



# GREEN BROOK ACADEMY

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## **Green Brook Academy**

### **COVID-19 Pandemic Response and Re-Opening Plan & Protocols As of 3.18.2021 (revisions highlighted)**

The purpose of Green Brook Academy's COVID-19 Pandemic Response and Re-opening Plan & Protocols is to outline the guidelines and policies designed to return students and staff to Green Brook Academy to promote health and safety and have been aligned with the Department of Education's Restart and Recovery Plan, as well as all federal, state and local Health Department and CDC guidelines.

Green Brook Academy has, to the greatest extent possible, established the re-opening plan and protocols to ensure the health, safety and well-being of our students and staff. Our current plan is to provide a hybrid educational experience, with an in-person component that will provide an environment that is not only safe and healthy, but conducive to learning and will allow our students the opportunity to receive the social, emotional supports that are crucial to their growth and success in school. Our virtual component will provide necessary exposure to remote learning if an all-virtual requirement is mandated by the State of New Jersey. **Our full(5 day pers week) in-person program can be implemented when data and environmental factors support more in-person exposure for both school staff and students. All decisions will be made in collaboration with the local health department.**

Green Brook Academy will continue to provide professional development to staff members in the event all schools are required to shift back to an all-remote learning model. Green Brook Academy staff uses various methods of in-service training (webinars, in-person training, exploration, and implementation of new tools) to strengthen the fully remote educational experience.

Green Brook Academy's hybrid plan includes 3 in-person days and 2 virtual days per week. Students will be in session for 4 ¾ hrs. per day. In-person days will be the same each week to give a consistent/structured school week schedule to our students and their families as well as our district transportation providers.

Green Brook Academy's 2020-2021 school year will be in session for at least 180 days in accordance with N.J.S.A. 18A:7F-9. Students will receive a minimum of 4 hours instruction time per school day. Instructional time may be delivered in-person, synchronous (utilizing live lessons virtually) and asynchronous (utilizing recorded lessons virtually).

All Green Brook Academy students will receive a Chromebook with the Google Classroom platform and a school email. At this time, our students have been surveyed and all Green Brook Academy students have access to internet resources. In the event a student does not have access, Green Brook Academy will support that student to acquire it through using school district resources, GBA school resources and/or local cable/phone company resources. School counselors and teaching staff maintain frequent contact with families ensuring digital access.

In the event a student has difficulty accessing their online resources or have a disabled computer, Green Brook Academy will replace/repair computer and/or provide an alternate method of materials until the digital resources are up and running. By utilizing plan, the outreach and virtual instructional delivery method will ensure all students have equal access to their educational materials.

Green Brook Academy's remote learning policy includes all considerations including the need for full-time virtual learning due to parent/guardian choice and /or state mandates and/or illness and/or quarantine. Green Brook Academy may refer to the Covid Activity Level Index (CALI report) which reports regional Covid Activity throughout the State of NJ. Students may be moved to virtual learning if the region of their residence shows High or Very High Activity.

If data reflects a reduction in regional Covid activity (per CALI report), Green Brook Academy will reassess our hybrid plan to return to a 5-day in-person learning program. The 5-day in-person schedule will be 4 ¾ hours per day. This determination will be made as data is made available and in collaboration with the Pandemic Response Team. In the event GBA determines a move to 5 day in-person instruction is safe and justified, and supported by the SCDOH, all school districts will be provided with adequate notice to ensure transportation can support the updated in-person school days. As per current state mandates, parents would continue to have the option to have their child continue with a virtual program if they chose to do so.

This plan was initially developed by using the following methods:

1. Committee collaboration. This includes school administration, health staff, teaching staff, counseling staff and maintenance staff.
2. Data assessment. This is based on survey results from families, staff, and case managers.
3. Research. This has been ongoing to ensure best practices are utilized during implementation.

As we continue to re-evaluate our plan due to evolving needs, Green Brook Academy's Pandemic Response Team (PRT) will be used to ensure all stakeholders are involved in the process. Parent and district representatives will be included as an integral part of the PRT. Green Brook Academy recognizes this plan will evolve as updated federal, state, and local guidelines become available.

### **CRITICAL AREA OF OPERATION #1:**

#### **General Health & Safety Guidelines**

Green Brook Academy has established the following protocols to maintain compliance with all local, state, and federal health departments as well as CDC guidelines to the maximum extent possible.

