



DDDC Re-Entry Plan Following COVID-19 Closing

Douglass Adult Program

Prior to re-opening the Douglass Adult Program, an Individual Needs & Risk Assessment form (issued by DDD) will be completed with all parents/guardians and DAP staff. This form will assist parents/guardians in assessing whether they elect to return to in-person services at the DAP. Also all parents/guardians will sign and return the Receipt of COVID-19 Information Form (DDD). Both forms will be maintained in the client file.

The DDDC will also complete the DDD Facility Readiness Tool to determine if we have met the DDD's guidelines for safely re-opening at 25% capacity. No sooner than 48 hours prior to the DAP re-opening an attestation form must be signed by the Director of the DDDC and submitted to the DDD's Provider Performance and Monitoring Unit (PPMU) confirming that all requirements and protocols are in place.

Re-entry Preparation

1. Prior to returning to the center, the following will be in place: The DDDC will secure a two-month supply of all cleaning materials and PPE prior to opening for in-person services. New orders will be placed regularly to ensure the DDDC always has a one-month supply in the building.
2. Adult Program teams will work with families during remote instruction to encourage clients to learn to wear a mask for extended periods of time and learn to tolerate others wearing masks.
3. Adult Program teams will develop duplicates of any shared classroom materials to ensure each client has their own materials and will not need to share with a teammate (independent activities, file folder, etc.). Schedules will be developed for materials that cannot be duplicated to ensure thorough disinfection between use by multiple clients (e.g., one student a day will be permitted to use materials until they can be disinfected.)

4. Adult Program teams will make a determination about individual client programs that may need to be put on hold indefinitely (e.g, programs to unload the dishwasher when using shared classroom dishes, brushing teeth goals that require a staff member to be close to a student/client's mouth and saliva, etc.).
5. Teams will explore hands off prompts that may be able to replace prompts requiring contact with clients (e.g., <https://www.amazon.com/Learning-Resources-24-Inch-Hand-Pointers/dp/B0015KAL08>)
6. Prior to returning to in-person services, training will be provided to all staff and expectations will be reviewed in the following areas:
 - a. COVID-19 (<https://www.nj.gov/health/> or www.cdc.gov most current info)
 - b. Basic and effective hygiene practices: handwashing, coughing or sneezing into your elbow, and staying home when sick.
 - c. Use of PPE (gloves, masks, and face shields, how to apply and remove)- including a test including demonstrating safe application and removal.
 - d. Appropriate cleansing and disinfecting procedures for classroom, objects and high touch areas.
 - e. HIPAA & FERPA refresher
(https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf)
 - f. Training will include a forum to address staff's concerns, provide opportunities to communicate and have questions answered. Staff will be encouraged to discuss concerns regarding their personal health with their personal health care provider before their return to work and address any work-related restrictions with their supervisor prior to their return.
7. Common areas will include posted signs reminding staff to follow good hygiene practices, wear masks, follow one directional traffic flow and use social distancing.
8. Hand sanitizer dispensers will be placed in common areas but not in those areas frequently traveled by students/clients (because of the risk on ingestion).

Re-entry Procedures:

When returning to the center, the following policies will be in place to mitigate any potential exposure to the COVID-19 virus while social distancing recommendations are still in place. Compliance with policies will be enforced.

