

04-8256 Holmstead School – Plan 08-28-20

CONDITIONS FOR LEARNING

General Health and Safety Guidelines:

Holmstead school is taking numerous precautions in line with CDC, NJDOE and NJDOH guidelines. These include the following:

1. Parents will be strongly encouraged to not send students showing signs of the following symptoms to school: a fever of 100 degrees or greater, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting, and/or diarrhea. The checklist suggested by the NJ DOH COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools dated 8/13/20 will be sent to parents as a means of determining if they should keep their child home. Signs have been placed in the school from the CDC which state that students should stay at home if sick.
2. Masks will be required of all individuals entering the facility and must be worn throughout the school day. A sign has been placed on the front door stating that entry is prohibited without a mask. The only time masks may be removed, is during “mask breaks” which will occur outside.
3. Sanitizer stations will be set up throughout the school building with large gallon sized dispensers set up at the entrance/exit door and in the main office. The sanitizer being used is more than 60% alcohol based. Sanitizer will also be present in each classroom and in all bathrooms as well. Hand sanitizer will be required upon entering and exiting classrooms. The school custodian will refill sanitizer dispensers daily or when needed.
4. Signs have been placed in all bathrooms requiring hand washing and giving directions for how to hand wash properly (20 seconds or more with warm water and soap).
5. Frequent hand washing will be encouraged. Any student who is blowing his/her nose, coughing, and sneezing will be encouraged to sanitize and/or wash their hands.
6. All teachers and staff will wear masks throughout the day.
7. High risk teachers, including older adults and those with serious underlying medical conditions, will be given the option of taking a leave of absence to avoid risk of infection in the physical facility. Holmstead will do it’s best to keep such teacher(s) employed by having them teach the virtual learning students.
8. At present, there is only one student with an underlying medical condition placing him at higher risk. This student will only attend classes of 5 or less and will not be exposed to any larger groups.

Classrooms, Testing, and Therapy Rooms:

1. Students will be required to maintain social distance of six feet apart in classrooms, therapy rooms and offices. We have purchased individual desks that will be spread apart,

by at least six feet, as opposed to the historical seating arrangements at Holmstead which was around a table. Desks will all be facing the same direction. Therapist chairs and student chairs will be at least six feet apart in therapy rooms.

2. All classrooms, therapy rooms and offices are airconditioned and we have purchased air exchange window fans that have been placed in the second window in each room. These will draw out the air from the inside to the outside while the air conditioning unit provides cooled air from the outside.
3. Air conditioner filters will be checked and changed regularly.
4. All classrooms, therapy rooms and offices will be cleaned with an industrial strength antibacterial fogger daily.
5. All items touched by students will be disinfected by teachers/staff in between classes. Students will be encouraged to use their own supplies. If they use a school supplied pen or pencil it will be placed in the disinfecting cleaning box at the end of the class period. All computers that are used by different students will be wiped with disinfecting wipes between classes. All desks and chairs will be sprayed with disinfecting solution and wiped between classes.
6. Class size will be small. Given the present enrollment, there will be no more than 5 students in a classroom at any given time.

Transportation:

1. Transportation is the purview of the sending districts.
2. Holmstead staff will not be transporting students.

Student Flow, Entry, Exit, and Common Areas:

1. All staff, students and visitors will enter through the front door only.
2. Markers will be painted at the entrance marking 6-foot distance for individuals to stand while awaiting entrance to the building.
3. Temperatures of all students and staff will be taken upon arrival and prior to entering the school building at the landing by the front door. Students will also be screened using the NJ DOH COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools dated 8/13/20. Staff members will visually check and ask students about symptoms. A minimum of 4 staff members assigned to screening will be present at the arrival time. Students waiting to be screened will be kept at least 6 feet apart. If a student has a fever or is showing any symptoms of COVID-19, he/she will be escorted into the building and placed in a separate room that is not currently being utilized and kept quarantined until picked up by their parent or guardian. A staff member will be assigned daily to monitor the COVID-19 isolation room.
4. The school nurse and/or administrator will contact parents or guardians of students who show any signs/symptoms.