1. Green Brook Academy will maintain communication with the Somerset County Department of Health as our primary point of contact. Our unique student population services multiple communities/counties in the state of New Jersey. With the direction of Somerset County Health Department, Green Brook Academy will determine on an as needed basis, any additional communication with local agencies within our sending districts if necessary.
2. Promote positive behaviors to reduce spread, including use of social distancing (maintaining 6 feet), handwashing/sanitizing, proper face coverings, daily health check for all staff/students and stay home when sick policy.
3. Determine reasonable accommodations for any staff or students who may fall in to "high risk" categories to the best of our abilities, which may include but is not limited to, virtual teaching and learning.
4. To ensure our school community is adequately protected, Green Brook Academy provides the necessary Personal Protective Equipment (PPE) at no charge to all staff, students and visitors. In

addition, Green Brook Academy's safety/health protocols for all staff, students and visitors are required. This is in line with EO #192. Our protocols include:

- a. All staff are required to utilize face coverings throughout the day unless it would inhibit an individual's health.
- b. Students are also required to wear face coverings throughout the day and when social distancing cannot be maintained, unless doing so would inhibit the student's health. Students are required to wear face coverings when in common areas such as hallways, school offices, nurse office, bathrooms, and school vehicles unless doing so would inhibit the student's health. If a student is unable to comply with this requirement, they may be requested to utilize virtual instruction option until student is able to comply. Exceptions include:
  - i. Doing so would inhibit the student's health.
  - ii. The student is in extreme heat outdoors.
  - iii. The student is in water.
  - iv. A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering.
  - v. Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).
  - vi. The student is engaged in high intensity aerobic or anaerobic activities.
  - vii. Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
  - viii. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
- c. Visitors will be required to utilize face coverings unless it would inhibit an individual's health. All visitors must sign in at main school office and will be required to complete a temperature screen and health check. Minimizing visitor contact with school students and staff will be endorsed to the greatest extent possible. In addition, any non-essential visitors to school buildings will be denied entry during the school day.
- d. Use of virtual meetings will be recommended to reduce outside visitors.
- e. Promote frequent hand washing throughout the day, including exiting school vehicle in AM, entering, and leaving a classroom or building throughout the day, and before and after meals. Established hand cleaning/sanitizing stations are available in each room, entrances and exits. Students are permitted to carry small sanitizer bottles during the school day.
- f. Education on proper use of face covering, covering of sneezes and coughs, and discarding of tissues as well as proper methods to remove and clean PPE.
- g. Signage throughout school buildings promoting good health, and good health habits with frequent education and reinforcement of techniques.
- h. Signage throughout the school to recognize signs and symptoms of illness and what to do including education provided by school staff to reinforce this information.
- i. Maintain adequate supplies of all PPE and cleaning equipment to ensure safety and health of all school personnel and students. This includes, but is not limited to face masks, hand sanitizer, disposable gloves, disinfectant cleaning materials.
  - i. PPE for staff:
    1. All staff will be provided with face coverings. Staff may use their own face coverings, however, must be approved by school nurse.

2. All staff will be provided with gloves.
3. All staff will be provided with sanitizer and cleaner for classroom desks and surfaces.
4. Face shields can be used as additional protection for school staff if they are more comfortable utilizing this type of PPE. Masks must still be worn.
5. School crisis staff and school nurse will be provided with PPE which will better accommodate close contact interactions.
6. Desk safety barriers for staff desks.
7. Room capacity limits to ensure social distancing. Capacity limits are posted throughout the school buildings.
- ii. PPE for Nurse include:
  1. Isolation gowns/face covering and face shield/foot and head coverings/gloves/goggles.
5. Temperature and health checks which asks standard questions about a person's current health and health status of those around them to ensure a benchmark of good health at the start of each day:
  - a. Staff: AM upon arrival. Nurse or designee to complete.
  - b. Students: AM upon arrival. Nurse or designee to complete.
 Health checks will also be completed mid-day to ensure students/staff have not had a change in their health status.
6. Use of sick/isolation room for ill students.
7. Ensure student information packet is complete, including health history and contact information for family in case a student comes to school not feeling well.
8. Protocols for cleaning and disinfecting protocols for all areas of the school building.
  - a. Deep cleaning and sanitizing of their building(s), including floors, walls, bathrooms, furniture, and school equipment.
  - b. HVAC systems cleaned and filters changed to ensure proper air flow with frequent monitoring.
  - c. Frequent cleaning of all high touch areas throughout the day, including use of fogger with FDA approved sanitizer at end of day to ensure all surfaces will be sanitized.
9. Regular communication and education with families, students, and staff to ensure understanding of current protocols and guidelines.
10. Regular contact with students' families to ensure healthy environments at home.
11. Ability to assist health department in contact tracing when appropriate.
12. Daily attendance calls to all absent students and staff members.
13. AM Safety Check will be completed utilizing PPE for both staff and students. Students will be requested to clean their personal electronics prior to storing them for the school day. School issued Chromebooks will be cleaned and brought to their classroom.
14. Personal belongings for both staff and students will be recommended to be minimal.
15. Student lockers will be spaced apart, and use will be alternated to ensure social distance. Lockers will be sanitized regularly.