Screening of DDDC Staff

1. Testing for staff prior to return to work to protect against asymptomatic transmission.
2. Daily Screenings: Posted on each entry doorway will be self-screening questions (see below). If staff answer yes to any questions, they are not permitted in the building and should call their supervisor to let them know they will not be at work on that day:
 - a. Do you have now or have you had in the past 24 hours a fever of 100.4 or higher?
 - b. Do you have a cough that came on suddenly and unexpectedly?
 - c. Are you experiencing shortness of breath or difficulty breathing?
 - d. Have you experienced a recent loss of taste or smell?
 - e. Are you experiencing chills?
 - f. Are you experiencing fatigue?
 - g. Are you experiencing a headache, muscle or body aches?
 - h. Are you experiencing a sore throat, congestion, or a runny nose?
 - i. Are you experiencing nausea, vomiting, or diarrhea?
 - j. Have you had prolonged direct contact with anyone with a known diagnosis of COVID-19 or been placed on quarantine for possible contact with COVID-19?
 - k. Have you been asked to self-isolate or quarantine by a medical professional or a local health official?
3. Staff will complete a daily attestation (online form) that they are not experiencing any of the above symptoms.
4. Any staff member who lives in a household in which a person is ill with COVID-19, will be prevented from attending school/program during this illness and until a licensed health care provider certifies that all danger of communicating the disease by the student, client or staff member has passed. (Section 18a:40-10 of the New Jersey Statute on Exclusion of Teachers and Pupils Exposed to Disease)
5. All staff will have their temperature taken upon arriving at work, prior to entering the building and when reentering the building during the day (e.g. after lunch break). Any staff member reporting to work early will be required to report for a temperature check at the beginning of their typical work shift.
 - a. Anyone with a temperature of 100.4 or higher will not be permitted to enter the building and must obtain clearance from a licensed health care provider before return to work. The DDDC will ensure a sufficient supply of no contact thermometers.

- b. If a staff member develops symptoms of illness (fever, cough, shortness of breath) while at work, they must immediately separate themselves from others, inform their supervisor, then immediately leave the building. Clearance from a licensed health care provider is required prior to reporting to work again. Documentation of medical clearance must be provided to UHR OneSource prior to returning to work.

Screening of Clients

1. Any client who lives in a household in which a person is ill with COVID-19, will be prevented from attending school/program during this illness and until a licensed health care provider certifies that all danger of communicating the disease by the student, client or staff member has passed.
2. Parents/guardians are required to notify school nurse if DDDC client is COVID positive. Please note that all identifiable information about your son or daughter will be kept confidential.
3. Parents/guardians of DDDC clients will complete an attestation indicating that they would answer no to the following health screening questions regarding their child/client on each day their child/client will report to the DDDC for in-person services. Attestation forms will be completed by group home staff for any client that resides in a group home. Forms will be sent by email and must be completed by 8:15 am the morning the client is scheduled to attend the program.
 - a. Does your son/daughter/client have now or have they had in the past 24 hours a fever of 100.4 or higher?
 - b. Does your son/daughter/client have a cough that came on suddenly and unexpectedly?
 - c. Is your son/daughter/client experiencing shortness of breath or difficulty breathing?
 - d. Are you aware of your son/daughter/client experiencing a recent loss of taste or smell?
 - e. Is your son/daughter/client experiencing chills?
 - f. Is your son/daughter/client experiencing fatigue?
 - g. Is your son/daughter/client experiencing a headache, muscle or body aches?
 - h. Is your son/daughter/client experiencing a sore throat, congestion, or a runny nose?
 - i. Is your son/daughter/client experiencing nausea, vomiting, or diarrhea?

- j. Has your son/daughter/client had prolonged direct contact with anyone with a known diagnosis of COVID-19 or been placed on quarantine for possible contact with COVID-19?
 - k. Has your son/daughter/client been asked to self-isolate or quarantine by a medical professional or a local health official?
4. Upon arrival, all clients will have their temperature taken by a DAP staff member before exiting their vehicle. Staff will stagger the time they unload clients to avoid large groups.
 - a. Daily health surveillance screening of clients must be conducted and results documented when signs and symptoms of illness are observed.

Hygiene and Cleaning Practices

1. All staff will be required to wash their hands at the following times:
 - a. Upon entering the building at the beginning of the day (hand sanitizer will be made available as an alternative).
 - b. After blowing one's nose, coughing, or sneezing
 - c. After using the restroom
 - d. Before, during, and after preparing or eating food
 - e. After touching garbage
 - f. Immediately prior to receiving students off the bus
 - g. When leaving for or returning from lunch break
 - h. After assisting a student/client in the restroom
 - i. Prior to working with any client directly and between working with different clients.
 - j. At the end of the work shift
2. All clients will be assisted to wash their hands at the following times:
 - a. Upon entering the building at the beginning of the day (hand sanitizer will be made available as an alternative).
 - b. After blowing one's nose, coughing, or sneezing
 - c. After using the restroom
 - d. Before, during, and after preparing or eating food
 - e. After touching garbage
 - f. Prior to making and eating lunch
 - g. At the end of the school day/ prior to dismissal
3. Hand sanitizer dispensers will be placed in common areas but not in those areas frequently traveled by clients (because of the risk of ingestion).

