

The Bancroft School  
Road Back Restart and Recovery Plan  
September 2020

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**The Bancroft School Pandemic Response Team Restart Committee**

Bancroft has been operating a Pandemic Response Team since March 13, 2020. The team has consisted of representation from all Bancroft programs and has been responsible for responding to this health-related crisis. In alignment with guidance and direction of the CDC, DOH, NJ Governor's Office, local officials, this team has established and put in place protocols and procedures throughout the organization. **The Bancroft School Pandemic Response Team**, consisting of School Principal, Business Manager, Facilities Manager, School Nurse, School Social Worker and Sr. Director, will align efforts with members of Bancroft's Pandemic Team in adhering to already established pandemic protocols and procedures, as well as in executing any additional policies or protocols that need to be in place for a successful return to school. The Bancroft Education Response team meets weekly for briefings and to address concerns, situations and/or policy /procedure review and revisions. Bancroft organizational Pandemic Response briefings are ongoing and will support the needs of the education teams.

**The Bancroft School Restart Committee** consists of the School Principal, Education Supervisors, Senior Clinical staff members, Food Service Director, School Business Manager, Facilities Manager and School Nurse. This committee meets weekly for briefings and to address concerns, situations and/or policy /procedure review and revisions.

**OVERVIEW OF PROGRAM AND STUDENTS SERVED**

The Bancroft School, an NJ APSSD, provides educational services for children ages 5-21 with Autism and other Developmental Disabilities. The school, located at 311 Walton Ave. Mount Laurel, NJ 08024, serves children primarily from school districts across NJ and PA, but from other out-of-state districts as well. Our student population consists of children who live at home with their families and are transported to school daily by their sending school district, as well as by children who live in Bancroft pediatric residences or with other local residential providers. These students are transported to school by either their sending district or the residential provider.

With very low student to staff ratios, Bancroft schools have more adults per student in classrooms than do public schools. In most classrooms there are two or more adults in the room – teachers, paraprofessionals, 1:1 aides, and related services therapists. This has meant that as we prepare for reopening, class size may be three or four students with their teachers/aides/therapists in the classroom to allow for social distancing.

Children who attend our school are currently unable to attend a school in the community due to their academic and behavioral needs. Under normal operations, The Bancroft School school day is 8:30am - 2:30 pm Monday through Friday. The Restart and Recovery Plan identifies a hybrid instructional plan with two cohorts. The AM cohort will receive 2.5 hours of in-person instruction from 8:30-11:00 am and 1.5 hours of remote instruction in the afternoons. The PM

The Bancroft School  
Road Back Restart and Recovery Plan

cohort will receive 1.5 hours of remote instruction in the mornings and 2.5 hours of in-person instruction from 12:30-3:00 pm. Further guidance from the Governor's Office has stated a need for schools to provide a fully remote instructional experience for those families who desire that option. Expected September enrollment is 255 students.

The Bancroft Schools held virtual meetings for sending School Districts and families to discuss instructional plan options. A survey will be distributed to families the week of August 3rd asking for their preferred method of instruction. The School Leadership team will continue to refine classroom assignments based on parent selections.

The Bancroft School is led by an administrative team that consists of a School Principal and three Education Supervisors responsible for the supervision of classroom instruction as well as teachers and paraprofessionals/1:1s. Each of the 44 classrooms has an assigned certified teacher and operates on a 3:1 student to staff ratio except in cases where a student's IEP has indicated 1:1 staffing support. Special Area Content: Physical Education, Art and Music is also provided by teachers certified in those content areas. Clinically, students are provided individual, group and consultative therapeutic services as per IEP, from a team consisting of: Occupational, Speech/Language and Physical Therapists. Music Additionally, Special Area Teachers in the areas of: Art, Music and Physical Education provide instruction to students. Four Teacher Leads support curriculum, instruction and technology use in the classrooms through training and direct guidance. Working with the team on behavioral treatment and modifications are a team of Board Certified Behavior Analysts and School Psychologist. The school team also includes School Social Workers, a certified School Nurse, School Business Manager, Kitchen Staff and an Administrative Support (secretarial) team. Each student has an IEP and are grouped according to age and cognitive level to the best extent possible. Curriculum is designed to meet the unique needs and abilities of our students. Technology is utilized by students to enhance and maximize learning opportunities and to access their learning environment from home.

As we enter this school year under specific guidance from the NJ Governor's Office and the Department of Education, we look to offer and support both a hybrid instructional model as well as a fully remote option for the districts and families we serve.

**NOTE:** At any point in time if guidance from the Governor's Office or DOE requires a school closure, we will return all students to a full remote learning plan.

