

North Jersey Elks Developmental Disabilities Agency
Elementary and High Schools Clifton, New Jersey 07011

NJDOE

The Road Forward

UPDATED: August 24, 2021

NJEDDA Elementary and High Schools will be open for full day in-person learning for all elementary and high school students on September 2, 2021. Our reopening will incorporate guidance from the NJDOE and NJDOH The Road Forward – Health and Safety Guidance for the 2021-2022 School Year. Based on all districts returning to full in-person learning in September 2021, we are not anticipating any difficulties with transportation from our sending school districts’. We will work with parents to put their hesitation at ease (explaining masking requirements, cleaning protocols, and encouragement to investigate vaccinations for all students over the age of 12 and staff) regarding their children returning to in-person learning.

We are prepared to offer remote instruction if necessary due to quarantine status of students. Therapy services will continue to be offered onsite and if needed, via teletherapy.

The Road Forward

1. NJEDDA is planning a **186 day school year** (full day 6 hour sessions) with five emergency closing days
2. Our policy is to offer remote learning for only those students who will need to quarantine due to exposure / contraction of the COVID Virus. Teachers, working along one-to-one aides, and therapists (occupational, physical and speech) will prepare lessons and treatment plans that will be provided to the families if the need arises to switch to remote instruction. The staff would work with the students via Zoom and Google Classroom and phone calls to the parents. Parents are always welcomed to join the remote sessions with child. Each student will receive at least four hours of instructional contact and kindergarten students will receive two and a half hours of synchronous or asynchronous remote activities. Staff are prepared to shift between in person and remote instruction when necessary.

3. If the need should arise to switch to remote instruction due to a quarantine, remote sessions will be a minimum of 4 hour sessions and up to 6hours.
4. All students who can utilize computer technology have access to devices for remote learning if needed due to quarantine status.
5. N/A We do not have varsity sports.
6. Our **Pandemic Response Committee** consisted of our administrative team along with maintenance staff, nurse, social worker, and board facilities chairman. The members are as follows: Mrs. Rachel Herrington, Executive Director, Jennifer Miller, Principal, Marianne Idenden, Vice Principal, Dolores Miles, Business Manager, Rodrick Walker, Head of Maintenance, Astrid Tapia, Keith Oakley, Board of Trustee Maintenance Chairman, Ana Maria Rosado, Social Worker, Mary Fischer, High School Supervisor and John Biegel, Director of the Clifton Health Department reviewed our plans and offered suggestions for improvement that have been included herein.
7. **Digital Divide**: In our agency, technology continues to be a priority for our students due to their physical and communication challenges. Even before the pandemic all of our students were equipped with the I-Pads, Chromebooks, and other adapted access devices for their instructional and therapeutic success. Our agency process includes the following:
 - a. Teachers and therapist document any student educational and therapeutic equipment needs. These needs are discussed with district child student team members and added to the IEPs.
 - b. Staff notifies administration of technology needs and purchases are made to meet the needs.
 - c. In the event of a switch to remote learning is needed due to quarantining, students who cannot use technology are identified and the student receives a packet of work. Staff guides and instructs the students and families over the telephone, email and remote interaction.
 - d. Teaching and therapy staff working in our school facilities are in daily communication with the school administration to remedy student learning situations needing attention.

8. **General Health and Safety**

We anticipate all students will be attending in-person learning. The staff and students will continue to wear masks while working indoors and in close proximity of each other. Additionally, staff will make every effort to maintain a social distance of minimally 3 feet when feasible.

9. **Classroom, Testing, Therapy Rooms**

- a. Students will be separated by 3 foot distances in all classroom and therapy, to the best of the staff's ability.

- b. Shared objects will be limited and cleaning and disinfecting solutions will be available in all rooms.
- c. HVAC system is under maintenance contract for filters, tune ups and repairs. It has a fresh air intake system.
- d. Hand sanitizing stations are throughout the buildings and bottles of sanitizer will be made available for all students and staff.
- e. All hand washing sinks have soap, water and hand sanitizer.
- f. Students will have regularly scheduled hand washing and/or sanitizing breaks, such as before eating, after using the bathroom and after blowing their nose, sneezing, and coughing. Hand washing reminder signs are placed throughout the building.

10. Transportation

- a. Students will wear masks to the best of their ability, considering their disabilities on transportation runs.
- b. Social distancing will be maintained on vehicles to the greatest extent possible.
- c. We will follow CDC recommendations and use appropriate cleaners and disinfectants in our vehicles after every student use.

