



THE ROAD FORWARD
UPDATED September 2023

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RKS Associates – Alpha, Gateway, & Harbor Schools

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INTRODUCTION

September 2, 2022, the New Jersey Department of Health released updated recommended guidance for Local Health Departments and K-12 schools. As per the updated recommended guidance Alpha School is updating our Road Back Plan accordingly. All operations for the safety and well-being of all students and staff will continue as outlined in this plan.

As per the updates:

Key Updates

To support and prioritize uninterrupted, full-time, in-person learning, schools may transition away from a case investigation response model to a routine disease control model. This model focuses more on responding to clusters of cases, outbreaks, and evidence of ongoing transmission, and less on individual case investigation and contact tracing. In lieu of individual contact tracing, schools may consider providing cohort notifications (classroom, cohort, team) when exposures occur. Individuals and families can then take additional precautions based on individual needs.

Quarantine is no longer recommended for people who are exposed to COVID-19, regardless of vaccination status. Therefore, NJDOH is discontinuing its recommendation for a Test to Stay Program. However, asymptomatic students and staff who were exposed to COVID-19 should continue to test and wear a mask for 10 days.

For those individuals who test positive, regardless of vaccination status, and individuals with COVID-19 symptoms who have not been tested and do not have an alternative diagnosis from their healthcare provider, should stay at home for at least 5 full days after symptom onset or after the positive test. Individuals who have no symptoms, or symptoms are resolving after 5 days and are fever-free for 24 hours, can return to school and wear a mask for an additional 5 days.

Schools are strongly encouraged to provide virtual or remote instruction to those students that must stay home due to COVID-19 illness.

Updated Calendar on Page 11.

HEALTH AND SAFETY IS OUR FIRST PRIORITY

RKS Associates believes that all schools need to have health and safety protocols in place for in-person instruction. These protocols include the following:

1. On-going training for staff and students.
2. Cleaning and/or disinfecting procedures.
3. Availability and use of personal protective equipment.
4. Masks are encouraged while indoors even when social distancing is possible.
5. Communication with parents, guardians, and school districts.

6. Each building will have a supervised isolation area for any staff, student, or visitor that shows symptoms of illness or a fever over 100.4.

Through the implementation and enforcement of these protocols, policies, and procedures, we seek to create as safe an environment as is reasonably possible. Some of these steps taken to provide a safe and healthy environment will depend on the cooperation and adherence of the entire school community. We will enforce these protocols, policies and procedures for the benefit and protection of everyone.

In the event of future closures - Teachers will prepare “Remote Instruction Go-Kits” to include instructional materials, such as prepared materials and supplies, sufficient to efficiently return remote instruction in the event of a subsequent Health-Related School Closure.

All operations and services, learning and therapeutic, will continue during remote learning on the same school schedule as in-person. Staff will have continued access to provide services and communicate progress to all parties by electronic means. Meetings will be conducted remotely using various video conferencing tools, Zoom, MS Teams, Google Meets, etc., as scheduled.

Refer to Page XX for Remote Instructional Plan

PANDEMIC RESPONSE TEAM

As a method for Harbor School to centralize, expedite, and implement COVID-19-related decision-making we will establish a school-level “Pandemic Response Team”. Members of the school team will include a cross section of administrators, teachers, and staff. The Pandemic Response Team will support planning, management, and decision-making related to COVID-19 response actions. The Pandemic Response Team will be comprised of, but not limited to:

- School principal or lead person
- Teachers
- School Counselor or mental health expert
- Subject Area Chairperson/Director
- School Nurse
- School safety personnel
- Members of the school safety team
- Custodian/Maintenance

The Pandemic Response Team is responsible for:

- Overseeing implementation of the reopening plan, particularly health and safety measures, and providing safety and crisis leadership.
- Adjusting or amending school health and safety protocols as needed.
- Providing staff with needed support and training.
- Reviewing school level data regarding health and safety measures and the

- presence of COVID-19 and reporting that data as required.
- Developing and implementing procedures to foster and maintain safe and supportive school climates as necessitated by the challenges posted by COVID-19.
 - Providing necessary communications to the school community and to the district.
 - Creating pathways for community, family, and student voices to continuously inform the Team's decision-making.