5. At present, there are no students with disabilities requiring additional accommodations for flow, entry and exit. One student who has an underlying medical condition will be kept out of common areas as best as possible.
6. The school nurse will document history of exposure and any signs/symptoms using the medical log in Realtime.
7. The attendance secretary will continue to monitor attendance and report frequent absences to administration.
8. Students arriving late and other visitors will not be “buzzed in” until a staff member goes to the front door to take their temperature. The staff members responsible for this will include administrators, office staff, and nurse when available.
9. Stairwell and hallway traffic will be marked with arrows, indicating the flow of traffic in one direction only.
10. Teachers and administrators will direct traffic between classes and ensure that students are masked and not meeting with each other in the hallways.

Screening, PPE, and Response to Students and Staff Presenting Symptoms:

1. All students, staff, and visitors will be required to have their temperature taken and be screened for symptoms before being allowed in the building. The “COVID-19 Daily Screening for Students/Staff” checklist from the NJDOH will be used for this purpose.
2. Holmstead purchased a large supply of masks to be provided for anyone who does not come with one. Parents will be asked to send their child with a mask daily. Parents will be surveyed to assess whether any of the children with disabilities cannot wear a mask. In such a case, reasonable accommodations for their education will be determined in collaboration with the sending public school district. These might include such things as wearing a lighter mask as well as taking “mask breaks” outside throughout the day and/or as needed.
3. Students and staff with symptoms will be isolated in the COVID-19 room. Parents/guardians will be required to pick up students who are showing any symptoms of COVID-19.
4. Staff with symptoms will be sent home.
5. Students and/or staff who have tested positive for COVID-19 will be required to be out of school for at least 10 days and must produce a negative COVID-19 test for re-admittance.
6. Readmittance to school will follow guidelines established by the NJDOH and use the school exclusion chart in the NJ DOH COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools dated 8/13/20. Students who test positive may only return to school after 10 days have passed since they obtained the positive test result and, they must demonstrate that they are no longer infected by producing a negative test result to the school administration. During the time that they are being quarantined they will be provided with virtual instruction.
7. Areas where contact was made by a student who tests positive for COVID-19 will be cleaned and sanitized thoroughly prior to allowing continued use.

Contact Tracing

1. The school nurse has been designated as the individual in charge of contact tracing.
2. Any student with symptoms will be asked about possible exposure and travel history over the past 14 days.
3. Parent/guardian of student with symptoms will be contacted and asked to bring the student to a healthcare provider to determine if testing for COVID-19 is necessary before returning to school.
4. School administrators will utilize the scheduling program in Realtime to trace where students have been as well as inform his/her assigned teachers/therapist if that student tests positive for COVID-19. This information will be shared with the school nurse, who will log it in the medical log in Realtime. Teachers who were exposed will be encouraged to get tested whether they show symptoms or not. If they start showing symptoms, they will be restricted from the building and assigned to teach remotely until they are able to produce a negative test result.
5. The Local Health Department (LHD) will be notified when staff or students are ill and have potential COVID-19 exposure.
6. The LHD will be notified of any positive cases of COVID-19 in the building.
7. The local health department has already been contacted and is aware of our contract tracing designee and policy for contact tracing.
8. The school nurse will contact the local health department, staff, families and sending school districts if an individual who tests positive for COVID-19 has been in the building.

Facilities Cleaning Practices

1. Teachers will be responsible for cleaning all frequently touched areas between classes. Each classroom will have sanitizer, disinfecting spray, and Clorox brand disinfecting wipes available throughout the school day. Sanitizer liquid purchased is all 60% or greater alcohol content.
2. Teachers will be responsible for notifying the custodian if more cleaning supplies are needed.
3. Office staff will be responsible for notifying the custodian if sanitizing stations in the common areas and bathrooms need to be refilled.
4. The school custodian will be responsible for sanitizing the bathrooms during the school day. Bathrooms will be cleaned prior to student arrival, after 2 hours, and upon student dismissal. Bathrooms have all been equipped with exchange fans.
5. The school custodian will use the Petra Electric Fogger Atomizer Backpack Sprayer Mist Blower to disinfect the entire building, including all bathrooms, classrooms, offices and common areas after school daily, at 2:30 pm. The fogger uses an RMR-141 Disinfectant and Cleaner.
6. Facilities cleaning practices and guidelines will be attached to the parent/student school manual.