The Bancroft School  
Road Back Restart and Recovery Plan

**Table of Contents**

**SECTION A: Conditions for Learning**

General Health and Safety Guidelines	Pg 5
Classrooms, Testing and Therapy Rooms	Pg 8
Transportation	Pg 10
Student Flow	Pg 10
Screening/PPE	Pg 11
Response to Students/Staff Presenting Symptoms	Pg 11
Contact Tracing	Pg 17
Facilities	Pg 18
Meals	Pg 18
Recess/PE	Pg 19
Extracurricular Activities	Pg 19
Social Emotional Learning	Pg 19
School Climate and Culture	Pg 20
Multi-Tiered Systems of Support	Pg 22
Wraparound Supports	Pg 22

**SECTION B: Leadership and Planning**

Scheduling	Pg 23
Staff	Pg 24
Athletics	Pg 24

**SECTION C: Policy and Funding**

Policy	Pg 25
Funding	Pg 25

**SECTION D: Continuity of Learning**

Ensuring Delivery of Special Education and Related Services	Pg 25
Technology and Connectivity	Pg 26
Curriculum, Instruction and Assessments	Pg 26
Professional Learning/Training	Pg 29

## **SECTION A: CONDITIONS FOR LEARNING**

### **GENERAL HEALTH AND SAFETY GUIDELINES**

Bancroft, an established service provider for individuals with disabilities, has been invested in monitoring and adhering to CDC recommendations in establishing and updating practices and protocols throughout this COVID-19 pandemic. Positive relationships with the local Departments of Health in all counties where we operate programs have been developed and there has been frequent communication with these offices regarding our adherence to all reporting requirements related to COVID-19.

It is our commitment to promote behaviors in our school that are consistent with CDC recommendations and that reduce the spread of illness.

The CDC identifies the following individuals as being at increased risks for severe illness from COVID-19:

- Adults over 65 years of age
- Individuals with disabilities
- Chronic lung disease or asthma (moderate to severe)
- Serious heart conditions
- Immunocompromised
- Severe Obesity
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease
- Medically fragile students with IEP's
- Students with complex disabilities with IEP's
- Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan)
- History of blood clotting disorder
- Seizure history

Employees that fall into one of these categories and have concern about their ability to safely return to work will be provided leave options through our Human Resource office.

The School Nurses will complete a medical risk assessment with all families prior to the start of school and will require a doctor's note clearing each student for in-person school attendance. In situations where in-person attendance is not deemed appropriate the student will be placed in the Remote Learning Option.

Special considerations for asthma breathing treatments in school during COVID-19 pandemic:

The Bancroft School  
Road Back Restart and Recovery Plan

- Students experiencing acute asthma attacks should not be attending school without the approval of their health care provider.
- Asthma treatments using inhalers with spacers (according to the student's Asthma Action Plan) are preferred over nebulizer treatments whenever possible.
- Limit the number of people in room during nebulizer treatment- preferably to student and nurse ( staff, if necessary)
- Clean and disinfect after treatment, per CDC recommendations.
- Recommended PPE for use when administering nebulizer treatment:
  - gloves
  - N-95 face mask or surgical mask
  - eye protection
  - gown (if applicable)

Nursing practices for routine visits to the nursing office:

In order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion please note that students do NOT need to present to Health Office with the following common situations:

- Paper cuts, small abrasions, picked scabs – have student wash and apply band-aid if needed.
- Minor headache or fatigue – allow them to get snack/drink water first. Notify nurse if not improved in 20 minutes.
- Mild stomachache – allow to use bathroom, drink water and have snack. Notify nursing if no improvement in 20 minutes.

Note: All Bancroft employees are First Aid certified

- Social distancing signs will be displayed in nurse's office with all seating 6 feet apart.
- Exam rooms will be cleaned and disinfected between students.
- Staff should call ahead with non-emergent incidents to receive direction from nursing as to when students should be brought to the nurse's office.

General Health Hygiene Practices:

- Teach and reinforce to students and staff proper techniques of handwashing.
- Encourage frequent handwashing at the start of the school day and throughout the school day.
- Encourage social distancing by placing reminder signage throughout the school.
- Post signage for handwashing in all classroom, bathrooms and other common areas.
- Ensure adequate supplies of hand sanitizer, hand soap, gloves, tissues and non-touch trash cans.
- Post signage with mitigation strategies to prevent spread of disease.
- Consult Infectious Control Nurse, as needed.
- Consult with local health department, as needed.
- Teach and reinforce use of face coverings with all staff and students.
- Request all sick students and staff stay home.

The Bancroft School  
Road Back Restart and Recovery Plan

- No community-based outings, field trips, large group assemblies or school parades.
- Have students eat in their classrooms. Use disposable utensils.
- Close communal areas such as cafeteria, indoor playground and common cooking areas.
- Teach and encourage proper respiratory etiquette.
- Teach and encourage not touching eyes, nose or mouth.
- Promote up-to-date vaccinations, including the flu vaccine, in accordance with New Jersey State Law.
- Provide educational materials for parents and guardians.

