



Educational Services Commission of Morris County

"PROVIDING MODELS OF SHARED SERVICES FOR PUBLIC SCHOOL DISTRICTS"

ESC REOPENING PROTOCOLS FOR SEPTEMBER 2020

The ESC is preparing to reopen Central Park School for in-person educational services beginning in September. "The Road Back" released by the Department of Education last month outlines a broad spectrum of issues for school districts to consider prior to reopening. We feel that our student population is best served through in person educational and therapeutic services. To that end we have created protocols to address the myriad of health and safety issues to ensure as safe a physical environment for staff and students as we can. There are and will be many changes to address as we develop our plan and we will address them as they are presented. For now, we want to address the systems we would like to put in place to be as safe as we can be and provide everyone involved with some sense of security during this pandemic. We will make reasonable accommodations for our higher risk students and higher risk staff. As indicated in this document we have enhanced the ventilation system with a state of the art upgrade to our HVAC.

Social Distancing

1. 6-foot increments will be marked on the ground outdoors at the entrance to school so everyone can maintain appropriate distancing when entering.
2. Everyone entering the building will be required to be scanned for temperature in the security vestibule prior to entering the building. Students will be assisted by staff members to complete this task each time prior to entry.
3. Students will be assigned to homeroom classes and remain with their class for the entire day. Students will not interact with other classes. Students will only leave the homeroom to attend special classes and their related services.
4. Individual desks will be used rather than communal tables. Plexiglas shields will be employed to create protective barrier for staff and students on desks and tables.
5. Desks will be spaced at least 6 to 10 feet apart and will face the same direction, rather than towards each other
6. Hallway management will include markings on the floor and signage, to communicate traffic patterns to staff and students. Scheduling of student movements will limit numbers in the hallways.
7. Students should only wear masks when social distancing cannot be achieved and unless their medical condition prohibits the use of masks in any situation.
8. Staff must wear facemasks throughout the day, unless they are eating and maintaining social distancing. In addition to masks staff will also wear washable outer coverings in the event of contamination from contact with a student.
9. Electronic devices, books, pens, or other learning aids must not be shared between students.

10. Non-essential objects brought from the home will not be permitted in the classroom
11. Lingering and/or socializing in common areas is prohibited
12. The Staff lounge is closed and intermingling is not permitted. Designated lunch area for staff will have social distancing marking to maintain six feet for the purpose of eating lunch.
13. Any activities that require students and staff to enter or be present in common areas will be staggered to reduce density, and to limit the mixing of different groups in common areas.
14. Adaptive physical education, vocational education and activities for daily living specials will be conducted in a way that minimizes contact between students.
15. Class density will minimize close contact for instructional programs involving group projects
16. Special events such as holiday events are cancelled during the pandemic.
17. Visitors, including parents, are prohibited from entering the school building. Meetings with parents, teachers and district personnel will continue to be via Zoom.
18. School start times and end times will be shortened for students to allow staff to prepare to implement safety protocols for their students and plan for the following day.

School Start and End Times, Including Drop-Off and Pick-Up

1. All students and staff must use hand sanitizer prior to entering and exiting the school building.
2. School start and end times for staff and students will be staggered. Staff will arrive before and depart after students to prepare personal protective devices to keep students and staff as safe as possible during the hours of operation. Contact with other class groups will be limited to minimize congregating in common areas and to promote social distancing of staff and students.
3. All staff members will wear a mask while assisting with drop-off and pick-up.
4. If students are being dropped off by a parents it is encouraged that the same parent or designated person drop off and pick up the child daily to ensure compliance with the pick up/drop off procedures.
5. Use of common areas will be demarcated with clear signage to promote social distancing measures in accordance with public health rules and guidelines. Six to ten-foot increments on the floors in hallways and classrooms will be marked to remind students and staff to maintain appropriate distancing.
6. Handshaking or other physical contact upon arrival and departure is discouraged.
7. Each transportation provider will be required to provide their protocols for how their busses are cleaned after each run. This must include the handrail, windows, window handles, walls, and seats in accordance with CDC guidance for bus transit operators.
8. School bus drivers for public or private transportation providers must be trained on hand hygiene and coughing etiquette, and must wear a mask at all times.
9. It is recommended that bus capacity should be reduced to create distance between children on school buses (e.g., seating one child per seat for a capacity of 22, or one child in a two-seater and two children in a three-seater for a capacity of 32).