11. Student Flow, Entry, Exit and Common Areas

- a. Policy includes temperature screening at entrances for students and staff for the first 2 weeks of reopening, health surveys, and nurses visually checking students for symptoms.
- b. Parents / Guardians were encouraged to monitor their children daily and report any illness to the school nurses.
- c. Face covering and/or masks will be required for all to wear. Floor markings are placed on the entrances to help maintain social distancing. Signs will remind students and staff of distancing.

12. Screening, PPE, and Response to Students and Staff Presenting Symptoms

- a. All students will wear a mask unless their disability prevents it and all staff will wear masks.
- b. Students and staff who test positive will be placed on a 10-day quarantine. Health department official, staff and families will be notified of the positive result. Symptomatic students and staff will be isolated. We will cooperate with the Health Department with contact tracing. Re-admittance will happen after a negative test. Parents reminded to keep their sick child home.

13. Contact Tracing

Should a positive case arise NJEDDA schools will coordinate with the Clifton Department of Health and our school nurses.

14. Facilities Cleaning Practices

NJEDDA adheres to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise.

- a. NJEDDA has accounted for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitize bathrooms daily and between each use as much as possible.
- b. The following cleaners shall be used by NJEDDA as per CDC Guidelines:

DISINFECTANTS

- i. NABC DISINFECTANT BATHROOM CLEANER EPA # 5741-20
- ii. LYSOL DISINFECTANT SPRAY EPA # 777-99
- iii. HYDROGEN PEROXIDE CLEANER CLEAN BY PEROXY #15 CLEANER EPA # 84198-1
- iv. CLOROX HEALTHCARE BLEACH GERMICIDAL WIPES EPA #67619-25
- v. GO hdqC2 #2 Disinfectant EPA # 1839-169-5741

15. Meals: Documented Procedure for Food Service

- a. Social distancing: Staff will avoid large communal dining where possible and consider serving meals in separate rooms, if possible. We will continue to participate in the Free and Reduced Lunch and Breakfast Program. Some students will bring their own meals. NJEDDA will make appropriate accommodations for food storage. Additionally, mealtimes will staggered to ensure separation of groups and avoid congregation.
- b. Hygiene and sanitation:
 - i. Staff will clean and sanitize surfaces between each meal service.
 - ii. No self-service or buffet style dining.
 - iii. The staff will encourage proper hand washing before and after meals.
 - iv. Staff will use disposable food service items (utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.

v. Buffet dining and parties are discontinued at this time.

16. Recess/Physical Education/Field Trips

- a. NJEDDA outdoor spaces will be available and will be marked off to ensure separation between students.
- b. Outdoor gym classes and activities will be staggered by groups and staff must disinfect playground equipment and other shared equipment between uses.
- c. NJEDDA has no locker rooms when students change their clothes in the bathrooms when necessary.
- d. Off-site fieldtrips, beginning Fall 2021, will be outdoors to the extent possible. Virtual and in-house assemblies will be utilized to decrease the exposure to large group settings. High School students will participate in off-site SLE and CBI activities, however students will wear masks to the extent possible and staff will wear masks at all times when indoors.

17. Extracurricular Activities and Use of Facilities Outside of School Hours:

- a. Usage of school rooms shall be approved by the Executive Director or Designee, after cleaning and disinfecting by the maintenance staff.
- b. NJEDDA does not rent their facilities to external community organizations.

COVID 19 Handbook Addendum to Universal Precautions

Employee Handbook

Policy Statement:

NJEDDA believes that the health and safety of our students, clients and staff are our primary mission. Covid 19 has presented additional challenges to this mission. In all stages and phases of pandemic response and recovery, NJEDDA will comply with Center for Disease Control (CDC), state, and local guidelines. We believe that it is most important to screen out persons with symptoms so that we can maintain as healthy an environment as possible. The following procedures and information supplements our in the Universal Precautions (see Appendix) that we already follow in our staff handbook to prevent illness and promote a healthy learning environment.

