



ARCHWAY SCHOOL RE-OPENING PLAN SEPTEMBER 2020

Purpose

Plan to reopen in September 2020. (COVID epidemic)

District Demographic Profile-100% Students with Disabilities

Total students served-250 (INCLUDES Archway at Coopers Poynt)

Our reopening plan for September is based upon the guidance from the DOE “The Road Back”, CDC and DOH.

Archway will be opening with a hybrid model offering Monday/Wednesday and Tuesday/Thursday in school education. Friday will be all remote for everyone. **Archway at Coopers Poynt students will be integrated into the Atco campus until Camden City schools reopen.**

Archway Programs wants you to know that the health and wellbeing of our students, employees, families, and community remains our top priority as we monitor the evolving situation regarding the COVID-19 pandemic. We had a very successful Extended School year, without incident. We had planned safeguards in place, all from the guidance of the CDC, Department of Health and the DOE. In addition, we were able to identify areas that needed a more defined procedure and revise to assure an even safer environment for our students and staff.

The reopening of our schools will include necessary limitations to protect the health and safety of our students and staff. This guidance is built upon that premise, but with the recognition that we must be ready to adjust our educational models and pivot to total a remote model should the spread of the virus and consistent health data require it.

In preparation for our re-opening on September 8, 2020, Archway schools have implemented additional safety precautions to help protect everyone. Prior to reopening, all employees will be trained over the course of 2 days in these safeguards including but not limited to Infection Control Standards, use of Personal Protective Equipment, Signs/Symptoms of COVID-19 (Attachment #1), Hand washing and Hygiene Etiquette, and Cleaning/Disinfecting Practices.

Additionally, posters from the CDC and other signage will be displayed throughout the buildings as reminders of the importance of safe practices.

Please note that if your student, or an employee, has a preexisting health condition or has a compromised immune system that puts him/her at risk as defined by the CDC website, he/she will need medical clearance before returning to the school. You may want to share this letter with your medical provider which outlines the safeguards that are



being put in place at Archway so that an informed decision is made whether it's safe for your student to return, or if he/she should continue remote learning.

A survey has been sent out to parents asking what type of learning they prefer, remote or hybrid. The results of these surveys will be forwarded to the student's individual districts. For those students who do return to the building on September 8th, the following safety protocols have been put in place:

HEALTH AND SAFETY

- Archway Programs has a Pandemic team that addresses all issues relating to the COVID 19 pandemic. This team consists of the COO, Executive Director of Human Resources, Director QA and other staff from the management/leadership team, supervised by the CEO.
- If the child or employee shows COVID-19 symptoms (fever, shortness of breath, fatigue and muscle/body aches, cough, vomiting, diarrhea, new loss of smell/taste), he/she should remain at home and follow medical advice for testing and isolation. Please contact the school to let them know of the situation. Any student or employee, even if asymptomatic, but who resides in a household with someone who has tested positive for COVID-19 should expect to quarantine for 14 days before returning. Any student or employee in the Archway schools who is COVID symptomatic should follow the advice of their physician and CDC guidance on isolation and will need medical clearance before returning to the school.
- Prior to entering the school building, staff will be screened daily for fever and a short survey of questions. Students will have their temperature taken prior to exiting the bus/transportation vehicle. In both cases, a contactless thermometer will be used. Anyone showing signs/symptoms of illness or with a temperature of 100.4 or over will not be permitted to enter the building and will be sent home. Parents will be asked to come and pick up a sick child.
- Anyone who becomes sick while at school will immediately be isolated to a designated area away from others while waiting to be picked up/transported. He/she will be advised to seek medical attention as needed and will require medical clearance to return. The classroom/area will be evacuated, closed off to others, and disinfected thoroughly. Staff who accompanies the sick child must wear a face mask/face shield, gown, hair covering, shoe covering and gloves.
- A daily log of screenings for all staff and students will be kept. In addition, all student and employee absences, and the reason for such, will be documented. (attachment # 2 and 3)
- Upon entering the building, all students and employees will be directed to wash/sanitize hands immediately. Hand sanitizer dispensing stations are located at entrances and throughout the buildings.
- Face coverings, which cover the nose and mouth, will be required for anyone entering the school, and will be provided to anyone who does not have one. Students will also be expected to wear face coverings as tolerated and students who are unable to tolerate a facemask will have an implementation teaching plan to attempt to have the child tolerate the mask. Please note that face coverings are not meant to be re-worn. If disposable, they should be discarded after use; if cloth, they should be washed after use.
- Personal Protective Equipment (PPE), including but not limited to face coverings, face shields, gowns, and gloves, will be provided as needed by Archway. (Attachment # 4)
- Frequent hand washing, which is the single most effective way to prevent the spread of infection, will be expected throughout the day and will include at time of entering the building, before/after meals/snacks,



after using the restroom, before/after medications, after outside play, after touching nose/mouth or removing face coverings, and after contact with frequently touched surfaces/items. Soap is available at all sinks, and 60% alcohol-based hand sanitizer dispensers are available at all entrances, in every classroom, and dispersed throughout the building. Students and employees will be reminded and encouraged to hand wash often.