Meals

1. Holmstead will be following a ½ day schedule. There will be no lunch program.
2. Lunch for students who have been approved for the free lunch program will be provided in separate bags/containers “to go.”

Recess/Physical Education

1. P.E. will take place remotely for both in-person and virtual learners.
2. All students will be required to submit a P.E. form weekly, detailing the activities that they participated in for the week. Zoom classes with our Yoga instructor will be available for all students at least 3x/week.

Extracurricular Activities and Use of Facilities Outside of School Hours

1. As a receiving school, Holmstead does not have any extracurricular activities or use of the facility by students outside of school hours.
2. Community organizations and church groups, who use some shared spaces with the school will be required to follow our safety protocols. Our custodian has agreed to fog all areas used by these individuals after they leave the building.

Social Emotional Learning (SEL) and School Climate and Culture

1. Educator well-being is addressed during weekly faculty meetings. During those meetings, teachers have an opportunity to report any concerns and difficulties in an accepting environment.
2. Teachers are offered support by administration and clinical staff on an “as needed” basis throughout the school day.
3. Holmstead will continue to, as it always has, to provide a warm, supported, accepting environment for students and staff.
4. In addition to the one full-time and three part time Licensed Clinical Social Workers on staff, we have hired a full-time doctoral level School Psychologist to better address the social/emotional needs of students and staff.
5. Holmstead will continue, as it always has, to provide a therapeutic milieu addressing the social/emotional needs of students and staff as a regular course of school functioning.

Multi-Tiered Systems of Support (MTSS)

1. All Holmstead students have already been identified, evaluated, and determined to have one or more disabilities. All students have been classified by the sending school district and all have an Individual Education Plan (IEP).

Wraparound Supports

1. As a therapeutic high school, all students receive Individual Counseling 1x/week and most receive Group Counseling 1x/week as specified in their IEP. Individual Counseling for in-person learners will take place during school hours. Group Counseling for in-person and virtual learners will take place virtually, during the afternoon session. The weekly AA group will take place virtually during the afternoon session as well.
2. Counseling sessions will occur on a regular set schedule during school hours for in-person and virtual learners.
3. Students experiencing any social/emotional difficulties can be scheduled for additional sessions on an as needed basis.
4. Virtual learners will have the options of having their counseling session conducted by video or phone. Therapists will schedule video sessions using Zoom.
5. Teachers will be attuned to behavioral and/or emotional changes in students and report these immediately to the student's therapist and/or administration.
6. Therapists will maintain contact with outside agencies, including private psychotherapists and psychiatrists or other treatment facilities.
7. Parents will continue to participate in monthly evening support groups provided by two of Holmstead's therapists.
8. Ongoing communication with parents will continue, including phone calls, emails, website postings, etc.

Food Service and Distribution

1. Holmstead will be following a ½ day schedule. There will be no lunch program.
2. Lunch for students who have been approved for the free lunch program will be provided in separate bags/containers "to go."

Quality Child Care

1. As a receiving school, Holmstead does not provide a child-care program.

LEADERSHIP AND PLANNING

Scheduling

1. Holmstead is planning for in-person education, following a ½ day schedule. Students will be scheduled for six classes per day using a rotating schedule. The first day of classes will take place on 9/2/20 and the last day of school will be on 6/18/21, encompassing 180 of in-person education.

