Drills

Fire drills will run similar to years past with the exception of social distancing. Preschool staff and students will exit their individual rooms as all classrooms have doors leading outside. Students will leave the building holding rings that are spaced apart on their preschool walking ropes. Each class will have a designated spot on the sidewalk facing the side of the building.

Dismissal of Students

Students will remain in their designated classroom during dismissal and will be escorted by staff to the exit next to the Discovery room.

Once outside of the building staff will continue to accompany students to their designated transportation.

Staff on transportation duty will be located in the bus arrival area and utilizing walkie talkies, will communicate with classroom staff as busses arrive.

Audiology

Audiology patients will park on the WEST side of the building. After parking, the parent should text or call the audiologist to announce their arrival. One parent only and one child will be allowed to enter the school at this time. The parent will be requested to bring as few belongings as possible into the building.

The audiologist will meet them at the side door and screen both parent and child. They must both wear a face covering and be screened by the audiologist with a touchless thermometer.

If both pass the screening, they will be escorted down the hall to the audiology booth. The audiologist will wear a face mask at all times. At no time is the audiologist and patient allowed to walk through the preschool wing.

At the end of testing, the audiologist will escort the family back to the parking lot. Conferencing with families can be held in the classroom or Susan Chorost Lounge.

The audiology booth and all toys will be thoroughly cleaned and disinfected after each use.