CONDITIONS FOR LEARNING

Harbor School takes seriously its obligation to ensure the health and safety of our students and staff as we approach a continuation of in-person instruction for the coming 2023-2024 school year.

All guidance and protocols as set forth in this plan are subject to change at the advisement of the CDC, local Department of Health, and community conditions such as rates of spread and contraction.

1.1 Communication

Local health departments should maintain close communication with school officials in their community to provide information and share resources on COVID-19 transmission, prevention, and control measures and to establish procedures for LHD notification and response to COVID-19 illness in school settings. LHDs should identify a designated point of contact within each school that will be responsible for coordinating COVID-19 response with local public health authorities.

In order to remain up to date on all plans regarding school operations and emergency protocols Harbor School will share updates and changes via:

- School website www.harborschool.com
- Email
- Instant Alert
- Social Media

1.2 Masks

As per the updated guidance provided by the NJDOH on January 12, 2022:

Wearing masks is an important prevention strategy to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings.

Masks are encouraged to be worn indoors by staff, students, and visitors

1.3 Hand hygiene and Respiratory Etiquette

- Harbor School will maintain hand-sanitizing stations with alcohol-based sanitizers
 - In each classroom
 - At designated entrances and exits of the school building
 - Near the bathroom facilities
 - Students will be appropriately supervised when using the hand sanitizer stations and wall units.
 - Harbor School staff will increase monitoring of student handwashing which might require hand-over-hand assistance.
- Harbor School students will be required to wash their hands for at least 20 seconds at regular intervals throughout the school day, including before eating, after using the bathroom, and after blowing their nose, coughing, or sneezing.
 - Whenever hand washing with soap and water is not possible, students will be directed to use alcohol-based hand sanitizer
- Additional time has been added to lunch and recess periods to ensure students have adequate hand washing time.

1.4 Transportation

- The area of transporting students to and from school is the responsibility of the sending school districts.
 - Transportation to and from school is a Related Service as designated in the student's IEP and will be the responsibility of the sending district.
 - Arrival and dismissal of busses to Harbor School will be staggered to allow ample time to disembark students and brought up to class in a fashion that will prevent groups of students or staff from gathering near the entrances.

2.1 Limit Use of Shared Supplies and Equipment

- Harbor staff will **monitor** the use of supplies and equipment to one group of children at a time and clean and disinfect between each use, as appropriate.

2.2 Cleaning and Disinfection

Harbor School will continue to adhere to [existing required facilities cleaning practices and procedures](#), and any new specific requirements of the local health department as they arise. We have developed a procedure manual to establish cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used.

Cleaning and Disinfecting after a person has been identified with COVID-19

If a person – student or staff member- does become infected with COVID-19 and has been in the school building, the school, in conjunction with the Monmouth County Health Department, will implement the following extra cleaning procedures:

- The areas used by the sick person will be closed off and not used before a thorough cleaning and disinfecting has been done using the E-Mist ionized misting device
- Doors and windows will be opened to increase air circulation in the area
- Contact tracing will allow school custodians to identify, clean and disinfect all areas that the infected person used while in the building

2.3 Improving Airflow

- Harbor School ensures that its facility has adequate ventilation, including operational heating and ventilation systems.
 - All systems using recirculated air have a fresh air component
 - Rooms will open windows to enhance air flow
 - All filters for A/C units are changed quarterly in accordance with manufacturer recommendations and will be maintained on a regular basis.

3.1 Screening

Parental Symptoms Screening

Parents/caregivers should be sternly encouraged to monitor their children for signs of illness every day as they are the front line for assessing illness in their children. Students who are sick should NOT attend school in-person. Schools should strictly enforce exclusion criteria for both students and staff.

Harbor School will provide parent education about the importance of monitoring symptoms and staying home while ill through emergency alert messaging, posts on Facebook and Instagram accounts, and by sending home detailed information on how to best avoid COVID-19 and what to do in case of close contact or other exposure. On an on-going basis, Harbor School will remind staff and families to check for symptoms before leaving for school.