- Students will be grouped together with no more than 10 bodies to a classroom. The same group will remain together all day in the same space as much as possible, including during meals and breaks. The Art and Music teachers will come to classrooms to minimize movement through the building when appropriate.
- All classrooms have adequate ventilation and the maintenance team monitors the HVAC Systems and filtration. A double filtration system has been installed in each school.
- Breakfast and lunch will be prepared in the kitchen which will be sanitized before and after making meals. Only the kitchen staff using proper PPE and following CDC guidelines will be allowed in the kitchen. Meals will be prepared and placed in individual containers with lids and delivered to the students. Individually wrapped foods will be used as much as possible. Students will eat in the classroom or outside while social distancing.
- If there is an incident that necessitates a hold (PRT) and more staff need to enter a classroom to assist, then the other staff and students will remove themselves from the area to ensure safety and social distancing. (within attachment # 5)
- Desks and tables have been reconfigured to maximize physical distance between students. Signage has been posted and 6 feet markings have been placed on floors as reminders to practice safe social distancing in hallways, restrooms, cafeterias, at the pool, and the like.
- Tents with tables will be placed outside around the campus for small group instruction.
- All rooms in the building will receive a deep cleaning by a professional cleaning company before reopening the schools, and cleaning will be maintained by the vendor on a daily basis thereafter. High-touched items/areas and common surfaces including but not limited to front desk/main office, restrooms, doorknobs, light switches, counters, tables, and desks will be assigned to staff for cleaning several times per day. Extra assistants will be put in place to help with cleaning throughout the day. Offices and classrooms will be equipped with sanitizing wipes and EPA approved disinfectants including a spray-and-leave product to be used as needed.
- A maximum number of students will be allowed to enter the restroom, depending on the size of the restroom. Staff is instructed to sanitize the bathrooms after every use. There is also a schedule posted for more frequent cleaning of the restrooms. (within attachment # 5)
- Instructional toys and learning items that cannot be sanitized will not be used unless disposable, single use, or individually packaged so that they cannot be shared. For example, students who use manipulatives will have their own bin/bag for these items that is only theirs to use and will not be shared. These items will be disinfected multiple times each day.
- At this time, there will be no field trips, no special performances by outside persons, no assemblies/large gatherings, and no contact sports.
- We are completing a re-opening plan for the indoor pool, which will open at some point after school opens.
- Visitors will be able to enter the school by appointment only and will be subject to the same screening and face covering requirements.



- Any staff or student who travels by plane will need to quarantine for 14 days before returning to the school. In addition, anyone who travels by any mode of transportation to a US State with significant COVID-19 spread as identified by the NJ Department of Health will also be required to quarantine. You can access the list of states that meet these criteria by dialing 511. Documentation will be kept for anyone who has traveled to a location identified by the CDC as a level 3 travel alert areas.
- If there is a confirmed positive COVID-19 case, the incident will immediately be reported to local health authorities, DOE, and other governing entities where required. Employees, students, and families who may have been in close contact with the person will be alerted to possible exposure. A deep cleaning of the facility will occur. Instructions provided by local authorities will determine if further testing or revisions in screening protocols are needed, or if school closure is warranted.
- The Executive Director of HR will be in charge of contact tracing. A deep cleaning of the facility will occur. Instructions provided by local authorities will determine if further testing or revisions in screening protocols are needed, or if school closure is warranted.

SCHEDULING, INSTRUCTION AND TECHNOLOGY

The school day will be a 5 hour day. Students will arrive at 8:30 AM and be dismissed at 1:30 PM.

- We plan on instituting a staggered hybrid schedule for the students to ensure a safe environment. The classrooms will be split into 2 groups, group A and group B. Group A will attend in school class on Monday and Wednesday, with remote instruction Tuesday and Thursday. Group B will attend in school class on Tuesday and Thursday, with remote instruction on Monday and Wednesday. All students will be learning remotely on Friday. The schedule will continue like that until further notice. Once a schedule for a student is in place, the schedule will stay the same through the first marking period at the least. This schedule will allow each child to have 2 days of face to face instruction every week.
- Every student will be given a Chrome book for remote instruction. The Chrome books will be equipped with Google Classroom and White glove protection. Parents without internet access should contact their Child Study Team case manager to discuss connectivity. Depending on the home technology capability, some or all work will be web based. We will honor any parent wishes who prefer 100% remote learning and remote instruction will be provided.
- Students who are on similar levels are given class times to log on, so the teacher or therapist can present. Teachers have also recorded lessons and sent as an attachment to students/parents, since most of them have cell phones, even if they do not have technology.
- Students' on academic levels from 1st to 12th grade have a hybrid program to support differentiated instruction including online instruction; online follow up activities, hands on activities, projects involving research and critical thinking. File folders of paperwork is to be utilized for reinforcement activities. All of the different modes of access for the students are meant to keep them motivated to learn.
- The students are sectioned by age and developmental abilities. The teachers use the Real Time, online system for creating lesson plans that are submitted and reviewed weekly by the Principal or Supervisor. Real time is also our attendance tracking system and our IEP system. It is an online program that can be accessed from home.