## **CRITICAL AREA OF OPERATION #2:**

### **Classrooms, Testing and Therapy Rooms**

Green Brook Academy has established the following protocols to implement social distancing in all instructional and non-instructional areas to the maximum extent practicable. These protocols accommodate the social distancing guidelines of 6 ft. between students and/or staff.

1. Classroom layouts: Each classroom is able to accommodate 6 feet between each student and teacher. In addition, student/staff desks are facing a single direction, increasing the health and safety of students and staff and help reduce transmission.
  - a. If students are in the classroom at their desk, moving throughout their classroom or leaving the room for any reason, they must be wearing their face covering. Students will only be permitted to remove their face covering while seated at their desk during meals or it would inhibit a student's health.
  - b. If social distancing is not able to be maintained, barriers may be installed to ensure the safety and health of all classroom participants.
  - c. Any extra furniture or equipment has been moved to provide as much space as possible. Classrooms have been de-cluttered.
2. Classroom equipment/supplies: Students will be required to come to school each day with their Chromebooks. There will only be a minimal number of "extra" Chromebooks in the event a student forgets theirs at home. Chromebooks will be sanitized daily each morning and throughout the day. In addition, any other student supplies will not be shared amongst students. Students will be given a small bag and/or container to store their belongings/supplies while in school.
  - a. Any objects that may be shared between classes (i.e. physical education class) will be sanitized using proper PPE between each student use and each class use. Sanitizing will occur frequently and will ensure the proper protocols are followed to allow for most effective cleaning processes (i.e. allowing sanitizing material to dry prior to next use).
3. Classroom PPE and cleaning: Each classroom will have ample supply of hand sanitizer readily available and FDA approved disinfecting cleaner to wipe down high touch surfaces throughout the day. Staff will be required to use PPE while cleaning surfaces. Students will be supervised when using sanitizer and will have access to hand washing stations as need and before and after meals. Students will be reminded/instructed proper hand washing etiquette and corresponding signage will be hung to reinforce these skills.
4. Classroom movement: Students will be assigned to one classroom with the same group of students and staff members(cohorts). Minimal interaction between other cohorts will occur. All cohorts have a structured schedule to reduce contact between groups.
5. All indoor classroom/office spaces have ventilation systems that are maintained regularly and/or have access to fresh air component as well as well circulated/ventilated space. Green Brook Academy maintains all A/C and heating units as per manufacturers recommendations.
6. We encourage some outdoor class time, weather permitting. In addition, each classroom should open windows to increase air circulation throughout the day, weather permitting.
7. As needed, gym building may be utilized as classroom setting if larger space is required.
8. Outdoor gym class with cohort will be utilized, weather permitting. Planned lessons/activities will be designed to minimize contact and sharing of equipment with others.
9. Art class will be limited to no more than 3 students from same cohort (allowing for social distance guidelines (6 ft. distance between students). Layout will also be single directional. When possible, art may be held in the classroom.
10. Counseling spaces have been marked with social distance guidelines in place (6 ft. distance) and be ventilated as appropriate. No more than one student permitted in counseling office or staff office space at any time. Masks are mandatory during counseling sessions or when in any staff office. If possible, counselors may utilize the outside grounds for counseling sessions.
11. Student testing: Any time an outside visitor (i.e. CST member) comes in to test a student, accommodations will be provided ensuring social distancing. All outside visitors and students will be



required to wear masks and necessary PPE to ensure safety unless it would inhibit an individual's health.

