

**THE ROAD FORWARD**

**Re-Entry Plan for September 2021 (revised 9/30/21)**

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**INTRODUCTION**

On May 17, 2021, Governor Murphy announced that all New Jersey Schools must reopen for in-person instruction and operations in September 2021. The New Jersey Department of Education (“DOE”) has released a document, The Road Forward, providing guidance on reopening schools for the new year. The DOE has provided guidance for schools to meet the academic, operational, health, and support services for students and families. RKS Associates recognizes and values the importance of maximizing student learning while balancing this priority with the safety and wellbeing of all students and staff.

Gateway School will re-open for the Fall semester on Wednesday, September 8th, 2021 with in-person programming Monday through Friday. All operations for the safety and well-being of all students and staff will continue as outlined in this return plan.

Updated Calendar on Page 18.

**HEALTH AND SAFETY IS OUR FIRST PRIORITY**

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

1. On-going training for staff and students.
2. Cleaning and disinfecting procedures.
3. Availability and use of personal protective equipment.
4. Masks must be always worn while indoors even when social distancing is possible.
5. Communication with parents, guardians, and school districts.
6. Each building will have a supervised isolation area for any staff, student, or visitor that shows symptoms of illness or a fever over 99.5 degrees.

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

**In the event of future closures due to COVID 19 outbreaks -** Teachers will prepare “Remote Instruction Go-Kits” to include instructional materials, such as prepared materials and supplies, sufficient to efficiently return to remote instruction in the event of a subsequent Health-Related School Closure.

In the event students are required to quarantine at home for a period of time due to a COVID 19 exposure, the virtual school day will be held for a minimum of four hours of instruction, excluding lunch and recess.

**Technology and Connectivity**

* Gateway School will conduct a needs assessment to determine the number of students that will require a device and/or internet access in order to access remote education.
* Gateway School will track participation rates in remote learning. Attendance will not be exclusively based on online participation. Assignment and project completion will be used as an alternative for attendance.
* Gateway School will utilize user-friendly learning platforms, such as Google Classroom and ClassDojo, that provide instructors with the ability to create and deliver content, monitor student participation, assess student performance, and provide timely feedback.
* Gateway School will provide training and/or technical assistance to teachers and families who are not experienced in remote learning methods.

**PANDEMIC RESPONSE TEAM**

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

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

**The Pandemic Response Team is responsible for:**

* Overseeing implementation of the reopening plan, particularly health and safety measures, and providing safety and crisis leadership.
* Adjusting or amending school health and safety protocols as needed.
* Providing staff with needed support and training.
* Reviewing school level data regarding health and safety measures and the presence of COVID-19 and reporting that data as required.
* Developing and implementing procedures to foster and maintain safe and supportive school climates as necessitated by the challenges posted by COVID-19.
* Providing necessary communications to the school community and to the district.
* Creating pathways for community, family, and student voices to continuously inform the Team’s decision-making.

**CONDITIONS FOR LEARNING**

Gateway School takes seriously its obligation to ensure the health and safety of our students and staff as we approach a continuation of in-person instruction for the coming 2021-2022 school year.

Critical Areas of Operation:

1. General Health and Safety Guidelines
2. Classrooms, Testing and Therapy Rooms
3. Transportation
4. Student Flow, Entry, Exit and Common Areas
5. Screening, PPE, and Response to Students and Staff Presenting Symptoms
6. Contact Tracing
7. Facilities Cleaning Practices
8. Meals
9. Recess/Physical Education
10. Field Trips, Extra-curricular Activities & Use of Facilities Outside of School Hours.

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

 **Vaccination**

Students, teachers and staff who have been fully vaccinated should follow current NJDOH Guidance for Fully Vaccinated Persons. Vaccinated persons should continue to follow current guidance to protect themselves and others, including wearing a mask, staying at least three feet away from others while in the community, avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, washing hands often, following CDC travel guidance, and following any applicable workplace or school guidance, including guidance related to personal protective equipment use and SARS-CoV-2 testing. However, fully vaccinated persons who have close contact with someone with COVID-19 do NOT need to quarantine if they meet all of the following criteria:

•Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine), AND

•Have remained asymptomatic since the current COVID-19 exposure.

All staff and students, both vaccinated and unvaccinated, should continue to follow the recommendations for self-quarantine after travel as outlined in the NJ travel advisory.

Each school will keep an up-to-date record of all students and staff members who have been vaccinated.

Schools will collect contact tracing sheets daily and submit information to the office.