For those Employees and Students returning to school, the following Wellness Screening process will be completed daily.

**Employee Wellness Screenings:**

- All employees will be required to complete a Wellness Screening upon entering the building at a designated Wellness Screening Station.
- Exempt employees are being asked to complete and submit the screening before reporting to work. If they have not completed screening prior to their arrival on campus, they will be required to complete it at the Wellness Screening Station.
- Non-exempt employees will complete their screening at the Wellness Screening Station upon arrival to the building.
- Designated personnel will take employee temperatures and employees will be directed to complete the screening questionnaire via a QR code by using a cellular device or connecting through a link on a Chromebook. (Refer to screening form.) Thermometers utilized by designated personnel will be disinfected when moved between personnel. Additionally the designated temperature takers will wear gloves when handling the thermometers. Hand Sanitizer stations will be set up at each location for employee use as well.
- Any employee who has a temperature of  $>99.9$  or who does not pass the wellness screening, will be directed to leave and immediately call Bancroft Occupational Health for further guidance.
- Employees who successfully complete the wellness screening will utilize hand sanitizer, then clock in and report directly to their classroom. All employees will be required to wear masks upon arrival to campus and continually throughout the day. The only exception is when eating.

**Student Wellness Screenings:**

- Information regarding The Bancroft School Wellness Screenings and health expectations will be sent home to parents prior to the opening of school.
- Families will be expected to sign off on all health and wellness information stating they understand and will abide by all policies.

The Bancroft School  
Road Back Restart and Recovery Plan

- Students being bused to school or dropped off by parents will be screened by the nurse for temperature and other COVID-19 symptoms prior to entering the school building.
- Parents will be asked to complete a wellness screening form daily.
- If upon screening, a student displays any signs of COVID-19 such as breathing difficulty, cough, fever (99.9 or higher), chills, or sore throat, the student will be taken to the isolation room. Family will be notified and the student must be picked up within 1 hour.
- Students who reside in a Bancroft Residential Program will be screened for wellness, including temperature, prior to coming to school.
- If upon screening, a student (who resides in a Bancroft Residential Program) displays any signs of COVID-19, such as, breathing difficulty, cough, fever (99.9 or higher), chills, or sore throat, the student will be immediately returned to their home with staff and PCP will be called.

**Visitor Wellness Screenings:**

- Currently Bancroft restrictions do not permit visitors to enter our facilities unless an emergency is present.
- Any visitor that is permitted access must also comply with the Wellness Screening requirement.
- Visitors must be greeted at the entrance by the employee who is responsible for their visit.
- Any visitor that does not pass the screening will be asked to immediately leave.
- Visitors will need to wear a mask at all times.
- Visitors will maintain social distancing at all times.
- Visitors will be escorted to and from any areas of the building they must access by the employee responsible for their visit to the building.

**CLASSROOMS, TESTING and THERAPY ROOMS**

**Classrooms:**

- Classroom assignments have been created to limit the number of students and adults in each classroom to allow for social distancing.
- All desks are arranged facing forward.
- In student specific situations where maintaining social distance between students may be problematic, barriers will be created using vinyl mats to identify a specific student's space in the classroom.
- While face coverings (masks) are not indicated for all individuals with disabilities, students who are able to wear masks will be required to do so when social distancing presents a challenge.
- All classrooms are equipped with a sink, hand soap and paper towels. Teachers, paras, 1:1s and students will be expected to practice frequent handwashing. Staff and Students will, at a minimum, wash their hands:
  - Upon entering the classroom at the start of the day,