### **CRITICAL AREA OF OPERATION #3:**

#### **Transportation**

Green Brook Academy does not provide student transportation to and from school. However, we have established the following protocols to implement social distancing on school transportation during the school day to the maximum extent practicable.

1. Green Brook Academy school vehicles are 7 passenger vehicles which are cleaned/disinfected/sanitized between each use.
2. All staff and students in a school vehicle will be required to wear a face covering while maintaining maximum space between individuals. Vehicles will not exceed 3 people (2 people in front row, 1 person in rear row).
3. Vehicle air systems are maintained and cleaned, including vehicle filter system.
4. Hand sanitizer is located in each vehicle for all occupants.
5. Windows will be open, weather permitting.
6. Minimum vehicle usage is expected.

In the event a student comes to school on their district provided transportation and are ill, Green Brook Academy will not return an ill student on the district provided transportation. Green Brook Academy will move the ill student to the "sick" room, until a guardian can transport them home or provide an alternate method of transportation. For return protocols, please reference pg. 8.

### **CRITICAL AREA OF OPERATION #4:**

#### **Student Flow, Entry, Exit, and Common Areas**

Green Brook Academy has established the following protocols to increase social distancing and ensure healthy safe distances while in the school buildings.

1. Student entry: Students arrive on their district provided transportation.
  - a. Students will exit vehicle 1 person at a time.
  - b. Students will be required to complete a health check/screening immediately upon exiting their vehicle.
  - c. If cleared, student will enter school building, and immediately be requested to sanitize their hands.
  - d. Sanitizer is provided at each exterior doorway.
  - e. Student will begin the AM Safety Check and store their personal belongings and get checked in.
  - f. Students will then again be requested to sanitize their hands and follow the one-way signs to their assigned classroom.
2. Student Flow:
  - a. All hallways are one way and marked with social distance and one-way signage. Hallways that are not able to be one way will be marked to show where to walk as well as social distance between individuals. All students are required to wear face covering in hallways.
  - b. Classrooms which have 2 doorways are now assigned an entry door and exit door. Class desks are facing the exit door or a wall to create as safe an environment to the maximum extent practicable. Classrooms with one door are well marked with social distance cues to ensure safest entry and exit.
  - c. Stairways are one way and marked. All students are required to wear face covering in stairways.

- d. All common areas are arranged with social distancing measures in mind. Common areas have floor markings to ensure understanding. All students are required to wear face covering in common areas.
    - i. Counselor/Nurse/Offices: these areas are also marked to ensure social distance measures are in place. One student per visit is permissible to ensure social distance. In addition, these areas require mask compliance.
    - ii. Restrooms: these areas are one occupant areas. Floor markings are evident to ensure students/staff maintain social distance if in this space. All students are required to wear face covering in restrooms.
    - iii. Exterior areas: these areas are marked to remind students/staff of social distance guidelines.
  - e. Loitering of any students and staff is prohibited.
3. Student Exit:
- a. Students will exit following the posted floor markings via one-way hallways.
    - i. Student dismissal will be one student at a time, ensuring hand washing/sanitizing prior to entering their school vehicle.

#### **CRITICAL AREA OF OPERATION #5:**

#### **Screening, PPE, and Response to Students and Staff Presenting Symptoms**

Green Brook Academy has established protocols for the Health office, including screening, PPE and staff/students presenting symptoms.

Green Brook Academy has established the Primary Health Office will be used for medications, screenings, injuries and for students who do not have communicable disease symptoms. A “sick” room will be utilized by health staff to see and treat students who may exhibit any presenting symptoms of Covid-19 or any communicable disease.

All parents have the responsibility to assess their child and take their temperature (without medication) prior to leaving for school and all staff members have the responsibility to do a self-assessment and take their own temperature (without medication) prior to leaving the house.