* 1. **Communication**

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

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

* School website [www.TheGatewayschool.com](http://www.TheGatewayschool.com)
* Email
* Swift Instant Alert
* Social Media
	1. **Masks**

As per current CDC and NJ Department of Health guidance, masks will continue to be required for all staff while indoors. If staff are alone in their office, they may temporarily remove their masks. Students and staff who are out of doors are not required to wear masks unless they are in a crowded environment where social distancing is not possible.

All students will be required to wear a mask at all times, to the maximum extent practicable. Students who are not currently capable of wearing masks at all times, or do not wear masks properly, should be instructed how.

* 1. **Maintain Physical Distancing and Cohorting**

Implementing social distancing practices in all instructional and non-instructional spaces is critical to ensuring the health and safety of students and staff. Student desks and seating in classrooms, multi-purpose rooms, therapy rooms and other spaces will be separated at least three feet apart. If our schools are not able to consistently maintain this physical distance, for whatever reason, additional modifications will be considered. These could include using “sneeze-guards”, physical barriers between desks, and turning desks to face the same direction or having students only sit on one side of the table, spaced apart.

* When social distancing is difficult or impossible, face coverings will be required for students to the maximum extent possible.
* Face coverings are always required for visitors and staff unless it will inhibit the individual’s health as verified by the person’s physician/medical record.
* It must be recognized that enforcing the use of face coverings may be impractical for some of our students with disabilities.
	+ In a classroom setting where social distancing can take place (when desks are 3 feet apart, or physical barriers are in place), face coverings may be removed by students while they are seated at their desks but should be used when moving throughout the classroom.
* All instructional and non-instructional rooms in the school will comply with these social distancing standards to the maximum extent practicable.
* The use of shared objects will be limited and monitored or cleaned between each use.
	+ Because we are an Approved Private School for Students with Disabilities, we have ensured that there are mechanisms in place to secure PPE prior to opening and we are committed to maintaining ongoing supplies to remain open into the 2021-2022 school year.
	+ Individual classroom and therapy rooms will increase circulation of air by opening doors and windows, as appropriate.
	+ Larger rooms, such as our multi-purpose room, will be used as classrooms at times to allow for social distancing.
	+ Desks have been turned to face in the same direction in classrooms.
	+ Classes have been organized to include the same group of children each day (cohorts).
	+ Schedules have been created to allow minimal mixing between groups/cohorts.
	+ APE and other classes will be held outdoors where possible and when seasonally appropriate.

Hallways

All staff have been instructed of the importance of maintaining social distancing in hallways and common areas for both staff and students. If staff are escorting a student to the bathroom and there are more than 3-4 people in the hallway, they will return to their classroom to ensure safe passage.

Inter-mingling

* Upon arrival, students will be immediately escorted to their classrooms rather than congregating in a common area such as the multi-purpose room.
* Students will be dismissed individually from their classrooms rather than congregating in a common area such as the gym.
* The frequency of non-essential interactions between students and staff throughout the school day will be minimized by limiting the number of students and staff during recess or lunch periods.
* Large gatherings of students or staff will be minimized and kept to established limits.
* Create student cohorts as an effective strategy to limit exposure and contact.
* Physical distancing will be required in classrooms and utilizing visible floor markers (taping) will enable staff to maintain established guidelines.
* Hand sanitizer will be available at school entrances and throughout the building vis-à-vis wall units for the use of both staff and students.
* Informative signage has been placed around the school building on walls and floors to provide hygiene advice and reminders.
* Custodial cleaning will be increased in frequency for all surfaces in common areas such as hallways, including walls, at least daily during school hours. Overnight cleaning crews will clean the building four nights per week.
* Physical barriers, such as sneeze guards and partitions, will be implemented particularly in areas where it is difficult for individuals to remain at least 3 feet apart (e.g., reception desks, therapy rooms, and some classrooms where students may have difficulty wearing masks).
* Additional entry/exit points are being considered to ensure a balance of social distancing and security protocols.
	1. **Hand hygiene and Respiratory Etiquette**
* Gateway School will maintain hand-sanitizing stations with alcohol-based sanitizers
	+ In each classroom
	+ At designated entrances and exits of the school building
	+ Near the bathroom facilities
	+ Students will be appropriately supervised when using the hand sanitizer stations and wall units.
	+ Gateway School staff will increase monitoring of student handwashing which might require hand-over-hand assistance.
* Gateway School students will be required to wash their hands for at least 20 seconds at regular intervals throughout the school day, including before eating, after using the bathroom, and after blowing their nose, coughing, or sneezing.
	+ Whenever hand washing with soap and water is not possible, students will be directed to use alcohol-based hand sanitizer
* Additional time has been added to lunch and recess periods to ensure students have adequate hand washing time.
	1. **Meals**
* Gateway School does not have a working cafeteria and students typically “brown bag“ their lunch on a daily basis. Additionally:
* Group dining areas with more than one class have been discontinued.
* Students will eat at their desks in their classrooms.
* Desks will be cleaned and sanitized before and after the students eat their lunches.
* Students will be spaced at least three feet apart while eating.
* Students will not be allowed to share food during the lunch period.
* All students will use disposable items (e.g., utensils, plates and cups).
* Students will wash their hands before and after eating their lunches.
	1. **Transportation**
* The area of transporting students to and from school is the responsibility of the sending school districts. While at Gateway School, students will not be transported by school vehicles during this pandemic time for off-campus activities.
	+ Transportation to and from school is a Related Service as designated in the student’s IEP and will be the responsibility of the sending district.
	+ Arrival and dismissal of busses to Gateway School will be staggered to allow ample time to disembark students, have them screened before entering the school building, and brought up to class in a fashion that will prevent groups of students or staff from gathering near the entrances.
* Gateway School will return community-based instruction and structured learning opportunities once conditions permit.
	+ Classes may engage in walking trips around the school neighborhood while abiding by all social distancing protocols and wearing face coverings to the maximum degree possible.