4. At the beginning of the workday and again at the end of the work day, all staff will be required to wipe down and disinfect any personal belongings they will use/touch while at the DDDC (e.g., cell phones, etc.). Staff will limit personal items that are used in DDDC buildings.
5. The DDDC will have disinfectant wipes, disinfectant sprays, and hand sanitizer (located to avoid client access) available throughout the day.
6. Staff who have individual work areas will be required to disinfect their area each day. (Rutgers Facilities will focus on daily cleaning of higher traffic areas and high touch surfaces daily.)
7. Staff will be required to disinfect all commonly touched areas at the end of each school day in classrooms and in office space. All clinical and office staff will be assigned to assist with daily disinfection.
8. Soiled PPE will be bagged and washed according to REHS guidance. REHS guidance will dictate how often and under what circumstances we will need to change PPE
9. Rutgers Custodial staff will clean the building daily and disinfect the entire building a minimum of once a week (building will be closed on Wednesday for a thorough disinfection). Any custodial staff who enter the building while staff/clients are present will be required to follow building procedures involving temperature checks, wearing masks, gloves, etc.
10. Areas that cannot be cleaned sufficiently between uses (e.g., playground equipment, bed in lifeskills) will be off limits to all students/staff.
11. Use of staff/public communal space (waiting area, staff rooms, conference rooms) will be restricted. Seating areas will be arranged (and extra chairs removed) to ensure a minimum of 6 feet in between individuals when they are in use.

Social Distancing and Controlling Traffic Flow/ Building Occupancy/ Communal Spaces

1. Staff arrival times will be staggered by 5-minute intervals (between 8:00 and 8:30) to avoid crowds forming as staff wait to enter the building and are screened.
2. Staff/Clients will enter the building from one designated entrance at each building. Other doors will be designated exit doors.
3. Staff who share office work space that does not provide a minimum of 6 feet of space in between employees will work with their supervisors to develop flexible work space and schedules to minimize the amount of the work day during which

employees are working for extended periods of time while closer than 6 feet away from others.

4. Staff will be encouraged to leave the building during lunchtime to limit the number of staff in communal spaces. Communal spaces will not be used by multiple unmasked staff (e.g., when eating).
5. Extra staff will be assigned to open exterior doors during arrival and dismissal to limit the number of people touching door handles.
6. All internal DDDC meetings whether one on one or for larger groups will take place using Microsoft Teams.
7. Staff will use Teams calls or telephone calls to speak with colleagues (in person conversations are restricted).
8. Building occupancy will be limited to those required to be in the building and essential support staff. If telecommuting policies at Rutgers still permit this for staff, any DDDC employees who can complete their responsibilities remotely (IT, office staff, some administration, outreach staff) may be permitted/required to do so.
9. Outside visitors to the DDDC will be limited.
 - a. All visitors who must enter the building will sign in on a visitor log that provides the date, time, affiliation, cell phone number and e-mail address. This will assist with contact tracing should it be necessary following COVID infection within a DDDC building.
 - b. All outside visitors will be verbally screened by the receptionist.
 - c. Bus drivers will not be permitted in the building (e.g., to use restroom facilities).
 - d. Outside providers (OT/PT) will not be permitted in the building during initial re-entry phase. Once permitted in the building, outside providers will be required to comply with DDDC building procedures (temperatures will be taken upon arrival, screening questions will be asked, masks and gloves must be worn). Case managers would be asked to communicate limits to building access.
 - e. Non-DDDC Rutgers employees who must enter the building during emergency situation (facilities, custodial staff, etc.) will be required to wear masks at all times when in the building. They will also be subject to temperature checks upon arrival.
 - f. All meetings involving outside participants (DDD case managers, etc.) will be run using phone or video meetings. If there is a reason that an in-person meeting must take place, all attendees will comply with building policies (temperature checks, wearing a mask, etc.).