#### 1. Daily Screening Policy:

- a. Staff Screening Policy: Each staff member will have a temperature check and asked questions below upon arrival each school day. If staff member is cleared, they may enter the building. If staff member is not cleared, they will be asked to return home until the protocols\* below can be met.
- b. Student Screening Policy: Each student upon arrival to Green Brook Academy will be asked to exit their school vehicle one student at a time. They will then have their temperature taken as they step off the bus and will be asked the following questions:
 

✓ Were they sick last night or have a fever?	✓ Do they have muscle or body aches?
✓ Do they have chills?	✓ Do they have a headache?
✓ Have they been coughing or are short of breath?	✓ Do they have a new loss of taste or smell?
✓ Are they fatigued?	✓ Do they have a sore throat?
	✓ Are they congested or have a runny nose?

- ✓ Are they nauseous or have they recently vomited? ✓ Have they recently had diarrhea?
  - c. Student who is cleared may enter the school with a mask. If they do not have one, one will be provided. All students who enter the building will use hand sanitizer at the front door, then proceed to check in.
  - d. Temperature checks will be performed a 2<sup>nd</sup> time ideally right after lunch for each student. This will enable the nurse to determine if a student may be having a change in health status. If their temperature is in the questionable zone, parent will receive a phone call (voice mail will be left and email if parent has an email address if no answer), informing parent about their child's status and instructing parameters on sending to school the following day.
  - e. All parents are to notify the nurse no later than 8:15 AM if their child will not be attending school that day. Parent is to take a temperature before calling so that they can tell the nurse what their child's temperature is that morning. If a message is left for the nurse, parent must leave a phone number where they can be contacted that morning by the nurse.
2. PPE: All staff and student will be required to wear face coverings during screenings. All school staff participating in entry process and/or screenings will also be required to wear gloves.
3. Response to Students and Staff Presenting Symptoms:
- a. Isolation for sick staff: Staff members who present with symptoms of illness will be asked to immediately leave program and be recommended to utilize their vehicle for isolation purposes. If a staff member is too ill to leave the school on their own auspices, the school health staff, or designee will contact the staff members emergency contact to arrange transportation home or contact emergency services if warranted. They may also utilize another school area that is not used for student learning until they are able to leave the school grounds.
  - b. Isolation for sick students: The student who does not pass the screening when arriving at school will be taken to a "Sick Room" to be further screened by the nurse. Transportation to the "Sick Room" will be completed with minimal to no contact with other students. Staff will be wearing appropriate PPE.
  - c. The nurse will use PPE when in "Sick Room" for self-protection and student protection from possible transmission of illness.
  - d. The "Sick Room" will be sanitized fully upon exit of the sick student or staff.
  - e. After being screened by the nurse, it will be determined if the student shall remain in school or to go home.
  - f. If student must be dismissed from school, parent will be called first. If unable to reach parent, a voice mail will be left. If no return call within 15 min., emergency contact person will be called in the order that parent has listed them on the contact form that they completed.
  - g. Student will be kept in "Sick Room" until parent or approved contact person picks student up and they are officially dismissed.



- h. A sick student WILL NOT be sent home on their regular transportation if they are sick since we cannot be responsible for transmitting the illness.
- i. Staff/Student will be sent home for the following reasons but not limited to:
  - 1. Fever 100.4 or higher or fever 99.8 or higher with one or more accompanying symptom on the screening list above.
- j. Staff/Student may also be sent home for other medical related reasons other than those related to COVID-19.
- k. The other individuals of the small group/cohort or close contacts of the symptomatic person should also be sent home and should follow the return protocols below.

4. RETURN PROTOCOLS (staff and students):

- a. Children and staff who are COVID-19 positive or who have symptoms consistent with COVID-19 and have **not had a medical evaluation or have not had a COVID-19 test** must not return until they have met the criteria for discontinuing home isolation (see table below).