**2.1 Limit Use of Shared Supplies and Equipment**

* + Gateway staff will limit the use of supplies and equipment to one group of children at a time and clean and disinfect between each use, as appropriate.
	+ Individual bins, which can be securely fastened, have been distributed to each student to minimize sharing of electronic devices, toys, books, games and other materials.

**2.2 Cleaning and Disinfection**

Gateway School will continue to adhere to [existing required facilities cleaning practices and procedures](https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf), and any new specific requirements of the local health department as they arise. We have developed a procedure manual to establish cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used.

Gateway School has upgraded our cleaning processes to comply with the CDC and Department of Education guidance. Cleaning and disinfecting will be conducted at least daily on all frequently touched surfaces. A thorough cleaning of the building will occur each evening using Environmental Protection Agency recommended products that kill SARS virus. For the protection of themselves and others, students and staff are expected to clean their workspaces by wiping down desktops, keyboards, laptops and copy machine with the cleaning materials supplied by school.

Staff Responsibilities

* At least daily, and throughout the school day as necessary, classroom staff, as well as the staff in other departments (e.g., APE teacher, Speech therapists) will clean & disinfect items such as desks, equipment, computer stations, phones, keyboards, remote controls and other “high touch” surfaces and items. Each class and department has been provided with EPA-registered disposable wipes so that commonly used surfaces (e.g.) can be wiped down before use. When disposable wipes are not available disinfectant spray has been provided, approved by EPA guidelines for use against the virus that causes COVID-19, and paper towels to use for this purpose. Staff will use checklists to document cleaning has been accomplished throughout each school day and these checklists will be submitted weekly to administration.

Maintenance Responsibilities

At least daily, and throughout the school day as necessary, custodians will clean bathroom fixtures, spray down all door knobs, stairway handrails and bannisters, light switches, and any other “high touch” areas or surfaces using a disinfectant spray approved by EPA guidelines for use against the virus that causes COVID-19. This is scheduled to be done at least daily, and more often as necessary starting at 9:00AM.

After Hours Cleaning & Sanitizing

The cleaning crew will be responsible for the cleaning of the school five (5) nights per week using the following schedule:

1. All floors washed with approved cleaner
2. All desks and flat surfaces in all rooms will be wiped with disinfectant
3. Bathrooms will be cleaned and disinfected
4. Telephones and handrails will be cleaned and disinfected
5. Carpets will be vacuumed
6. Door handles, push bars, and door pulls will be wiped down
7. All trash and debris will be removed nightly
8. All sink areas in classrooms and kitchen areas will be cleaned and disinfected
9. Routine cleaning and disinfecting of furniture, accounting for the materials used in furniture in the school

Sanitizing Procedures

On a weekly basis, or more often if necessary, the school will use an E-Mist ionized misting device that has been recently purchase to sanitize the entire school building

**Additional considerations:**

- Gateway School has closed unused classrooms and other spaces to the maximum extent possible