The Bancroft School  
Road Back Restart and Recovery Plan

- Before and after eating,
  - After using the toilet, or after assisting a child with toileting,
  - Upon returning to the classroom following outdoor play, recess or a therapy session,
  - In the event hand washing is not available, hand sanitizer will be utilized.
- Cleaning contractors will be responsible for checking supply of hand soap and paper towels at least daily.
- All students will have personal supplies, devices and equipment that will be stored in their designated area.
- All supplies used by students will be cleaned with Sani and/or Cavicide wipes after use.
- Signage has been placed in classrooms, hallways and other common areas providing direction on standard precautions related to minimizing risk of the spread of COVID-19 (handwashing, frequent cleaning of high touch areas, mask wearing and social distancing).
- All classrooms will have a supply of gloves and hand sanitizer.
- All classrooms will have cleaning supplies available for frequent cleaning of high touch items (desks, doorknobs, computers, etc). Cleaning supplies will be stored in a locked area.
- The BCBA and classroom teacher will work with children who demonstrate aversive behaviors to mask wearing and train staff on how to modify behaviors. (Please refer to the Bancroft Safety Work Group for more information.)
- Face covering exemptions:
  - May be impractical for young children or individuals with disabilities.
  - Doing so would inhibit the individual's health.
  - The individual is in extreme heat outdoors.
  - Child under age two and could risk suffocation.
  - If individual is unable to remove his or her own mask.
  - A student's documented medical condition, or disability as reflected in an IEP precludes the use of face masks or coverings.
- Most therapy areas are equipped with a sink, hand soap and paper towels for hand washing. In therapy areas that do not have a sink, hand sanitizer will be available. However, students will wash their hands in the classroom upon return from a therapy session.
- High touch areas and equipment in therapy rooms will be wiped down with sanitizer wipes between students. Therapists will wear gloves and masks when treating. Face shield will be available as well.
- Any items brought in from home will return home with students at the end of their school day.
- Any items that must be shared between students will be cleaned with a sanitizing wipe between student use.

The Bancroft School  
Road Back Restart and Recovery Plan

- Any paper materials used by students will be laminated to allow for sanitizing after each use. Laminated materials will be individualized and stored in the student's individual box. Other student paper materials will be thrown away.
- All furniture and equipment will be sanitized after use with Sani Wipes/Cavicide.
- Lesson planning and documentation will continue as required.
- To increase ventilation, windows and doors will be open as long as doing so does not pose a health or safety risk to any of the students in the classroom.

### **TRANSPORTATION**

Sending School Districts hold the responsibility for transporting students who live at home or a non-Bancroft residential program. Some students are transported to and from school by their parent or guardian.

- All vehicles transporting students to school will be directed, by school personnel, into the bus loop as to allow nursing to conduct wellness screenings.
- Students will be permitted to enter and exit the building through the Activity Center door or Main School Entrance to allow for social distancing.
- Parents and transportation staff will not be permitted to enter the building as we re-open.
- Students who arrive late must wait in the main school entrance vestibule until the school nurse conducts the wellness screening and the student's teacher, a para or 1:1 arrives to escort them to class.
- Students who show signs of illness during the day and are isolated awaiting parent/guardian pick up will exit through Health Center entrance (next to isolation room) when parent/guardian arrives after signing their child out.

For Bancroft residential students, Bancroft staff will be responsible for transporting. Guidelines will be as follows:

- If social distancing of students is not possible, face coverings (masks) must be worn by all who are able to do so.
- If face coverings (masks) are not able to be worn by some or all of the students, more than one transportation run may be necessary, or a second van will be utilized.

### **STUDENT FLOW, ENTRY, EXIT AND COMMON AREAS**

As noted earlier in this document, students have been assigned to an AM or PM cohort to minimize the number of students and staff in the building as one strategy to limit exposure and contact with others.

General flow expectations:

- There is to be no congregating in common areas or hallways by school employees or students.

The Bancroft School  
Road Back Restart and Recovery Plan

- Students and school employees should remain in their primary work area (i.e. classroom, therapy room, office) unless the function of their job requires them to move through the building to complete responsibilities.

Student Arrival:

- School Nurses will be positioned at two entrances - Main School Entrance and Activity Center Entrance. They will greet students outside as they arrive to school to complete temperature check and wellness screening.
- Students who are cleared for attendance will be picked up by their teacher, classroom para or their 1:1 and escorted to class.
- Social distancing and directional cues have been placed in hallways throughout the school indicating student/staff movement.
- Parents/guardians dropping off their children will be required to sign them in. Pens will be provided. Once used, pens will go in a separate container marked used and will later be sanitized with a sani-wipe for reuse.

Student Dismissal:

- Students will be called for dismissal as their bus or parent/guardian arrive at the conclusion of the instructional period to minimize the number of staff/students in the hallways at any given time.
- Staff and students will follow the directional cues and social distancing standard as they approach exits and move toward buses.
- Once a student has been transferred to the bus or parent/guardian vehicle, staff will return to the classroom.

**SCREENING, PPE AND RESPONSE TO STUDENTS AND STAFF PRESENTING WITH SYMPTOMS**

**Wellness Screening Process:**

Employee Screenings:

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and employees, all employees are required complete a self-screening upon arriving to work which includes a temperature check reading and answering to a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath
- Chills
- Difficulty breathing
- Muscle pain

The Bancroft School  
Road Back Restart and Recovery Plan

- Headache
- New loss of taste or smell
- Sore throat
- Temperature 99.9 or higher
- Known close contact with a person who is confirmed COVID-19 POSITIVE
- Awaiting test results for COVID-19

All screening information is captured on an electronic dashboard and monitored. Employees who do not pass wellness screening are directed to leave school campus and call Occupational Health. Additionally, employees who demonstrate a pattern of non-compliance (as monitored on the dashboard) in completing daily wellness screenings will receive corrective feedback.