Persons exhibiting a temperature (100.4°F or above) or who demonstrate other signs of COVID-19 illness, will not be admitted into the school. Students who have a temperature of 99.5°F or above will be reassessed. We will encourage both parents and staff members to be on the alert for signs of the disease, and direct parents to keep their children home when they are sick

3.2 Response to Symptomatic Students and Staff

Schools should ensure that procedures are in place to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.

- Closely monitor daily reports of staff and student attendance/absence and identify when

persons are out with COVID-19 symptoms.

- Designate an area or room away from others to isolate individuals who become ill with COVID-19 symptoms while at school.
- Consider an area separate from the nurse's office so the nurse's office can be used for routine visits such as medication administration, injuries, and non-COVID-19 related visits.
- Ensure there is enough space for multiple people placed at least 6 feet apart.
- Ensure that hygiene supplies are available, including additional cloth masks, facial tissues, and alcohol-based hand sanitizer.
- School nurses should use Standard and Transmission-Based Precautions based on the care and tasks required.
- Staff assigned to supervise students waiting to be picked up do not need to be healthcare personnel but should follow physical distancing guidelines.
- o Follow guidance in Cleaning, Disinfection and Airflow section.

When illness occurs in the school setting:

Children and staff with COVID-19 symptoms regardless of vaccination status should be separated away from others until they can be sent home. If a mask is not worn by the ill student due to an exemption or exception described in EO 251, other staff should be sure to adhere to the universal mask policy and follow maximum physical distancing guidelines (6 feet away).

- Ask ill student (or parent) and staff whether they have had potential exposure to COVID-19 meeting the definition of a close contact.
- Individuals should be sent home and referred to a healthcare provider. Persons with COVID-19-compatible symptoms should undergo COVID-19 testing regardless of vaccination status.
- If community transmission is low ill individuals without potential exposure to COVID-19 should use the NJDOH School Exclusion List to determine when they may return to school. No public health notification is needed UNLESS there is an unusual increase in the number of persons who are ill (over normal levels), which might indicate an outbreak.
- If ill students have potential COVID-19 exposure OR if community transmission is moderate or high, they should continue to be excluded according to the COVID-19 Exclusion Criteria.

3.3 Exclusion

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, new taste disorder.

For students with chronic illness, only new symptoms, or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.

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For those individuals who test positive, regardless of vaccination status, and individuals with COVID-19 symptoms who have not been tested and do not have an alternative diagnosis from their healthcare provider, should stay at home for at least 5 full days after symptom onset or after the positive test. Individuals who have no symptoms, or symptoms are resolving after 5 days and are fever-free for 24 hours, can return to school and wear a mask for an additional 5 days.

4. Contact Tracing

Contact tracing is a strategy used to determine the source of an infection and how it is spreading.

Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus.

School staff should identify school-based close contacts of positive COVID-19 cases in the school.

- As with any other communicable disease outbreak, schools will assist in identifying the close contacts within the school and communicating this information back to the LHD.

With guidance from the LHD, schools will be responsible for notifying parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.

- The LHD contact tracing team will notify and interview the close contacts identified by the school and reinforce the exclusion requirements.

REMOTE INSTRUCTIONAL PLAN

Introduction

NJ Governor Murphy, in April of 2020, issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.requirement.

In the event that the state opts to transition from in-person to virtual instruction due to public health and/or safety conditions we are prepared for staff, students and families to transition smoothly.

- We will collaborate with sending districts to ensure students have access to devices at home.
 - School devices will be issued on a need basis.
- Those students who do not have internet access available to them in their homes will be assisted in attaining a district hotspot or provided one during virtual learning.
- If students or staff have an issue with their device or internet connectivity they can submit a work order to grablej@rksassociates.com.

It is our goal as a school to ensure that all of our students, whether in person or virtual, have access to instruction and therapeutic services. COVID-19 helped us grow and prepare for potential future situations that may require a transition to virtual instruction. Through our experience and growth, we are confident in our efforts to maintain rigor in instruction and high expectations. While we may all prefer in-person instruction, it is our responsibility as a provider to have a well-designed plan in the event that it is no longer safe or possible.