- g. Parents/others dropping off or picking up their son/daughter/client will be asked to do so from outside the building. DAP clients will be met outside upon arriving or will be walked to their parent's vehicle for dismissal.
 - h. Mail receptacles will be installed between entrance doors at both buildings to reduce the need for mail carriers to enter DDDC buildings. All deliveries to the building will be accepted outside of the building or between the two main doors in each building to prevent unnecessary visitors to the building. If a heavy item is delivered and must be brought into the building, delivery personnel will be required to put on a mask when in the building.
10. Rutgers graduate trainees will be limited initially to GSAPP students. Phased and gradual re-entry for non- GSAPP students (e.g., psychology field work students, interns from other disciplines, nursing students, etc) will be followed.

General Teaching Practices

1. Whenever staffing allows, clients will work in consistent small groups. A daily record will be maintained that documents which individuals were in a group and the staff who worked with them.
2. Classroom doors will remain open to increase ventilation
3. Clients will be encouraged to take a brief walk outside with staff approximately once every 30 minutes.
4. All Community programming will be suspended unless required (i.e, paid employment opportunities for students/clients that if missed would compromise maintenance of those jobs).
 - a. If staff do go into community with a client, appropriate PPE and disinfecting wipes, hand sanitizer will be taken.
 - b. Vans used for transportation will be disinfected (seats, door handles, seatbelts, etc.) at the end of the workday or before the van is used by another student/client and staff.
5. Activities involving physical exertion (e.g., exercise) will be conducted outside (weather and temperature permitting).
6. Any group instruction (class group activities, gym class) will be limited to individuals in the same team when possible and must involve physically arranging at least 6 feet between clients.
7. Use of common instructional areas (lifeskills, exercise room, café, etc.) will be restricted and if used will be scheduled for use by only one classroom at a time. Staff will disinfect commonly touched surfaces in those common areas at the end of their classroom's scheduled time and prior to use of the space by another team.

8. In later phases of the re-entry plan, when more clients are in each classroom, clients will be separated by physical barriers (e.g., tall furniture) when possible. When separation is not possible, clients will face the same direction within the classroom (not face each other).

Personal Protective Equipment (PPE)

Clients will be encouraged, but not required, to wear cotton face coverings. With consent from parents/guardians, clients who do not currently tolerate wearing a cotton face covering will have a program in place to learn to tolerate wearing a face covering.

In anticipation of the need to work with individuals who will not wear face coverings, staff will be provided with PPE.

1. All staff will have access to the following DDDC issued protective gear
 - a. Required for all staff (must be put on prior to entering DDDC building)
 - i. Cotton face coverings or surgical masks
 - b. Required for clinical staff who are working with students who are able to wear a cotton face covering for the whole school day, or when working in a classroom and remaining socially distanced from all students who are not wearing cotton face coverings for the majority of the time.
 - i. Cotton face covering or surgical mask
 - ii. Face shield
 - c. Required for clinical staff when working with students who are not wearing face coverings and are unable to socially distance the majority of the time
 - i. N95 or re-usable respirator (requires health screening and fit test clearance by Rutgers Environmental Health and Safety)
 - ii. Eye protection (either goggles or face shields)
 - d. Available to staff (and in some cases required for clinical staff working with specific students)
 - i. Gloves (not required on a routing basis, should be worn if contact with student/client saliva is a concern and/or for staff with rashes/open cuts on their hands.)
 - ii. Hair/head covering
 - iii. Smocks/Clothing covering (when assisting individuals with toileting or during times when there is risk of contact with saliva or other body fluids.)

- e. Available to school nurses and for distribution to staff who are providing supervision to symptomatic students/client waiting to be picked up.
 - i. N95 masks
 - ii. Gloves
 - iii. Facial shields
 - iv. Hair cover
 - v. Gown
2. Extra supplies of protective gear will be available for staff to use should their gear become soiled or broken. Each classroom will have multiple sets of replacement PPE available and will be responsible for re-stocking those replacement supplies at the end of each day.
3. Crisis support procedures will be amended to ensure sufficient back up staff are available to relieve staff immediately when they need to replace damaged PPE
 - a. Crisis support staff will be identified during each work session and ensure quick access to clean PPE to wear when responding to support pages.
 - b. When possible, support teams will be made up of staff who are not working in other classrooms while remaining available to report to support pages (to avoid going back and forth between multiple classrooms).