General Health and Safety Guidelines

Goal: To reduce the spread of COVID-19 we will need to continue these practices and repeat their importance throughout this handbook:

- **social distancing** (specifically, staying 3 feet away from others when you must go into a shared space)
- frequently **washing hands** or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing **cloth face coverings**
- **avoiding touching eyes, nose, and mouth**
- **staying home when sick**
- **cleaning and disinfecting** frequently touched objects and surfaces
- **staff and students will be screened at arrival for any COVID symptoms for the first 2 weeks**
- **after the first 2 weeks, staff and parents/guardians of the students were encouraged to monitor their health daily and report any symptoms or illness to the nurse**
- **visitors will have their temperature taken upon entrance to NJEDDA facilities. (See procedures)**

Symptoms of Coronavirus

What you need to know:

- Anyone can have mild to severe symptoms.
- **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- **Fever (over 100.4) or chills**
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Staff are asked to check the CDC website for updates to this list as we learn more about COVID-19.

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

NJEDDA will contact the Clifton Health Department when positive cases arise and they will consult with us on close and contact cases

Steps to help prevent the spread of COVID-19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care:

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation, ride-sharing, or taxis.**

Separate yourself from other people:

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

Monitor your symptoms:

- **Symptoms of COVID-19 fever, cough, or other symptoms.**
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions with positive cases and general information about your symptoms.

When to Seek Emergency Medical Attention:

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility:

Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick wear a cloth covering over your nose and mouth

- **You should wear a cloth face covering or protective mask, over your nose and mouth** if you must be around other people or animals, including pets (even at home)
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has a medical condition or trouble breathing, or anyone who is not able to remove the covering without help. This includes some of our NJEDDA students and clients.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

Cover your coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw away used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often:

- **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal items:

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put in the dishwasher.

Clean all “high-touch” surfaces everyday:

- **Clean and disinfect** high-touch surfaces in your “sick room” or bathroom; wear and change disposable gloves between jobs. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use quat or bleach disinfectant that are effective against viruses.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- **Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.**

Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection.

Disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Bleach solutions will be effective for disinfection up to 24 hours. We use the following: **DISINFECTANTS:**

- vi. NABC DISINFECTANT BATHROOM CLEANER EPA # 5741-20
 - vii. LYSOL DISINFECTANT SPRAY EPA # 777-99
 - viii. HYDROGEN PEROXIDE CLEANER CLEAN BY PEROXY #15 CLEANER EPA # 84198-1
 - ix. CLOROX HEALTHCARE BLEACH GERMICIDAL WIPES EPA #67619-25
 - x. GO hdqC2 #2 Disinfectant EPA # 1839-169-5741
-
- **Store and use disinfectants** in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
 - Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
 - **Always wear gloves** appropriate for the chemicals being used when you are cleaning and disinfecting. Change gloves between jobs. Additional personal protective equipment (PPE) may be needed based on setting and product.
 - **Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently for at least 20 seconds and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.**

Screening and Monitoring Temperatures

Temperature and symptom screening will be conducted daily on each student, adult client and staff member upon arrival for the first 2 weeks at the NJEDDA facility using the following process:

The individual child's parent/guardian who is dropping off the student or client should take their son/daughter to the nurse / designated temperature taker upon arrival. Students and clients arriving on vans and busses will have their temperature taken and recorded for their individual nursing records.

Temperature checks will be conducted on the arriving school vehicles while maintaining social distancing to the greatest extent possible; in addition, the program staff involved in temperature checks should wear cloth face coverings and gloves. Students/clients with a fever (>100.4) or other signs of illness or who have persons in the household with symptoms of COVID-19 will not be admitted to the facility.

A non-contact thermometer will be used for all student, clients and staff and the results charted on an individual log sheet.

The parents/guardians will be asked if the child has any symptoms of COVID-19 and if there are persons in the household with symptoms of COVID-19

All program staff will take their temperature taken upon arrival at the facility for the first 2 weeks and report the temperatures over 100.4 to their immediate supervisor. All staff will also monitor themselves for any symptoms of COVID-19 and should not enter the facility if they have a fever or other signs of illness or have persons in their household with symptoms of COVID-19.

If a student/client develops symptoms during the program day they will be isolated from the other students/clients. Each NJEDDA building will make available if necessary a location for this purpose. The parents will be called to take their son/daughter for COVID 19 testing.

If the administration becomes aware of an individual who has spent time in a NJEDDA facility tests positive the Executive Director or his designee will notify the Clifton Health Department, staff, and families of the confirmed case while maintaining confidentiality.

Protocols for Transportation Services

A. Field trips will be limited for the 2021 2022 school year; however, if they need to occur, staff will encourage **social distancing** by maximizing space between riders and maintaining space between the driver and the passengers. Staff should accompany the driver on all transportation routes to ensure safety and **social distancing**.

