



## SUMMIT SPEECH SCHOOL

705 Central Ave. Suite 1 New Providence, NJ 07974

phone: 908-508-0011 fax: 908-508-0012

email: [office@summitspeech.org](mailto:office@summitspeech.org)

website: [www.summitspeech.org](http://www.summitspeech.org)

### **Summit Speech School 2021-2022 Preschool Health Policies and Procedures**

This plan covers the policies and procedures for our preschool students and staff for the 2021-2022 school year. This plan is based upon the Basic Principles of Infection Control and follows the guidance that has been put forth by the Center for Disease Control (CDC) and the Department of Health (DOH). Summit Speech School is offering a full day in person program for September. Our in-person school day will run 8:45-2:45 and may be subject to change if new guidelines are issued. 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 to assure the safest and healthiest conditions for learning. Protocols will be reviewed routinely to verify we are following current NJ Department of Health and CDC 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. All staff will be required to wear a face covering in order to enter the building, as well as throughout the day. 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 infrared thermometer provided 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.

Any staff member returning from another state or travel abroad must follow the most recent guidance from the NJ DOH, and quarantine when required. 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 if their child has any COVID-19 symptoms to the School Nurse and to the bus company/transport company prior to the School Day. Parents of 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 must notify the nurse's office and keep their child home for the required number of days, as determined by the NJ Department of Health and the CDC. Please email [nurse@summitspeech.org](mailto:nurse@summitspeech.org).

All students will be escorted one at a time into the side entrance vestibule at the entrance on the east side of the building (Balcom Road). 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.

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 members from students. Once screened and cleared, each student will be escorted to their classroom. Students who are found to have a questionable temperature, or exhibit COVID-19 symptoms upon entering the building, will be 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 before return to school.

### **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. 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 nurse's 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.

### Covid-19 Compatible Symptoms

Parents should not send students to school when sick. For school settings, NJDOH recommends that students with the following symptoms be promptly isolated from others and excluded from school:

At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose;

OR, at least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder. 10

### **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.
- 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.
- 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 are 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 for their child 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 when possible.

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 follow the NJ DOH quarantining guidelines for vaccinated or unvaccinated staff. 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. All records of vaccinated staff will also be kept in the nurse's office.

### **Visitor Entry into the Building**

At this time, parents may make an appointment to observe their child in the observation room for speech and classroom instruction. Please call the office to schedule an observation time for your child.

### **General Building Information**

All classrooms will be arranged with tables and chairs spaced to allow for 3'- 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 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. 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.

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 two years ago and has a fresh air component. New filters are in use. Screens have been 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 classroom or spaced apart in Kantor Hall. All tables and chairs will be disinfected before and after meals.

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

### **Sanitation/Disinfection**

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.

### **Dismissal of Students**

Students will remain in their designated classroom during dismissal and will be escorted by staff to the east side exit. Once outside of the building staff will continue to accompany students to their designated transportation.