10. It is recommended that smaller transportation vehicles carry smaller numbers of students to maximize distancing between drivers, aides and students.
11. Hand sanitizers are not permitted by the Department of Transportation to be located on a school bus, but parents are encouraged to assure that students' hands are sanitized prior to boarding the bus to school. Staff members will sanitize students on boarding their bus for the ride home.
12. Signs will be posted on the busses reminding students who cannot wear masks of proper sneezing and coughing etiquette.
13. Each bus will have tissues available for students, and a touch less garbage can to dispose of tissues.
14. Increased ventilation on the bus will be accomplished by maintaining open windows, when weather permits
15. Parents will be notified by the school and/or the bus contractor regarding their procedures, in accordance with CDC guidelines for riding, entering and exiting their bus.
16. Student who can wear masks will be expected to do so. Students who are exempted from wearing masks will not wear masks.

Air Quality and Ventilation

1. All classrooms and common areas are equipped with the CASPR clean air system (casprgroup.com) to optimize the ventilation system to remediate harmful virus particulates. This system does not remove the requirement for continuous cleaning of surfaces or the wearing of masks and other PPEs.
2. Additional portable CASPR units are located in the nurse's office, the main lobby, and the quarantine containment area adjacent to the nurse's office.
3. The ESC environmental engineer will monitor and assess the airflow and air quality of the ventilation system on a scheduled basis, and as needed during and after a potential case of COVID-19 in the school.
4. Fans are not allowed to be used in the classroom.

Disinfection

1. Teacher, therapists and para-professionals will be trained on the proper use of cleaning and disinfection products (see the training section below for more details).
2. All product labels and Safety Data Sheets will be reviewed prior to use to ensure they are properly used and all cautionary information and specifications are adhered to.
3. The ESC Environmental Health and Safety Services professional will review all protocols at their inception, monitor their implementation and make recommendations for continued safety for all staff and students.
4. Cleaning supplies will be provided and continuously stocked for use by staff.
5. All surfaces and commonly touched equipment and supplies will be disinfected after each use
6. Staff will be educated on identifying common high-touch surfaces in the facility (e.g., doorknobs, chalk or whiteboard erasers, faucet handles, light switches, etc.)
7. All items will be allowed to dry thoroughly following cleaning. (See cleaning product-

- specific instructions to determine the necessary contact and drying time).
8. Strategies will be developed to minimize contact with commonly touched surfaces, and ensure that students and staff wash hands or use hand sanitizer before and after contact with high-touch surfaces.
 9. Toys, sports equipment, or other learning materials will be cleaned and disinfected frequently by staff if they are to be shared with another student.
 10. Materials that need to be disinfected will be set aside to wash with soapy water, which is the ideal method of cleaning.
 11. Items that cannot be cleaned or disinfected will be discarded.
 12. Books and other paper-based materials are not considered a high risk for transmission and do not need additional cleaning or disinfection.
 13. Plastic coverings on books or other plastic or metal materials must be disinfected between uses.
 14. Common areas will be cleaned and disinfected after each use by a group or by individuals. This includes commonly touched surfaces and equipment (doorknobs, light switches, elevator buttons, etc.) in common areas (e.g., shared bathrooms, computer rooms, common use laptops).
 15. Normal routine cleaning of outdoor areas, such as playgrounds will be performed.
 16. High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.
 17. A disinfection routine will be established so that common areas and classrooms can be cleaned and disinfected before and after students arrive and before and after students leave.
 18. A checklist will be developed for staff members to track when and how cleaning is conducted.
 19. Seating, doors, restrooms, common areas, etc. will be disinfected at the end of each day.
 20. Disinfection protocols will follow product instructions for application and contact time.
 21. All cleaning supplies are to be kept in a secure location that is not accessible to students.
 22. Gloves will be used when handling and removing trash and washing hands after touching garbage bags or trashcans will be required.
 23. When students or staff returns from outdoor activities they will have to re-enter the building through the security vestibule, check their temperature and sanitize their hands prior to entrance to the building.