EQUITABLE ACCESS TO INSTRUCTION PLAN

Harbor School will continue to address the learning and therapeutic needs of all our students, All students will be provided with a device (e.g., chromebook) if needed. Students may also have textbook/workbooks distributed by their teachers and online access to subject content materials. Pending federal, state and local health guidelines, paper packets may be provided. Students without access to the Internet in their homes will be provided a district-owned mobile hotspot during virtual instruction. Harbor School will use diagnostic assessments to measure student growth and learning in a virtual or remote instruction environment.

Building administrators and teachers will make every effort to be in constant communication with families to ensure their digital needs are addressed. In order to determine any digital divide issues, families can contact administration to direct their request. Technical assistance will be available by contacting grablej@rksassociates.com for all staff and students. Based on the received requests, Harbor School will evaluate any digital divide needs.

Virtual Learning Schedule

As stated previously, students and teachers will engage in learning using their district devices. This will require students to engage with their teacher(s) and peers for the same period of time as the brick and mortar school day (full or half day schedules): Monday through Friday, 8:30am to 2:30pm.

Virtual Learning Guidelines

Students will be expected to engage in learning during the regularly scheduled hours of the school day. During virtual learning sessions, the following guidelines will be in effect:

1. Students must attend the entire class/virtual session, return digitally when directed and/or complete the asynchronous learning activity.
2. Students are expected to have their devices fully charged and access to the charger.
3. Students will be required to have their cameras on and be visible on camera during whole-class sessions.
4. Students will set up a workspace and commit to a location for the entire session. The workspace should have all materials needed set up and ready for use.
5. Recording of live lessons is prohibited. Any use of a teacher or other students' image is always inappropriate.
6. Students may use the chat feature to communicate with the class when "mute all" is on. Expectations for conduct extend to the chat feature.
7. Students will abide by the class rules and expectations their teachers have outlined.

PE/Health

It is important that schools continue to provide opportunities for students to be physically active throughout the school day, regardless of the instruction format.

1. Physical and Health Education teachers will continue to use remote learning instruction, live virtual teaching, pre-recorded classes and activities.
2. Physical and Health teachers will ensure classroom physical activity opportunities offered are inclusive of all abilities and equitably engage students from all backgrounds.
3. Teachers will have regular communication with students, parents and families. Teachers will keep a daily log of communication with students and their families identifying the student they are discussing, reason for the communication, who they spoke with, and the result of the communication.
4. Teachers will notify the student's case manager if they cannot reach a student and if a student is consistently absent from the virtual classroom.

SPECIAL EDUCATION NEEDS PLAN

(All will be implemented in collaboration with the sending school districts)

1. IEPs are implemented to the greatest extent possible using, but not limited to, the following platforms: ZOOM, Microsoft Office Teams, and Google Suite Resources. These platforms will be used for classroom instruction, provision of related services and meetings. Adaptive devices and assistive technology will be provided per IEPs. Any additional adaptive devices or assistive technology that is needed going forward or does not go home with the student will be provided for parent pick-up at the school pending federal, state and local health guidelines, unless the assistive technology can be provided virtually, such as software, which can be installed by IT on the device. Additionally, asynchronous and synchronous instruction is provided with digital and hard copy materials and resources.
2. Case managers will articulate student needs per the IEP to relevant staff and staff will sign off that the articulation occurred. Progress reporting towards goals and objectives of the IEP are provided and available to parents and hard copies will be made available to parents if needed. Related service provider logs are maintained. Teachers, case managers and related service providers have access to IEPs including accommodations and modifications via Frontline IEP.

3. Case managers and related service providers will contact each parent for students on their caseload regarding the remote learning plan. Ongoing communication with parents from teachers, case managers and related service providers will occur via email and telephone. Interpreting and Translation services will be provided for parents if needed.
4. IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities will continue virtually to the greatest extent possible in accordance with NJ Special Education Code and per federal, state, and local health guidelines. With parental agreement, meetings will continue virtually. Virtual signatures for parental consent will be obtained through Frontline IEP or via email.