- There is a plan in place to ensure that an adequate supply of cleaning supplies will be maintained to the maximum extent possible

**Regarding bathroom usage:**

* Staff will limit the number of students who can enter the bathrooms at any given time.
* Students from one class will not share the bathroom facility with students from another cohort.
* The school has purchased no-touch foot pedal trash cans, to be used in classrooms as well as bathroom facilities.
* Every other sink has been closed and taped off to encourage social distancing when there is more than one student in the bathroom.
* Every other urinal in the Boy’s room has been closed and taped off to encourage social distancing when there is more than one student in the bathroom.
* When appropriate, doors will be propped open to avoid touching handles.
* Bathroom stalls are already sectioned off with barriers.
* Drinking fountains have been removed from the school.
* Each classroom has been provided with a 2-gallon water jug to be filled every morning and as needed and to be used as a water bottle filling station for students.
* Hand sanitizer is available at the school entrance for each student and staff member to use when entering the building.

**Toileting Protocols (for students with more severe disabilities):**

* Staff must change students’ clothing and their own clothing when soiled with secretions or body fluids. Students’ soiled clothing must be bagged and sent home sealed in a plastic container or bag;
* Staff should be wearing gloves and face coverings for any toileting procedures;
* Toileting/ diapering areas (including tables, pails, countertops, toileting chairs, sinks/faucets, toilets, floors, etc.) must be cleaned and disinfected after each use;
* Note: cleaning and disinfecting are two separate tasks.
	+ Clean: to physically remove dirt, debris, and sticky film by washing, wiping, and rinsing.
	+ Disinfect:to kill nearly all of the germs on a hard, non-porous surface with a recommended chemical to remove bacteria.
* Disinfect when students are not in the area. Surfaces should be dry by the time students use the area;
* Toileting/diaper procedures (including extra COVID-19 steps) must be posted in the bathroom changing area;
* Signage should be kept simple and in multiple languages if needed;
* Posting the multistep procedure may help staff to maintain the routine, which is designed to reduce contamination of surfaces;
* To ensure the student’s safety, make the change more efficient, and reduce opportunities for contamination, assemble all necessary supplies before bringing the student to the changing area; and
* To reduce contamination, wash the student’s hands after the toileting/diaper change. Staff should also wash their hands, remove and dispose of any soiled PPE, and put on new PPE if necessary.

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

If a person – student or staff member- does become infected with COVID-19 and has been in the school building, the school, in conjunction with the Middlesex County Health Department, will consider implementing a short-term closure, regardless of community spread. In the event this occurs the school will implement the following extra cleaning procedures:

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

**2.3 Improving Airflow**

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

**3.1 Screening**

All staff will be screened with a thermometer upon arriving at school. Staff exhibiting a temperature of 99.5F or above will be asked to wait outside of the building and return no sooner than 15 minutes to be reassessed. Staff who demonstrate other signs of COVID-19 will not be admitted entrance to the school.

All students will be screened with a thermometer upon arriving at school. Students who have a temperature of 99.5F or above and/or who demonstrate other signs of COVID-19 illness will be moved to the designated isolation area for further nursing assessment.

We will encourage both parents and staff members to be on the alert for signs of the disease, and direct parents to keep their children home when they are sick. In order to implement this policy, the school will institute the following protocols:

At the designated entry point to the school both students and staff will be screened for fever or signs of COVID-19 illness prior to being permitted to enter the school. Non-contact thermometers will be used. Staff will be surveyed to disclose symptoms or recent exposure to infected individuals. Symptoms to watch for include:

a. Fever or chills

b. Cough

c. Shortness of breath or difficulty breathing

d. Fatigue

e. Muscle or body aches

f. Headache

g. Recent loss of taste or smell

h. Sore throat

i. Congestion or runny nose

j. Nausea or vomiting

k. Diarrhea

**3.2 Response to Symptomatic Students and Staff**

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

If a person – student or staff member- does become infected with COVID-19 and has been in the school building the affected staff person will not be allowed entry, or will be asked to leave the premises as soon as possible. A student who is manifesting symptoms resembling COVID 19, will be escorted to the isolation room/area, the parent/guardian will be contacted, and the child sent home as soon as possible. The school, in conjunction with the County Health Department, will consider implementing a short-term closure, regardless of community spread. In the event this occurs the school will implement the following extra cleaning procedures:

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

**3.3 Exclusion**

Gateway School has adopted procedures for exclusion and return to work/school for staff and students. Procedures include the following and are based on the CDC guidelines:

CDC Guidelines (Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations; Return-to-School Policies, July 23, 2020; subject to change) states:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

* Gateway’s exclusion guidelines will be based on the school’s local health department guidelines and NJ DOE “The Road Forward”.
* If a student/staff exhibits any symptoms described, they SHOULD NOT attend school/work. They should notify the nurse and seek medical advice from their healthcare provider.
* If a student/staff is excluded for any COVID-19 symptoms AND it has been determined that they have not had any potential close contact exposure, they may return-to-school according to existing school illness management policy:
	+ 24 hours fever-free with no use of fever-reducing medications AND
	+ Symptoms are continuing to improve AND
	+ 10 days after start of first symptoms OR doctor’s clearance note indicating the symptoms are “otherwise explained” OR school nurse’s assessment (if given permission from the county health department.) This guideline will be based on each school’s local health department guidelines and NJ DOE “The Road Forward”.
* A student/staff that has symptoms AND potential close contact exposure:
	+ Must stay home
	+ Must Isolate themselves
	+ The person should be referred for evaluation by their health care provider and possible testing.
	+ Follow directions from local or county health department.
	+ Families should be advised they may be contacted by the local or county health department.
	+ Should follow the current CDC recommendations in “When Can I Be Around Others”
* If a student/staff has no symptoms and tests positive for COVID-19, they may return 10 days after the positive test result. If symptoms develop during the 10 days, the guidelines for “symptoms and positive test result” then supersedes 10 days after positive test results.
* If a student/staff has symptoms and tests positive, we will follow current CDC guidelines and guidance from the local or county health department.
* A negative test or doctor’s note will not be required for return. A doctor’s note may be requested to determine if symptoms are other than COVID-19.
* It is not the role of the school nurse to determine whether staff/students may have COVID-19. Students/staff with chronic medical conditions that cause COVID-19 symptoms (not including fever) are advised to get documentation from their healthcare provider that they are not contagious and may attend school/work.

**4 Contact Tracing**

Contact tracing is the process used to identify those who may have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice in New Jersey and around the world and is an integral function of local health departments in keeping communities safe from the spread of disease. Upon notification that a resident has tested positive for COVID-19, a local health department will call to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least 10 minutes. Trained professionals from the community then get in touch with those close contacts to recommend next steps, such as self-quarantining, and to provide critical education and support in risk mitigation strategies. Increasing the number and capacity of contact tracers has been a top priority of the Governor as these practices can help slow the spread of COVID-19.

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district, should be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. Schools and districts should engage the expertise of their school nurses to educate the broader school community on the importance of contact tracing. The NJDOE will credit certified school safety specialists with three hours of training upon completion of Johns Hopkins University’s COVID-19 Contact Tracing course.

CONTACT TRACING POLICY & PRODEDURE

In accordance with The State of New Jersey – *The Road Forward*, RKS Associates’ three schools - Gateway School, Harbor School & Gateway School – have developed the following Contact Tracing Policy & Procedure in the event that someone who has been in the school tests positive for COVID-19.

The goal of Contact Tracing is to decrease/slow the spread of disease. According to *The Road Forward*, upon notification that someone within the school environment has tested positive for COVID-19, the local health department will notify the school to determine “close contacts”. “Close contacts” is defined as being within 6 ft. of the infected person for a minimum of 10 minutes.

In addition, Contact Tracing is necessary for suspected symptoms of an individual in accordance with Local County Health Departments.

All schools will be prepared to provide information to the Health Department that will facilitate keeping the school community safe from the spread of COVID-19.

Key Components of NJ DOE Contract Tracing Policy

* Policy is developed in consultation with the school nurses and the Boards of Health that govern each school. Specific criteria will be met to activate the board of health contact tracing.
* Describe the schools’ responsibility regarding notification of local health department and staff, families and the public.
* Identify the role of the school to assist the health department with tracing activities.
* Ensure adequate information is provided to the school staff in order for them to carry out their responsibilities under the policy.
* Adhere to all applicable federal and state confidentiality requirements (i.e., FERPA)
* Designation of staff liaison(s) responsible for providing notifications to ensure it is done in a prompt and responsible manner.
* Open communication systems that allow school community to self-report symptoms and/or suspected exposure that can assist schools to provide prompt notification.

**RKS Policy**

1) Local Health Departments

 Alpha School; Ocean County Health Department

 Gateway School; Middlesex County Health Department

 Harbor School; Monmouth County Health Department

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

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

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

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

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

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

5) Communication:

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