Restrooms

1. Each class group has their own bathroom. Only class members are permitted to use the classroom bathroom. Staff members will use the common bathroom designated by the gym, one person permitted at a time.
2. Disinfection of all surfaces touched must be completed prior to exiting the bathroom.
3. Hand washing and proper disposal of paper towels must be completed. The common bathroom will be sanitized every hour.
4. Signage will be provided to better control disinfection measures.

5. Students and staff will be encouraged to wash their hands before and after using the restroom;
6. HVAC systems will be monitored to ensure that bathrooms are well ventilated.
7. A record of sanitary work practices will be kept to ensure that this is performed routinely.

Cafeterias and Food Preparation

1. The use of the gym for student lunches will be eliminated. Meals and snacks will be delivered directly to classrooms instead.
2. To the extent possible, for snacks and meals provided by the school, will pre-packaged
3. Food preparation areas and equipment will be cleaned and disinfected on a daily basis; after cleaning, cutlery and dishware will be stored to prevent contamination
4. The outside of dishwashers should be cleaned at the beginning and end of each shift.
5. All silverware and dishware will be cleaned in the dishwasher, when available.
6. If silverware and dishes cannot be kept clean and covered, disposable options will be pursued.
7. When preparing food for students, providers must first wash their hands and then wear food-safe disposable gloves and a mask/face covering.
8. Food service and preparation should follow FDA guidance.
9. All students, faculty, and staff must wash their hands before and after eating.
10. Prior to and after meal or snack times, tables must be thoroughly cleaned and disinfected with a disinfectant approved for use against the virus causing COVID-19, following the manufacturer's guidance for usage and ensuring adequate ventilation.
11. Students, faculty, and staff must not share utensils, food, snacks, or drinks.
12. For students who require assistance with feeding, faculty and staff must wash hands and put on disposable gloves. These gloves should be removed immediately after feeding, followed by hand washing.

Masks

1. Staff members must wear masks at all times. Student mask usage will be determined on a case-by-case basis when in common areas. The goal is to limit student mask usage through social distancing and Lexan barriers.
2. Masks are most essential in times when physical distancing is not possible, although face coverings are not a substitute for physical distancing and will be used in addition to.
3. In addition to face masks and shields and scrub jackets, therapists will use gloves as needed, wash hands between treating students and clean with disinfectant any shared materials and equipment.
4. Students should provide disposable or washable masks if they wear one.
5. Staff should provide their own masks. If they do not have one, one will be provided for one time daily use.
6. Training will be provided to teach and reinforce proper use and removal of disposable masks or cloth face coverings to all students and staff.

7. Information will be provided to all on proper washing of cloth face coverings.
8. Students and staff will be frequently reminded not to touch their mask/face covering and to wash their hands frequently.
9. Cloth face coverings may prevent people who do not know they have the virus (asymptomatic) from transmitting it to others.
10. Cloth face coverings should NOT be placed on anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
11. The use of an N95 respirator in school carries with it OSHA requirements. The CDC has recommended sequences for donning and doffing PPE. The further issue of N95 use will be covered during training sessions.
12. Masks or ventilators with exhale valves are prohibited.
13. Students who do not have an exemption from wearing masks will be required to wear masks when been transported to school.