ATTENDANCE PLAN

All students are to be present at all times during a live lesson. Staff will take attendance. Parents will be asked to call and/or email the school nurse if their child will be absent. Teachers will record daily attendance and communicate any absences to administration. When teachers are unable to make any contact (phone, email, etc.) or the student has been absent/not signing in to class per the Attendance Policy, the secretary and building administrator will immediately be contacted. School counselors can assist with this. If they too are unable to make any contact, the School Resource Officers and/or Security Guards will be contacted to conduct wellness checks prior to contacting DCP&P. In the event SROs are unavailable, the building administrator and the Security Manager conduct the wellness checks. In terms of retention, promotion and graduation, attendance will most likely not be a factor that would negatively impact retention, promotion or graduation. To assist in preventing learning loss to the best of our ability, it is important that students are fully and actively engaged in the learning process for the entire school day.

FACILITIES PLAN

Access to buildings will be limited. Facilities staff will be present in each building daily to monitor the mechanical functions and to continually clean and sanitize areas that have been accessed by other district staff. Facilities staff is continuing preventative maintenance efforts, particularly on the HVAC systems, to ensure that air quality is good. Extensive cleaning will be planned for the summer months and the district has purchased additional disinfecting/sanitizing products.

OTHER CONSIDERATIONS

A. Social & Emotional Learning for Staff and Students: Covid-19 SEL Resources

- <https://www.nj.gov/education/roadforward/summer/sel/>

B. All transportation is managed by sending districts ESSENTIAL EMPLOYEES

Alpha School will update its current essential employee list at the time of our transition to remote or virtual instruction.

RKS Policy

1) Local Health Departments

Alpha School; Ocean County Health Department

Gateway School; Middlesex County Health Department

Harbor School; Monmouth County Health Department

Each school will attempt to develop a relationship with their local department, with possibly, a contact person and phone number.

2) A designee from the school will notify the health department for consultation:

- If the school is made aware that a staff member or student has tested positive for COVID-19.
- If the school is made aware of a staff member or student having contact with someone who has tested positive with COVID-19.
- For any other concerns or questions the school might need consultation on.
- Designee should be the school nurse, the principal or a supervisor of instruction.

3) The role of any RKS School in assisting the health department in contact tracing is to have available data needed to identify and contact potential infected contacts.

- Each room will have a Classroom Visitor Log.
 - A mechanism will be in place to log any visitor to that room (includes speech, OT, main office, etc.)
 - Logging will include date, name, time-in and time-out.
 - Logs will be kept securely and confidentially by a designee, should the information be needed.
 - This information can be used for either quarantine, if necessary, as well as passed on to the health department.
- The main entrance needs a visitor log.
 - Information needs to include date, name of the visitor, the time they entered, the time they exited the building, and contact information.

4) Regarding state and federal confidentiality and FERPA, school designees should clearly understand the information that can and cannot be released, and to whom. In addition, staff education in this area will assist to maintain full confidentiality for all students and staff.

5) Communication:

- Schools will use whatever avenue works best for communication with their families. Some examples are paper notes sent home, email, Class DOJO, texts from teachers, and the Swift Alert System.
- Staff will give ongoing reminders to staff to self-report potential contacts, symptoms, and travel plans.

July 2023

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

5 First Day for Students
5 1:00 PM Dismissal

August 2023

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

15 Last Day for Students
1:00 PM Dismissal

Total School Days=30

September 2023

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 Labor Day
5 Staff in-Service/Orientation-
Professional Development
6, 7, 8 First Day for Students/1:00
PM Dismissal (Staff In-
Service)
18 Rosh Hashanah
25 Yom Kippur

February 2024

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

19 Presidents Day
20-23 Winter Break

October 2023

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9 Columbus Day

March 2024

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

13 1:00 PM Dismissal
(Parent Conference)
29 Good Friday

November 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

8, 9 1:00 PM Dismissal
(Parent Conf)
22 1:00 PM Dismissal
23, 24 Thanksgiving

April 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1-4 Spring Break

December 2023

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22 1:00 PM Dismissal
24-31 Christmas Recess

May 2024

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

8 1:00 PM Dismissal
(Staff In-Service)
27 Memorial Day
(observed)

January 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1 New Years Day-
observed
10 1:00 PM Dismissal
(Staff In-Service)
15 MLK

June 2024

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

18, 20,
21 1:00 PM Dismissal
19 Juneteenth Day
22 Last Day

Three (3) Emergency Days Have Been Built into this Calendar. If these emergency days are not used, the last day of school will be June 17, 2024.

Total School Days=183
Total Staff Days=183