- Students in elementary grades are given appropriate learning activities to broaden their knowledge of information correlating to the IEP goals and individual grade levels. High school students have new materials introduced to them through google classroom with follow up supporting activities to reinforce learning.
- Students, who are non-academic, will be given plans for completing IEP goals and objective through functional and daily living skills activities. Included in the folders will be skill appropriate activities and/or directions for everyday independent living skills. (Sequencing, categorizing, matching etc.)
- Teachers have appropriate work/project in the core areas prepared for students and will be consistently delivered to each student's residence if web-based instruction is not applicable to the student.
- Each student has an individual work file and supplemental reinforcing activities. The files contain all appropriate assignments with directions on completing as well as expectations.
- The activities meet the individual needs of each students.
- Physical Education will be conducted outside whenever possible where social distancing standards will be in place. If Physical Education needs to be in the gym, the amount of bodies in the gym will not exceed 15. Markers for social distancing are placed on the floors throughout the gym. Students will wash their hand immediately following any physical activity.
- The playground will be used by select groups at assigned times. They will have 20 minute playground sessions and 10 minutes in between for sanitizing. Social distancing will be attained by only have a small group on the playground at one time.
- All assignments address the IEP goals and objectives. Goals and objectives will be tracked for mastery on an ongoing basis. Teachers can access IEP's online as we use a web-based system (Real Time). Logs and journals are kept for each student, as well as completed work that has been turned in. Report cards will be distributed on their scheduled dates.
- The teachers have made available his/her email address and/or website (google classroom, ClassDojo, etc.) for parents to contact them.
- Teachers will reach out to homes daily by phone or technology to answer any questions and check on assignments.
- Related Services-OT, PT, Counseling and Speech have created activities to be done at home to address IEP goals and support the educational needs, they will also be available to parents via the best mode of communication the parent has identified. Related services are delivered through google classroom and zoom where appropriate. Material for OT, PT and Speech will be sent home to the students or they can utilize a list of materials provided that most people have at home.
- Related service logs containing frequency and duration of service given are on file.
- One to one aides are to reach out to their families daily for questions and supports or report to the home if district and IEP team (including 1-1) feels it is most appropriate.
- All communications will be documented.
- Staff are communicating and using various platforms to remain involved in the student growth, both academic and personal/social by interacting with them.
- For a pivot over to all remote, the academic standards that we have in place for the partial remote/hybrid schedule will activate full time. The teachers will have a google classroom schedule to work face to face with the students they instruct. Work will be documented and progress reported as normal.



ATTENDANCE

- Attendance is kept through our online system. Any child that we are unable to reach for 5 consecutive days will be marked absent. The district will be notified via phone or email by an administrator and if they are unable to make contact, a 5-day letter will go out to the home and the district.

DISTRICT CONTACTS

- All district inquiries will be answered in a timely manner by an administrator from the appropriate school.
- Updated school closure plans will be sent out to all sending districts, as well as on the school's website, www.archwayprograms.org.

PROGRESS

- All progress will be documented on an ongoing basis. Completed work will be returned via Archway pick up, USPS, fax, or email. The returned work will be graded and averaged for report cards.
- *Annual reviews are being completed on schedule through google meet, zoom or any other platform that the sending district requests.

MEAL DISTRIBUTION

- Due to the distance of sending districts, Archway Programs will not collect reimbursement on meals nor provided meals for the days we are not providing in school instruction. The families were notified that the students can collect meals from the home school district.

TRANSPORTATION

- Transportation will be provided by your home school district.

We know this is a long list of information and rules, but everyone's safety and peace of mind is of the utmost importance to Archway. Please note that the above is subject to change based on federal and/or state directives and best practices for Archway Programs. Should anything change, Archway reserves the right to make a last-minute decision of switching to remote learning all together without notice.

We will continue to follow guidance from local authorities regarding further developments and continue to keep students, employees, and families abreast of any changes. Any revisions will be submitted to the county in a timely manner.

Submitted by: Susan Lafferty
Executive Director