Student and Staff Wellness

1. It is important for the staff to be vigilant for screening themselves for symptoms and staying in touch with the school nurse if or when they start to feel sick.
2. There will be a daily wellness health check upon arrival. Each staff member will have a temperature screening in the security vestibule prior to entering the building.
3. The staff arrival time and student arrival time will be staggered to allow for staff to be screened and then report to their area to prepare for their daily tasks.
4. Students will have their temperature taken prior to entering the building and periodically through the day within their classroom by the staff.
5. Visual inspections will be performed for other signs of illness (e.g., flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, cough, sore throat, nasal congestion, runny nose).
6. Persons who have a fever of 100° F (38°C) or above, or other signs of illness will not be admitted to the school.
7. A quarantine area will be set up to isolate any staff or student who shows signs of illness until they leave the building or if a student, a parent picks them up. A separate entrance/exit for these individuals is the exterior door to the nurse's office. Parents are expected to pick up child as quickly as possible to reduce the potential for spread of the virus.
8. Any student or staff so identified will be excluded from returning to school until testing confirms they are negative for COVID-19.
9. The Board of Health will be notified of any individual positive cases for the purposes of contact tracing and to establish quarantine parameters for students or staff determined to be at risk. School closing will be determined in conjunction with the Board of Health after an evaluation of the extent of the exposure to the staff and student populations.
10. Once a COVID-19 case has been determined the local Board of Health will assist the school nurse in notifying the Board of Health of the community where the student or

staff member lives for the purpose of contact tracing.

11. Any student or staff who test positive will be excluded from returning to school for fourteen days and until testing confirms they are negative for COVID-19.
12. Schedules of staff and students will be staggered as much as possible to reduce contact.
13. Staff members will be asked to consider their precautions prior to arriving for work, their use of masks or face coverings, wearing of disposable gloves, maintaining distance between themselves and others.
14. The daily routine will include adequate time and access to soap, clean water, and single use paper towels for hand washing.
15. There will be signage to remind staff and students to wash their hands often, ideally at least one time per hour and before and after handling food or garbage or using the restroom, with soap and water for at least 20 seconds.
16. The use of disposable gloves for staff is especially important when cleaning and disinfecting in the building, removing waste materials, and cleaning up in the restrooms. If gloves are worn, they must be changed regularly and they are not a substitution for hand washing. Remove or replace any gloves that are torn or damaged. Users should check their gloves frequently to avoid exposure.
17. If soap and water are not available, staff and students should use hand sanitizer, which contains at least 60% alcohol.
18. Adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices will be continually sought after to ensure sufficient access to these items.
19. Staff will be reminded to avoid touching their eyes, nose, and mouth with unwashed hands.
20. Signs and reminders will be posted at entrances and in strategic places providing instruction on hand hygiene, respiratory hygiene, and cough etiquette.
21. Staff will be reminded that people may be able to spread COVID-19 even if they do not show symptoms. Be aware of all close interactions within 6 feet.
22. Staff will be encouraged to report any safety issues (such as not wearing masks, not maintaining social distance) to the Principal. Such reporting is not for disciplinary action, but rather to improve the health and safety of all students and staff.

Training

1. Prior to the start of all school all staff members will be provided with a full day of training on the new protocols and requirements for operations during the pandemic.
2. Prior to the start of each day all staff members will receive updates on issues related to health and safety and prepare for the arrival of students.
3. At the end of each day a brief “check in” will be conducted to identify any issues, which need to be addressed to improve on the health and safety of staff and students for the next day.
4. The staff will receive awareness training on cleaning and disinfection products used in the school following OSHA Hazard Communication Standards.
5. Training will be provided in the proper use of PPEs, disposal of and precautionary measures to take when working with students where social distancing is not possible.

6. The procedures involved in health checks and reporting requirements of individuals infected with COVID-19 will be explained to staff prior to reopening and again once operations have resumed.
7. Staff will be informed how to evaluate their health constantly; if they are sick, have a fever, symptoms, or someone at home is sick then they need remain home.