Employees who exhibit COVID-19 related symptoms will be directed to go home and call Occupational Health for further direction on quarantine and testing. They will not be permitted to return to work until cleared by Occupational Health.

Student Screening Process:

Parents will be provided a *Daily COVID-19 Screening Questionnaire* prior to school every morning. They will be instructed not to send their child to school if they are displaying any of the symptoms listed below. Rather, parents will be instructed to notify the School Nurse at 856-524-7327. Any student that presents with COVID-19 symptoms will be requested to stay home and isolate for 10 days and no fever for 24 hours without the use of fever-reducing medication AND symptom improvement if they choose not to be tested. A physician's note will be required to return to school.

Symptoms related to COVID:

- Cough
- Shortness of breath
- Chills or repeated shaking with chills
- Fever 99.9 or higher
- Difficulty breathing
- Vomiting or diarrhea
- Nasal congestion or runny nose
- Skin rash
- Sore throat
- Headache
- Muscles aches
- Extreme fatigue
- Awaiting COVID-19 laboratory results – must keep home
- Known close contact with a person who is confirmed COVID-19 POSITIVE- must keep home

Students arriving by bus or parent/guardian drop off will be screened for wellness by school nurses as they exit their bus or family vehicle.

The Bancroft School  
Road Back Restart and Recovery Plan

The screening nurses will either stand behind a physical barrier, such a plexiglass partition, OR wear a face covering (mask) and a face shield to protect their face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs or talks.

In addition to a temperature check using a non-contact forehead thermometer, each student will be assessed for the following visual signs of potential illness:

- Temperature of 99.9 or greater
- Flushed cheeks
- Rapid breathing
- Difficulty breathing (w/o recent physical activity)
- Fatigue
- Extreme fussiness
- Runny nose
- Cough

Students who possess verbal skills will be asked if they are feeling any of the symptoms of COVID-19.

ANY STUDENT displaying symptoms of COVID-19, such as, cough, shortness of breath or has a fever 99.9 or above, will be escorted through the exterior Health Suite entrance into the Isolation Room. Parent's will be notified immediately to pick up their child. All information is confidential. Students will be requested to stay home and isolate for 10 days and no fever for 24 hours without the use of fever-reducing medication AND symptom improvement if they choose not to be tested. If emergency warning signs of COVID-19 are present such as trouble breathing, chest pain, new confusion, inability to stay awake or bluish lips/face, 911 will be activated. Nursing will notify operator that we are seeking care for an individual with possible COVID-19.

Employees and Students who have symptoms of COVID-19 AND have tested positive will:

- Remain at home for at least 10 days have passed since their first symptoms have appeared  
AND
- They have had no fever for at least 24 hours without the use of fever-reducing medications  
AND
- Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved).
- Medical clearance needed for return for school.

Employees and Students who have symptoms of COVID-19 AND have not been tested will:

- Remain at home at least 10 days have passed since their symptoms first appeared  
AND
- They have had no fever for at least 24 hours without the use of fever-reducing medications

The Bancroft School  
Road Back Restart and Recovery Plan

AND

- Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved).
- Medical clearance needed to return to school

Employees and Students who have NO symptoms and have tested positive will:

- Remain at home at 10 days have passed from the collection date of their positive COVID-19 diagnostic test

AND

- They have not developed symptoms.
- Medical clearance needed for return to school.

Employees and Students who have symptoms AND have tested negative will:

- Remain at home for at least 24 hours after their fever has ended without the use of fever-reducing medications

AND

- Other symptoms improve.

If a student in a defined group within school is suspected or confirmed of COVID-19 infection the individual will:

- Be immediately isolated, treated as a presumed positive case (full PPE to be worn by anyone who must come in contact with them) and sent home.
- AND
- Other employees and children in the “cohorted” group would be considered close contacts of that case and must be quarantined in their homes for 14 days if test positive for COVID-19.
- Parents/guardians and school employees should be informed of the situation.
- Classroom and common areas will be cleaned and disinfected following the CDC guidance.
- Other classrooms within the school can continue to function, continuing with daily wellness screenings and all other health and safety guidelines in place.
- If suspected or confirmed cases in multiple groups with school, then in-person instruction may need to be suspended. DOH direction will be followed.