Responding to Clients Showing Symptoms of COVID-19

1. In each building, a location separate from the nursing area will be designated as an isolation area to house clients who show signs of cough or fever throughout the day.
2. If a client has a temperature of 100.4 or higher at arrival or at any point during the day, or if staff suspect during the day that a client is exhibiting a cough, shortness of breath, or other symptoms of COVID-19, the following procedure will be followed:
 - a. Call the nurse's line. Page if nurse is unavailable.
 - b. Attempt to put a mask on client if they are not already wearing one.
 - c. Escort client to isolation area for screening by nurse (or second designated isolation area if unavailable). Symptomatic clients will NOT be taken to the nurse's office.
 - d. Staff will put on protective gear for isolation area (mask, face shield, and gown).
 - e. Staff will remain with the individual until the parents pick them up. Parents must pick up the client within 1 hour of being notified.
 - f. Clients who are dismissed as a result of exhibiting signs of COVID-19 must obtain clearance from a licensed health care provider prior to returning to

- school. If a client has tested positive for COVID-19, he or she must provide the DDDC with documentation of a negative COVID-19 test and written clearance from a licensed health care provider.
3. Following dismissal of clients, nurses will oversee thorough cleaning/disinfection of isolation area. Multiple locations in each building will be identified in case more than one individual needs to be isolated at one time.
 4. The DDDC will use the following notification policy
 - a. In the case of staff diagnosed with COVID-19, Rutgers Occupational Health will be notified as soon as possible.
 - b. After contacting the local health department the DAP will file an Unusual Incident Report (UIR)
 - c. In the case of a suspected or confirmed case of COVID-19 in a client/staff member, DDD will be notified within the same business day (<https://nj.gov/humanservices/ddd/documents/covid19-incident-reporting.pdf>)
 5. DDDC will rely on guidance from local and state Health Departments based on current level of community spread of COVID-19 (minimal, moderate or substantial spread) to determine the need to close operations for cleaning/disinfection or to minimize additional spread of the illness.
 6. Regardless of level of community spread, if there is a confirmed case of COVID-19 in a DDDC building, the DDDC will consult with local health officials to follow the procedures below (based on CDC guidance 5/4/20)
 - a. Assess risk to determine the need for a 2-5 day closure to clean, disinfect, contract trace in consultation with local health officials
 - b. Communicate with staff and parents (while maintaining confidentiality of client or staff member who is ill)
 - c. Clean and disinfect thoroughly
 - d. Implement a plan to ensure continuity of education during the period of closure.
 - e. Notify the DDDC community of the presence of a COVID -19 positive person in the school/Adult program
 - f. Program will close for 14 days automatically if there is an outbreak, defined as 2 or more cases identified across multiple classrooms within a 14-day period and there is no identifiable connection between/among those cases.

Ensuring Safe Staffing Ratios

The DDDC Adult Program will close for clients only (staff will report) if numbers of direct service staff* within the adult program fall below 9** staff for 18 clients, preventing us from operating safely. Absences may be related or unrelated to COVID-19 illness. Required staffing numbers will be adjusted based on phased re-entry and % of clients in building during each phase)

**Direct service staff numbers are expected to include Team Leader, Classroom Assistants/Job Coaches, Program Coordinators, Training Coordinators, Behavior Analysts, and Administrators if necessary. DDDC staff will be assigned to work on teams based on staffing need including movement between different classroom teams and across programs.

Staged Re-entry:

1. To ensure a safe return to in-person services, the DDDC will follow the staged re-entry phases specified by the Division of Developmental Disabilities (DDD). Initial re-entry will take place at 25% of program capacity or to the number of individuals who can be served while maintaining social distancing.
2. Remote services/support will be offered during days each client is not at the program.
3. During the initial phase of re-entry (25%), transportation to the Center will not be provided by the DDDC. All clients will need to be transported to (and from) the DDDC by parent/guardian or group home staff.

*Movement from one phase into the next will be determined based on factors involving current guidance provided by the Department of Health, the Division of Developmental Disabilities, Rutgers University Occupational Health, Rutgers Environmental Health and Safety, as well as availability of resources including staff and supplies to ensure safety for all.

Ongoing Evaluation of Re-entry Plan

Due to the uncertain nature of this pandemic, the DDDC reserves the right to make modifications to the plan above at any point to ensure the safety of clients and staff at our center.