Proposed Schedule for September

1. The school will open in September for in person educational services according to revised calendar being developed. The schedule is still being planned but it is anticipated that it will be 4 hours per day for students and a full daily schedule for teachers, therapists and personal aides.
2. The shortened day for students will allow for the screening of staff and preparation of protective equipment for the health and safety of staff and students to operate each day.
3. Students will arrive at the scheduled time and be escorted off the bus by school staff, and assisted in the daily temperature and health screening.
4. Students whose temperature is in excess of 100 deg will be escorted to quarantine room through the exterior nurses office door where they will wait to be picked up by parents.
5. Virtual learning and therapies will be available, as per the Governor's directive, during the regular school year based on each student's IEP.
6. Staff will prepare for students daily prior to student arrival and clean and prepare for the students for the next day. Staff will also participate in daily briefings to ensure a safe and effective method of working with students during the pandemic.
7. In the event of a closure as ordered by the Governor, virtual learning and therapies will be offered to all students as per the prior closure.

BUS CLEANING AND SANITIZING PROCEDURES

1. Bus drivers will be responsible for keeping the buses they use each day clean and sanitized. Cleaning products will be readily available in the transportation office. Buses should be wiped down and swept. Garbage should be disposed of each day.
2. Drivers must wear face masks when students are boarding and exiting their bus. They should also be wearing face masks while interacting with students.
3. Drivers will be responsible for wiping down their buses in between dropping off their trips and picking them up.
4. At the end of each day buses will be cleaned and wiped down by the driver
5. During all routes bus drivers will be responsible for sanitizing their buses in between each route. Once students disembark at their assigned location and the bus is empty, the driver should find a safe place to stop and disinfect their bus before beginning their next route. This will include wiping down seats, windows, handrails and any other part of the bus that the students came in contact with. Students from their next route should not board the bus until this cleaning is completed.
6. Vehicles will be thoroughly cleaned, both inside and outside (weather permitting) when they return to from being repaired or inspected at another facility.

7. All students will be encouraged to safely social distance while waiting for their bus to arrive. The Connection cannot monitor what occurs at each bus stop on a daily basis; therefore, Parents/Teachers/Aides must monitor the children while they are waiting at their bus stop.
8. Drivers will be provided with their assigned route sheets and completed seating charts. These seating charts must be adhered to on a daily basis.
9. Students will be seated as far away from each other as possible on the school bus.
10. Copies of completed seating charts will be given to drivers for daily use. Each day drivers should “check off” the names of the students who enter their bus.
11. Students will wear masks while entering and exiting the bus. If proper social distancing is not possible, students should continue to wear their face mask while riding the bus. The bus driver will determine this.
12. The bus will be loaded from the back to the front in order to alleviate unnecessary contact between the students as they enter the bus.
13. The bus will be unloaded from front to back in order to alleviate unnecessary contact-between the students as they enter the bus.

What should a school staff do to protect themselves and students attending school?

1. Evaluate your health constantly. If you are sick, or have a temperature stay home.
2. If someone at home is sick or you came into contact with someone who became sick, stay home.
3. Wear a face covering when in public and during the workday, and maintain physical distancing whenever possible.
4. Wash your hands when you arrive at work, throughout the day after various activities (e.g., before and after preparing food, before and after administering medication, after handling garbage, after using the bathroom or helping a student to do so, etc.), after touching your face covering, when you leave work, and when you arrive home.
5. Let us know if you have concerns about the PPE that may be provided to you and that you are properly instructed on how to use it.
6. Carry a disposable tissue; if you get the urge to sneeze or cough, cover your nose, mouth, and mask. Tissues should be immediately thrown away.

What can Parents do to minimize the transmission of COVID-19?