Isolation Room Protocol:

- Students that arrive at school sick or develop signs of illness during the school day must be safely and respectfully isolated from others and be sent home as quickly as possible to ensure the safety and well-being of fellow students and staff.
- Students with fever, cough or difficulty breathing will be requested to wear a mask, if feasible, until they can be sent home.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Provide appropriate PPE for assigned staff.
- Students who are sent home should be advised to follow *What to Do if You are Sick.*

The Bancroft School  
Road Back Restart and Recovery Plan

- Clean and disinfect all areas used by the student that is sick, such as bathrooms and classrooms using a EPA-registered product to use against SARS-CoV-2. Wait 24 hours before cleaning the isolation room, if possible.
- Parents/Guardians will be instructed to follow up with a medical provider for clearance note prior to returning to school.
- Work with Education Supervisor and Teacher to gather pertinent information to assist in contact tracing including groups/cohorts, assigned staff and daily attendance.
- When an individual tests positive for COVID-19, the school nurse will immediately notify Burlington County Department of Health @ (609) 265-5537 for Welsh Campus and initiate and complete necessary contact tracing.

Additional Nursing Protocols:

- School nurses to review and monitor absenteeism closely.
- Family or guardians to call school nurse @ (856) 616-6428 to report reason for absence.
- Nurse will communicate the absence of the student with the teacher.
- Communicate with local and state authorities to determine current mitigation levels in the community.
- Ensure the families provide emergency contact numbers in case a student needs to be picked up.
- Notify local health officials, staff and families immediately of suspected or confirmed COVID-19 exposure.
- If 10 % of the student population are called out sick for similar symptoms, it must be reported to the Department of Health.

PPE:

General Use:

- Employees will be required to wear face coverings (masks) for their entire shift. Only exception is when eating. "Mask breaks" will be provided in designated areas for staff when needed.
- Gloves will be readily available for employee use.
- It is recommended that students wear face coverings (masks) when social distancing is not possible.
- Some individuals may not be able to safely wear or tolerate a mask due to their disability or it may be indicated medically that it is not safe.
- PPE such as face shields will be provided as needed.
- Additional PPE - surgical or N-95 masks and gowns will be issued by nursing to any employee working directly with an individual who is showing signs of COVID-19 symptoms and is awaiting pick up from a parent or is being returned to a Bancroft residential facility.

The Bancroft School  
Road Back Restart and Recovery Plan

Use of PPE for Toileting Protocols:

- 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/showering procedures.
- Toileting/ diapering and shower areas (including tables, pails, countertops, toileting chairs, sinks/faucets, toilets, floors, etc.) must be cleaned and disinfected after each use.
  - 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.
- Disinfecting will occur when students are not in the area. Surfaces should be dry by the time students use the area.
- Students should have their own showering items, and should not share with other students. Items need to be stored in an area specific to the student and not kept in a communal area.
- Toileting/diaper/ showering procedures (including extra COVID-19 steps) will be posted in the bathroom changing area.
- To ensure the student's safety, make the change more efficient, and reduce opportunities for contamination, all necessary supplies will be assembled before bringing the student to the changing/shower 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.

Physical Intervention and Restraint Protocols:

Staff will continue to utilize evidence-based practices for positive behavior supports, de-escalation, and crisis management as established by Bancroft. As always, physical intervention will be an absolute last resort in situations where there is imminent danger of serious physical harm, however additional protections are required to minimize risk to students and staff.

Limiting Risk Of Infection Prior To A Physical Restraint:

- Whenever possible, staff should put on additional PPE prior to a physical restraint. Such PPE would include; gloves and face shields.

The Bancroft School  
Road Back Restart and Recovery Plan

- Only staff required for safely restraining a student should be involved; one additional staff member should monitor and address protective equipment needs for those staff who are involved in the restraint in the event that protective equipment needs to be altered or adjusted.

Limiting Risk Of Infection During A Physical Restraint:

- Keep hands clear of eyes, mouth, and nose of self and others.
- Initial staff members involved should be relieved as soon as possible if not wearing appropriate protective equipment.
- Staff should implement established protocols for relieving colleagues involved in restraints.

Limiting Risk Of Infection After A Physical Restraint:

- Remove and dispose of and/or clean protective equipment immediately in the manner that you were trained.
- Avoid touching your face and limit contact with hard surfaces before immediately washing hands.
- To minimize exposure, it is recommended that staff have a change of clothes available in cases where their clothes become soiled.
- Once all health and safety issues have been addressed, follow debriefing and reporting procedures for the restraint.

### **CONTACT TRACING**

Bancroft's Contact Tracing protocols have been developed by Bancroft's Infection Control Nurse and Chief Clinical Officer in collaboration with local Departments of Health. All Bancroft nurses, including the School Nurses, have been involved in reporting COVID-19 cases and contact tracing. The process is as follows:

- Upon notification from Occupational Health that an employee is out for testing or notification from a family that a student is out for testing, an exposure list will be created by the Education Supervisor and Classroom Teacher.
- For the purpose of developing exposure lists, the DoH definition of exposure will be utilized - contact of less than six feet, more than 10 minutes.
- Upon notification from Occupational Health or a family of a positive COVID-19 test result, Bancroft School Nurse will contact Bancroft's Infection Control Nurse and Burlington County Department of Health.
- Nursing and School Leadership will work collaboratively to make all notifications to families and employees who have been exposed to the COVID-19 positive individual, maintaining confidentiality of this individual's information.
- If the COVID-19 positive individual is a student, School Leadership will communicate with the school district.