B. Staff will wear **face coverings** on buses.

C. Students are encouraged to wear face coverings as feasible and required in times when social distancing is difficult to maintain. It is understood that use of face coverings may be challenging for students.

D. Staff will open windows, except during inclement weather, to encourage ventilation.

E. Staff will clean and disinfect vehicles between each use.

Documented Procedure for Food Service

A. Social distancing: Staff will avoid large communal dining where possible and consider serving meals in separate rooms, if possible. We will continue to participate in the Free and Reduced Lunch and Breakfast Program. Some students will bring their own meals. NJEDDA will make appropriate accommodations for food storage. Additionally, mealtimes will staggered to ensure separation of groups and avoid congregation.

B. Hygiene and sanitation:

1. Staff will clean and sanitize surfaces between each meal service.
2. No self-service or buffet style dining
3. The staff will encourage proper hand washing before and after meals.
4. Staff will use disposable food service items (utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
5. Buffet dining and parties are discontinued during the time.

Cleaning Electronics

For electronics, such as tablets, touch screens, keyboards:

1. Consider putting a moisture proof cover on electronics.
2. Follow manufacturer's instruction for cleaning and disinfecting.
3. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning Rugs

Rugs will be vacuumed with vacuums with a HEPA filter.

Visitors

Staff will pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 3 feet between people if meetings are held. Limit group size to the extent possible.

We will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

Visitors will be required to wear a mask or cloth face covering, undergo a temperature check, answer Covid screening questions, and maintain social distancing.

Package deliveries will be in the vestibule of each facility and package deliverers will be restricted from entering the facilities.

NJEDDA Office Safety Guidelines During COVID-19

The following guidelines are in effect beginning September 2021 and are subject to change if virus conditions change. Additional guidance will be provided as the local and state condition change.

While these guidelines are in place for the office and program locations, we expect that all staff take appropriate safety precautions while outside of work to further reduce the risk of exposure. This includes following all government issued guidelines around social distancing, face coverings and hygiene. Important and up to date information can be found on the NJEDDA website, www.njedda.org coronavirus-alert page.

STAFF SCHEDULES

All administrators are responsible for ensuring that the guidelines presented below can be reasonably implemented. Staff must work with their immediate supervisor of their planned and adjusted schedules.

GROUP MEETINGS/TRAININGS

All group meetings and trainings may be held virtually or in-person. For those meetings/trainings that are required to be held in person, social distancing and prevention guidelines will be followed. Meeting requests will be submitted to your immediate supervisor.

FACILITIES PREPAREDNESS

In the elementary school the elevator occupancy is two people per elevator ride. Please use hand sanitizer prior to accessing elevator. The air conditioners were cleaned, and sanitized and appropriate filters were inserted. Ne UV lamps are installed in the heat/air conditioning system to kill viruses and other contaminates. The cleaning staff will be asked to complete a log each time cleaning is done, which will be maintained in the office. We have removed extra chairs so that appropriate social distancing can be maintained. For private offices, three feet distancing should be maintained between workstations. Until then for cubicles that do not have high partitions, staff cannot sit adjacent or back to back with another person without both parties wearing a mask.

All Offices

We secured paper towel dispenser and touchless soap dispenser for each office kitchen and bathroom. We have touchless hand sanitizer dispensers for reception area, hallways, and copy and mail areas. We will maintain a cleaning log on site that document date, time, and scope of cleaning.

STAFF GUIDELINES

We will have appropriate signage posted throughout the sites to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Surface Cleaning

We are requiring that each staff wipe down any surface that is touched with an antiseptic wipe or paper towel/disinfectant spray, which will be supplied. Each workstation should have hand sanitizer and/or antiseptic wipe or product.

Cleaning hands

We are requiring each staff to sanitize their workstations at the beginning of each day. For example, this includes computer mouse/keyboard, phone, desk, chair, etc. In addition, to thoroughly washing hands with soap and water as needed per CDC guidelines.

Face Coverings

All employees will be required to wear face coverings and/or masks at all times while in common areas. For offices that have cubicles without high partitions, these areas are considered common areas. Staff are able to remove face coverings if in a private office alone and with closed door. Appropriate face coverings can be cloth or surgical. It must cover the nose and mouth. Staff may wear their own personal appropriate face covering. If needed, staff will be issued face coverings and are responsible to clean and maintain them. Face shields will be provided for staff for diaper changing, feeding duties, and other duties where bodily fluids may be present. Shields are worn with masks and face coverings. When discarding disposable face covering, utilize a trash receptacle. Our website has videos on face coverings and how to maintain them.