1. Evaluate you and your child’s health constantly. If either of you are sick, stay home. If either of you have a temperature, stay home. If someone at home is sick or you came into contact with someone who became sick, stay home and keep your child home too.
2. Communicate to the school if a student or a family member has been diagnosed with or come into contact with someone diagnosed with COVID-19. (Consistent with applicable federal, state, or local privacy and confidentiality laws such as the Family Educational Rights and Privacy Act (FERPA)).
3. Wear a face covering when out in public and maintain physical distancing (maintain 6-foot of separation from others) during drop-off and pick-up.
4. Wash your hands throughout the day, after drop-off, and before pick-up and after touching your face or face covering.

5. Carry a disposable tissue; if you get the urge to sneeze or cough, cover your nose, mouth, and mask. Tissues should be immediately thrown away.

Pandemic Response Committee

Michael Bertram, President, ESC Board of Directors
Irene LeFebvre, Board Member
Angelo A. Vilardi, Superintendent
Denise Moore, Principal
Marci Spadafora, Director of Special Services
Michael Berta, Environmental Consultant, AERO Environmental
Sandra Neglia, President, MCESCEA
Debra Vetsas, Vice President, MCESCEA
Robert Murluchi, Personal Aide
Kim Agrusti, Parent, President CPS PTA
Beckki Schnetzer, Parent

PROPOSED PLAN FOR SCHOOL CLOSURE

In preparation for potential school closure, the Principal will assess the digital capacity of each household to participate in remote instruction. The ESC will offer support to any household that cannot fully participate to bridge any gaps, which might indicate a digital divide.

In keeping with the intent of legislative guidelines the ESC will maintain its staffing levels and contract commitments for services on behalf of participating district. To achieve this level of staffing the ESC expects that participating districts will honor their commitments for services we acquired on their behalf for the remainder of 2020-2021 fiscal year.

CENTRAL PARK SCHOOL

1. Materials for the educational and related services established in each student's IEP will be developed by the student's teachers. Each student will have a packet, which includes all materials required to complete their daily activities in appropriate subject matter based on their specific abilities. Each packet will also include activities for adaptive physical education, vocational education and daily living skills. The related services in speech, occupational and physical therapy will also be included in each student's packet. The packet will be made available electronically if parents have that capacity.
2. Each teacher will prepare information for the parents on how to address each of these areas. Teachers will check in daily with parents via Internet and telephone, or telephone only for parents who do not have access to technology. Therapists will contact parents to schedule therapy sessions in an agreed upon format as provided in their IEP to assist in the delivery of these services. The ESC will arrange an online provision of these services to augment the proposed program if requested by parents according to the any guidelines provided by the Department of Education.

3. The teachers and therapists will keep a log of their engagement with each student during the 4 hours of school each day from a remote location. ESC bus drivers will deliver materials to each home for review and assessment on a weekly basis if not provided electronically. Teachers and therapists will develop new lessons for delivery to the student's home. Teachers and therapists will have access to the building on a staggered schedule to comply with social distancing.
4. Teachers and therapist will meet through online meetings once a week to discuss and share implementation of their services.
5. IEP required meetings will be conducted electronically as arranged by the student's resident district.
6. Free and reduced eligible students will be provided a voucher weekly to obtain lunch on a daily basis.
7. Personal Aides will participate in online training, which will develop skills in applied behavioral principles to enhance their effectiveness with their assigned student and refreshers of school mandated policies such as HIB. Personal Aides will assist the classroom teacher in creating meaningful interactions with their assigned student to promote feelings of well being and connection to their school program. Personal aides will keep a log of these activities and report weekly to the classroom teacher.