The Bancroft School  
Road Back Restart and Recovery Plan

- A follow up letter will be sent to all families and employees who were exposed.
- The School Nurse and Infection Control Nurse will ensure appropriate paperwork is submitted to the Dept. of Health.

### **FACILITIES CLEANING PRACTICES**

The Bancroft School contracts with Nova Services for the cleaning of the school facility. These staff members are subject to the daily Wellness Screening.

It has been standard practice for the contracted cleaning staff to routinely clean and disinfect frequently touched surfaces such as door knobs and push plates, handrails, light switches, elevator buttons.

As we re-open school, the number of cleaning staff in the building during the day will increase for additional cleaning and disinfecting of all areas.

The cleaning staff assigned during school hours will:

- Frequently clean high touch areas - handrails, door knobs furniture in common areas, light switches, elevator buttons, countertops, bathrooms.
- Empty classroom trash at least twice daily.
- Clean and disinfect classrooms, therapy rooms, common areas and hallways between AM and PM sessions and at the end of school day - Clean and disinfect sinks, countertops, tables, chairs, desks, floors, offices, etc.
- Bottle fillers will be treated as high touch areas and therefore will be cleaned frequently.
- Electrostatic cleaning will be completed in any area where potential exposure occurred.
- Electrostatic cleaning will occur in the health center following any isolation.
- Toilet sensors are activated for touchless flushing.
- Hand Sanitizer stations will be positioned in key locations throughout the building and hand sanitizer will be available in all rooms.
- Use of a cleaning/sanitizing checklist to track cleaning of all areas.

### **MEALS**

- Any school provided meals will be provided to staff via the food safe serve certified staff.
- Meals or snacks provided during the school day will be eaten in the classroom.
- Meals will be served individually labeled or in pre-packaged boxes or bags.
- Students and School Employees will not share food.
- Employees will wear gloves at all times during mealtime and will provide meals to students who order lunch.
- Students who bring lunch from home will bring in and take home each day all eating utensils, cups, dishes etc.
- Disposable utensils, cups and dishes will be utilized whenever possible.

The Bancroft School  
Road Back Restart and Recovery Plan

- If any child has a snack as part of their school program or receives reinforcement in the form of edibles during the school day, the food items will be provided in the classroom, utilizing disposable plates and disposable utensils.
- Employees will wash hands after removing their gloves.
- Employees will ensure proper student handwashing before and after meals and snacks.
- If meals are not served during the school day they will be available to take home in a “brown bag” grab and go.
- Arrangements may be made to pick up food in bulk on a weekly basis.

**RECESS/PHYSICAL EDUCATION**

- Playground equipment may be utilized by students in one classroom at a time.
- Students and staff will wash hands immediately after outdoor activities.
- Social distancing practices must be adhered to whenever possible.
- Equipment is to be sanitized by staff after use utilizing the Sani wipes or Cavicide.
- PPE (face coverings/masks) must be worn by employees at all times.

**EXTRACURRICULAR ACTIVITIES/FIELD TRIPS**

- Extracurricular activities, visiting groups/organizations are currently suspended. Decisions to resume such activity will be based on CDC guidance and local DOH infection rate information.
- For learning purposes, community integration will occur via virtual field trip experiences.

**SOCIAL EMOTIONAL LEARNING AND SUPPORT**

The Bancroft Schools have formed a *Social/Emotional Wellness Committee*, to consider a clear response to the potential impact the COVID-19 pandemic has had on the entire school community (staff and students alike). Members include: Jennifer Brisbin-HRBP, Dr. Marijke Goossens-Ph.D. School Psychologist, Misty Simmons-Senior Social Worker, Kathleen Hosier-BCBA, Samara Taylor-Education Supervisor, Carole D’Ascenzo- CSN

- The Bancroft School has a full-time School Psychologist and a team of BCBA’s to support the emotional and behavioral needs of our students.
- The Bancroft School has a team of School Social Workers available to facilitate meetings with families, provide community referrals for services.
- Bancroft has a Behavior Management Committee (BMC), Humans Rights Committee (HRC) and Center of Excellence (COE) as well as School Psychologists available to support The Bancroft School students and families.
- School staff have been trained Safe and Positive Approaches and are recertified on an annual basis, a portion of this focus is on trauma informed care.
- All staff are trained on use of Bancroft classroom management plans.