<p>Individuals who have symptoms of COVID-19 AND</p> <ul style="list-style-type: none"> <li>• have tested positive (by PCR, rapid molecular or antigen testing) OR</li> <li>• have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until:</li> </ul>	<ul style="list-style-type: none"> <li>• At least 10 days have passed since their symptoms first appeared AND</li> <li>• They have had no fever for at least 24 hours (one full day without the use of medicine that reduces fever) AND</li> <li>• Symptoms have improved (e.g. cough, shortness of breath)</li> </ul>
<p>Individuals who have NO symptoms and have tested positive should stay home and away from others until:</p>	<ul style="list-style-type: none"> <li>• 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.</li> </ul>
<p>Individuals who have symptoms and have tested negative should stay home and away from others until:</p>	<ul style="list-style-type: none"> <li>• 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.</li> </ul>
<p>Individuals who are identified as a close contact* of a confirmed case should:</p>	<ul style="list-style-type: none"> <li>• Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person. A testing option may also be appropriate, see below table.</li> </ul>

- c. Close contacts/cohorts who are instructed to quarantine may return based on the test-based guidelines in the following data chart provided by the NJ DOH 10.22.2020:

	Symptomatic Tested +  Or Symptomatic and close contacts* of known COVID-19 case but not tested	Symptomatic Tested -	Asymptomatic Tested +	Asymptomatic Tested -  No COVID-19 household* or close contacts* or traveler from impacted area*	Asymptomatic Tested -  But is a household* or close contact* or traveler from impacted area*

<b>Timeframe for Self-Quarantine or Self-isolation</b>	10 days since symptoms first began <b>AND</b> 24 hours (1 full day) fever-free without use of fever-reducing medications <b>AND</b> improvement in symptoms	At least 24 hours (1 full day) after symptoms go away  <b>NOTE:</b> If person is a household or close contact, or a traveler from impacted area, they should complete 14-day quarantine	10 days after specimen collection, assuming no symptoms develop^	No self-quarantine days required	14 days from last known close contact with a known COVID-19 case.  <b>NOTE:</b> Household contacts of a COVID-19 case should self-quarantine for 14 days AFTER their last close contact with the case^ . Many household contacts will not be able to avoid continued close contact with others in the household. In these cases, household contacts should continue to quarantine until 14 days AFTER the COVID- 19 case's isolation ends.  If, however, the COVID-19 case can successfully isolate in a separate bedroom away from others in the home, household contacts should quarantine for 14 days from the date of their last close contact with the COVID-19 case.
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\*Household contacts are individuals who live in the same house as a COVID-19 case.

\***Close contact** (updated 10/22/2020) - An individual who was within 6 feet of an infected person for 15 minutes over a 24-hour period, or had individual exposures to more than one infected person added together for a total of 15 minutes over a 24-hour period, or had direct contact with the infectious secretions of a COVID-19 case (e.g., were coughed on). (Walking past a COVID-19 case or just being in the same building does NOT qualify as being a close contact.)

- a. Individuals with an alternate diagnosis that would explain the reason for their symptom(s) should:
  - i. Stay home and follow the [NJDOH School Exclusion List](#) for the diagnosed illness.
  - ii. If symptoms related to an alternate diagnosis change or worsen, the individual should consult a healthcare provider to determine next steps.
- d. In the event of general illness:
  - i. Individual will be required to remain home for 24 hours after the fever is gone without using any medication to reduce the fever.
  - ii. Individual will remain home for 48 hours after any episodes of vomiting or diarrhea.
- e. Individuals are required to have a physician note to return to school if absent 4 or more days or if the nurse or school administration believe it is in the best interest of school program to request a physician note. Note must state individual is cleared to return to school.

Method of Reporting and content of report N.J.A.C.8:57 - 1.6

1. Health care providers and administrators shall immediately report by telephone the information set forth at (c) and (d) below on confirmed and suspected cases of immediately reportable communicable diseases set forth in N.J.A.C. 8:57-1.5(a) to the health officer of the jurisdiction where the ill or infected person lives, or if unknown, wherein the diagnosis is made, except that health care providers and administrators shall report ill or infected persons in State-owned institutions, such as State correctional facilities, directly to the Department.
2. Health care providers and administrators shall report by mail or by electronic reporting within 24 hours of diagnosis, the information set forth in (c) below on confirmed cases of reportable communicable diseases set forth in N.J.A.C. 8:57-1.5(b) to the health officer of the jurisdiction where the ill or infected person lives, or if unknown, wherein the diagnosis is made, except that health care providers and administrators shall report persons with hepatitis C, sexually transmitted diseases and tuberculosis and all persons in State-owned institutions, such as State correctional facilities, directly to the Department.
3. The disease report set forth at (a) and (b) above shall include:
  - ✓ The name of the disease;
  - ✓ The name, age, date of birth, gender, race, ethnicity, home address and telephone number of the person who is ill or infected with such disease;

- ✓ The date of onset of illness;
- ✓ The name, address, institution, and telephone number of the reporting health care provider or administrator;
- ✓ Clinical laboratory data, which support the diagnosis;
- ✓ Any treatment provided (for sexually transmitted diseases only); and
- ✓ Such other information as the Department requires concerning a specific disease.