Social Distancing

Staff will need to maintain appropriate social distancing while in the offices. This means that staff cannot be within 3 feet of another person without a face covering. In addition, we are requiring that staff do not congregate in order to further reduce risk of exposure. Special care should be taken in areas such as the kitchen, bathroom, reception area, conference rooms, offices, mail station, and copy/printer areas to maintain proper distancing. We are also requesting that staff maintain social distancing while eating lunch.

Gloves

Gloves will be available to employees. We prefer staff to sanitize their hands before and after touching all surfaces. If this is done, staff in offices will not be required to utilize gloves. Gloves should be used when handling incoming packages, mail and supplies as well as if person to person contact is needed.

Screening

Everyone, including family members, entering the NJEDDA facilities must be screened for COVID-19 and wear a mask. They should make an appointment and call from their cars before entering the building. This screening will include being asked specific questions to determine risk level. In addition, temperature check will be done utilizing a touchless thermometer, and the temperature will be logged. We are also required to maintain these records for potential contact tracing. For visitors, we will need additional information including the visitor's phone number and they will be provided with contact information for NJEDDA if they test positive within 14 days of the visit.

Before coming to work

All staff need to stay home if they are sick or showing symptoms of COVID-19 as well as following the appropriate reporting guidelines. When staff report to the offices, they will complete a questionnaire and if their responses indicate a high risk, staff will be asked to leave and to contact their supervisor and HR for further guidance.

Communication to Staff

Staff will receive information on our policy and will need to read, understand and acknowledge receipt. We will continue to communicate with staff as additional information is shared via email, announcements, our website and Instant Alert phone calls. Our administrative team is available to answer and address any questions that staff might have.

NJEDDA EMPLOYEE OATH OF RESPONSIBILITY DURING THE COVID-19 PANDEMIC

Effective September 2021, all employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19 for the first 2 weeks of reopening.

Every employee will be screened daily, by having his or her temperature taken in the reception area. Each employee will be screened by using a touchless forehead thermometer. The employee will also complete a COVID-19 symptom check questionnaire. The employee's temperature and answers to the questionnaire will be **documented**, and the record will be maintained as a private record with Human Resources.

An employee who has a fever at or above 100.4 degrees Fahrenheit, or who is experiencing coughing, shortness of breath, or other symptoms will be sent home. The employee should **monitor his or her symptoms** and call a doctor, or use telemedicine if concerned about their symptoms.

An employee sent home can return to work when:

- He or she has not had a fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
- At least ten (10) days have passed since the symptoms began.
- An employee who has been absent for more than three days (3) should have a doctor's note to return to work.

An employee who experiences fever and/or respiratory symptoms while home, and/or has tested positive for COVID-19, or has been exposed to someone who has tested positive, should not report to work. Instead, the employee should contact his or her immediate supervisor, or Human Resources immediately. Staff members should check the latest state list of other states, that if visited require a 10 day quarantine. Passaic County residents should also check the Passaic County website for the latest list of testing sites available for residents.

Any additional questions, please feel free to contact your Supervisor and/or the Human Resources Coordinator.

Appendix: Basic COVID 19 Training Information

Safe Schools Covid-19 Four Online Training Courses:

Coronavirus Virus Awareness

Coronavirus: Cleaning and Disinfecting Your Workplace

Coronavirus: Managing Stress and Anxiety

Coronavirus: Reopening Your Organization

Videos:

How to Properly Clean Your Face Shield (You Tube Oneida Health)

Handouts

Protective Equipment Recommendations for Direct Service Providers

COVID-19 (2019 Novel Coronavirus) NJ Department of Health

What You Should Know About COVID-19 To Protect Yourself and Others

Covid-19: Health Actions to Protect You and Your Family

How to Stay Healthy from Covid-19

Stop! Feeling Sick?

Coronavirus, Flu, Cold?

Parent Reopening Survey

Covid-19 Testing Sites (List as of July 2020 – Check your County of Residence for the Latest List of Testing Sites)

Facility Signage

Stop the Spread of Germs

Please Wear a Cloth Face Covering

Wash Your Hands

Social Distancing Saves Lives

Safe and Healthy Diapering

Visitors Guidelines