2. A virtual program will be provided for students whose parents have opted out of in-person learning and/or in the event of the school having to close, following the above schedule of days starting and ending and also encompassing 180 days of education.
3. The school day for in-person will take place from 8:15 – 12:35 daily. Homeroom will take place from 8:15 – 8:30 and the first class will start at 8:35.
4. The school day for virtual learners will take place from 8:30 – 2:30 daily.
5. Parents have already been surveyed and a determination has been made regarding which students will be in-person and which will be virtual learning students. Changes to this will have to be made, in writing, by the parent and the ultimate decision about the education of the student is made in collaboration with the public school district.
6. Virtual learning students will be scheduled separately from in-person students.
7. Virtual learning students will receive a schedule of instruction following the regular school hours and with classes rotating daily.
8. Teachers will be given free periods during which they will work with the virtual students. This includes the 12:35 – 2:30 time slot during which there will be no in-person instruction.
9. A staff member will be assigned the specific role of virtual learning coordinator and will be available all day to conduct virtual meetings with students and help them with assignments.
10. All teachers have created virtual classes through Microsoft Teams and will post assignments and information daily for virtual learners and in case a student becomes ill and must be out of school.
11. Teachers will supplement virtual learning with online texts, Zoom sessions, hyperlinks, embedded videos, Screencastify, DBQ's, interactive quizzes, Khan academy videos, IXL, Rosetta Stone, Duo Lingo, and other useful activities as determined by the administration.
12. All teachers will post grades daily through the Realtime student management system.
13. All teachers have laptop computers for use in school and all students have their own devices at home other than three students, who have been provided with a laptop from Holmstead. All students surveyed have access to the internet for use in remote instruction. Ongoing (weekly) inquiring regarding access issues for virtual learning students will be conducted by the student's teachers; especially if they notice a lapse in logging on. Issues with access will immediately be reported to the building

Staffing

1. At present, all staff are healthy and planning to return for the reopening. In the event of illness, we will have a list of substitute teachers to call on to cover classes as needed.
2. We have added a full-time doctoral level School Psychologist to our staff to provide more extensive support services to the students and staff.

Pandemic Response Team

1. Holmstead has established a Pandemic Response Team which includes the following staff members: Director, Principal, Supervisor of Instruction, LDTC/Technology Liaison, School Nurse, 4 Licensed Clinical Social Workers, School Psychologist, School Secretary, Custodian, 4 teachers, and 2 parent representatives.
2. The Pandemic Response Team has already been instructed on their responsibilities.

Athletics

1. There are no athletic programs outside of Physical Education classes at Holmstead.

POLICY AND FUNDING

1. All funding for student enrollment at Holmstead is paid for by the sending public school districts.
2. Holmstead has received a PPP loan in order to ensure that all staff can continue to receive paychecks, even if enrollment decreases.

Purchasing

1. Numerous purchases have been made in preparation for the reopening. These include sanitizer, disinfectant spray bottles, a fogging machine, window exchange air fans, masks, gloves, individual desks, infrared thermometers, and other items as determined by the reopening committee.

Use of Reserve Accounts, Transfers, and Cashflow

1. This is not applicable to our school at present.

Costs and Contracting

1. This is not applicable to our school at present.

Elementary and Secondary School Emergency Relief Fund

1. This is not applicable to our school at present.

Federal Emergency Management Agency

1. This is not applicable to our school at present.

State School Aid

1. As a private school, Holmstead does not receive state school aid.

CONTINUITY OF LEARNING

Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

1. Holmstead is an approved special education school and follows each student's IEP as developed in collaboration with the public-school district's IEP team.

Technology and Connectivity

1. All students have access to computers while at school and all either have their own devices to use at home or those provided by Holmstead for students who do not have their own device.
2. Parents had been surveyed to establish which students needed to be provided with a device and all students currently have a device for use in virtual instruction. Three were provided with devices from Holmstead.
3. Holmstead purchased 38 new laptop computers for use in the school building.
4. All students were provided with explicit instructions for logging onto Microsoft Teams and accessing their classes through this website.
5. All students were provided with instructions for using Zoom to connect with their teachers, classes, and therapists.
6. All new students will be surveyed in order to assess their technology needs and provided with a device if they are being provided with virtual instruction.

Curriculum, Instruction, and Assessments

1. Holmstead's school Principal along with the Supervisor of Instruction and Director will continue to provide support in modifying the curriculum for the virtual learning students.
2. Teacher will continue to post all assignments on Microsoft Teams, utilize various remote learning platforms, and participate in professional learning so that they are best prepared in the event that we need to go back to full remote learning.

Professional Learning

1. Teachers will be provided with weekly or more instruction in the use of various online platforms for improving student engagement in virtual learning.
2. The school Principal and the Supervisor of Instruction will provide extensive materials for teachers to improve the virtual learning experience of the students.

Career and Technical Education (CTE)

1. Holmstead does not provide CTE.

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