**CRITICAL AREA OF OPERATION #6:****Contact Tracing**

Green Brook Academy has established the following protocols to implement contact tracing as required by the NJ Department of Health and/or NJ Department of Education.

- a. Comply with state and federal policies for contact tracing and notification and, if required, establish an individual who will be able to complete the required course as stipulated by NJ DOE and NJDOH for contact tracing training.
- b. Our responsibility to notify our school community in the event of a positive test result will be under the guidance of the Somerset County Health Department while ensuring all FERPA privacy is strictly adhered to.
- c. Established open line of communication with school health representative (i.e. school nurse) to report any symptoms of concern.

**CRITICAL AREA OF OPERATION #7:****Facilities Cleaning Practices**

Green Brook Academy has established the following protocols to implement facility cleaning best practices during the COVID-19 pandemic. The policy and protocols include:

- a. Maintenance staff will use a FDA/CDC approved disinfectant cleaner on all surfaces, bathrooms, floors, light switches, door knobs, handrails, on a daily basis and throughout the day on all high touch surfaces.
- b. 2-step cleaning routine using disinfecting cleaner will be followed by sanitizing all surfaces daily.
- c. Floors and/or rugs will be vacuumed daily. Deep cleaning of carpets will be performed as needed. Floors will be cleaned with disinfectant EPA approved cleaner.
- d. Bathrooms in classroom buildings/high use locations will be sanitized hourly throughout the day. Cleaning documentation will be posted in each bathroom location. All other bathrooms will be sanitized daily or as needed based on use. Bathrooms will be fogged daily.
- e. Fogging of Bioseque (or comparable CDC approved sanitizer) will be used regularly (daily) for classrooms, office spaces, nurse's office, bathrooms, and other high frequency areas, when space is empty.
- f. Surfaces, materials, and equipment cleaned and disinfected between use. All staff will participate in cleaning and sanitizing of classroom items and surfaces using cleaning methods recommended by CDC and Dept. of Health.

- g. Antimicrobial sanitizer will be used during the day on all high frequency used surfaces, equipment, bathrooms, computers, phones, keys, etc.
- h. Staff and students will be required to clean hands frequently, and when entering and leaving classroom and school buildings.
- i. School vehicles will be disinfected and sanitized after each use.

**CRITICAL AREA OF OPERATION #8:****Meals**

Green Brook Academy has established the following protocols for school meals:

1. Students will receive individually packaged meals.
2. Students will be required to wash hands prior to receiving meal. Students will be required to clean their hands after their meal.
3. Staff will utilize appropriate PPE when serving.
4. Students will eat in their classroom, minimizing contact with other tables/surfaces.
5. Student desks will be wiped down before and after a meal.

**CRITICAL AREA OF OPERATION #9:****Recess/Physical Education/Field Trips**

Green Brook Academy has established the following protocols to implement social distancing for all PE and other activities:

1. Place social distance markings throughout PE facility, whether outdoor or indoor.
2. Require students to wear face coverings unless social distancing is able to be maintained.
3. Create engaging lessons that minimize student contact and contact with same objects.
4. Educate students and staff on sports etiquette regarding social distancing and hygiene (i.e., no spitting, high-fives, handshakes, etc.)
5. Stagger outside activities allowing for 1 cohort at a time to participate in PE/Recess activities.
6. Upon return from outdoor/indoor PE all students and staff will be required to wash hands with soap and/or utilize hand sanitizer.
7. Avoid use of items that are not easily cleaned, sanitized, or disinfected (i.e., soft or plush toys)
8. Clean/disinfect all equipment used prior to next student use. Ensure dry time before reusing equipment.
9. Minimize off-site activities and field trips.

**CRITICAL AREA OF OPERATION #10:****Extracurricular Activities and Use of Facilities Outside of School Hours**

Green Brook Academy does not offer extra-curricular activities after school and does not utilize facilities outside of school hours.