NON-PUBLIC SERVICES

1. Chapters 192/193 services will continue electronically in consultation with the non-public school closure plan.
2. Teachers will determine what assignments the classified students are missing and reach out to them individually to offer help.
3. Teachers will communicate with the general education teachers and help to modify assignments/give accommodations per the ISP.
4. Teachers will participate in virtual meetings/phone conferences/goggle classrooms with the students, parents, general education staff and the administration.
5. Teachers will participate in daily email/phone call correspondence to check in with students and parents.
6. Teachers will participate in ISP's directed by the case managers.
7. ESL students within the programs will be provided the same services (virtual, email, phone calls) as the classified students.
8. Therapist assigned to non-public schools will follow the procedures outlined above for contacting and providing related services.
9. Therapist will provide teletherapies as per students ISP.
10. Therapists will report to the ESC Director of Special Services to provide documentation of the services rendered.
11. The teachers and therapists will take attendance as well as provide school logs for the students. They are recording in their attendance books and in their logs whether they have heard from a parent/student. They will be in communication with the schools about students that were not responding, in the beginning.

TRANSPORTATION SERVICES: REGIONAL COORDINATED SERVICES and ESC DIRECT

1. Transportation services provided by the ESC on behalf of the participating school districts through a coordinated services contracts will continue in full force unless cancelled by the participating school district.
2. Transportation contractors have been asked by participating districts to reduce their cost due to less fuel and maintenance required. Additionally contractors have to certify that their drivers remain on their payroll so they are available when school sessions resume.
3. ESC Direct transportation contracts will be in full force, while accounting for lower fuel and maintenance costs. Drivers will be engaged in activities to deliver food vouchers for free and reduced eligible students. Drivers will also be delivering educational materials and equipment to students for the IEP school program and related services in cooperation with parents. Drivers will be maintaining vehicles to be ready for when school sessions resume.
4. The ESC will negotiate a reduction of payments to the contractors in accordance with A3904. The cost agreements are based on a 10% reduction due to lowered costs of fuel use and maintenance. The contractors will be required to provide payroll certifications; assurances of no insurance for loss of business, and assurances that CARES act monies were not received. Contractors who did not continue employment of drivers will have their cost reduced by 43%.

BOARD OFFICE AND CENTRAL OFFICE STAFFING

1. The central office staffing will be arranged by department with staggered hours. No more than three staff members will be present at the same time. Social distancing, disinfecting surfaces and facemasks are required.
2. All central office staff have remote access to data on their computers and shared servers. Communications between department head and staff will be conducted via email or phone calls.
3. All Board of Directors meetings will be conducted through virtual meetings until further notice.

FACILITY MAINTENANCE

1. The Board office is cleaned and sanitized daily by the property manager. Additionally all staff members have been instructed in recommended procedures for health and safety protection.
2. The bus depot is utilized once per week for delivery of packets to ESC students and for the upkeep of vehicles. All bus surfaces are cleaned and sanitized after each use as per CDC guidelines.
3. The Central Park School is maintained by our custodial staff. Universal precautions are always in full force at CPS due to the nature of our medical fragile population.

Resources

- The Road Back: Restart and Recovery Plan for Education
- AIHA Reopening: Guidance for Schools
- CDC General Business Frequently Asked Questions website.
- CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs.
- CDC Guidance for Schools and Child Care Programs.
- CDC Cleaning and Disinfection for Community Facilities.
- CDC Cleaning and Disinfecting Your Facility Everyday Steps, Steps When Someone is Sick, and Considerations for Employers.
- CDC K-12 Schools and Child Care Programs: FAQs for Administrators, Teachers, and Parents.
- CDC COVID-19 and Children FAQ.
- CDC Schools and Child Care Programs: Checklist for Teachers and Parents.
- CDC Guidance for Child Care Programs that Remain Open - Supplemental Guidance.
- CDC Cleaning and Disinfection for Non-emergency Transport Vehicles: Interim Recommendations for U.S. Non-emergency Transport Vehicles that May
- CDC Talking with Children about Coronavirus Disease 2019.
- CDC Considerations for School Closure.
- WHO Key Messages and Actions for COVID-19 Prevention and Control in Schools.
- AIHA's Indoor Environmental Quality Committee developed these additional guidance documents about re-opening and cleaning buildings after closures due to COVID-19: Recovering from COVID-19 Building Closures and Workplace Cleaning for COVID-19.