The Bancroft School  
Road Back Restart and Recovery Plan

- Individual behavior plans are indicated for students through the IEP or IDT meetings and are developed and implemented under the guidance and direction of the BCBA.
- Staff have received training regarding Trauma-Informed Care and suggested practices to create a safe environment and response to student challenges.
- Bancroft's Human Resource Department has a dedicated HR Business Partner for The Bancroft Schools who is available to discuss CareBridge services and Leave of Absence options available to staff. In addition to each employee's immediate supervisor, the HRBP is a resource for employees who are experiencing challenges with returning to work for reasons of health, fear of safety and lack of child care resources.

The work of this team will highlight the importance of placing priority on physical, mental and emotional wellness as school resumes in-person after a five month building closure.

Student SEL strategies:

- Providing social stories and short videos on topics such as: Returning to School, Face covering (mask) wearing, personal hygiene, social distancing.
- Working collaboratively with families to develop habits for a school routine during ESY.
- Providing pictures of classroom teachers and staff (without face coverings) to assist students with recognition of the adults around them, thereby reducing some of the anxiety accompanying seeing all the people around them in face coverings.
- Providing pictures of student's faces on the desk (for those classes where the students can tolerate face coverings) to assist with peer recognition.
- Planning for "video buddy" visits for peers who may no longer be in the same classroom.
- Recorded videos of staff and teachers without face coverings, smiling and at ease, that can be used during instructional periods through ESY and into the new school year. Videos would demonstrate school employees putting their face covering on and taking it off again.
- Providing families pictures of the school and virtual tours showing students their classrooms and classroom teachers/staff.
- Providing teachers with resources to incorporate mindfulness and relaxation techniques into the school day (in-person and remote)
- Taking movement breaks.
- Refer to the resource bulletin in the appendix.

Employee SEL strategies:

- Provide a FAQ and place for additional questions and answers to be posted.
- Provide TIPS document about ways to be safe/stay safe/feel safe.
- Find places to display posters or send messages like: "10 ways to take a break" or "3 ways to take cleansing breaths".
- Provide opportunities and reminders for face covering breaks.

The Bancroft School  
Road Back Restart and Recovery Plan

- Weekly links to relaxation, meditation and mindfulness activities/exercises sent out by the SEL team.
- Weekly communications with specific updates, new tips, ideas etc (provide avenues that staff/teachers can submit what is working, strategies they used, success stories, etc.).
- Creating a “virtual” place for teachers to share resources and create a library of activities.
- Allow for flexibility in the lessons and the class. Recognize that if you are feeling anxious or frustrated then a student in the class may feel the same way. Take a break to relax or move.

The Bancroft Schools have also formed a Safety Goal Workgroup to focus on identifying goals for each student and protocols with regard to teaching, face coverings, hand hygiene and social distancing. Members of the work group include: Chris Vallone-PT, Dawn Smith-BCBA, Holly Gillman, Jessica Hiller, Karissa Gretkowski-OT, Dr. Marjike Goosens-School Psychologist, Michelle Frankenthaller-Speech Therapist, Misty Simmons-Social Worker, Samantha Price-OT, Jodi Taylor-OT, Kathleen Hosier- BCBA, Elizabeth Fuzi-EPP Principal, Nikki Schwarz-Licensed Psychologist, Patrick Grugan-BCBA.

This team has conducted a review of student needs and potential resources over a six week period and has developed strategies and standardized approaches to addressing health and safety assessments and goal-setting for our students. Training for teachers and related service therapists will take place during ESY. Simultaneously family communication developed by the team will be sent out to families.

The team will continue to receive feedback from teachers, families, related service therapists as well as school leadership and will provide ongoing consultation.

Student IEP teams will assess and identify a safety goal via an IDT meeting for each student. As per Bancroft expectations, progress will be recorded monthly in CCP.

### **SCHOOL CLIMATE AND CULTURE**

The Social/Emotional Wellness Committee was also charged with looking at School Climate and Culture. It is our commitment to create a school environment where everyone feels valued, heard and safe. Physical, emotional and mental well-being must be a priority as we return to in-person instruction in this unprecedented time.

To ease the return, School leadership will be:

- Providing regular updates on return to in-person instruction.
- Involve people in the process.
- Provide a series of trainings to support new practices and to ensure understanding of new protocols and processes.
- Creating a return to school that is celebratory, engaging and creates excitement for all.

The Bancroft School  
Road Back Restart and Recovery Plan

- Supervisory personnel will be meeting with their direct reports regularly to address concerns, support needed, highlights of what is working, etc.
- Theme days/spirit weeks.
- Cultivate a school culture where everyone is encouraged to express their feelings and concerns about returning to in-person instruction. Allow discussion and debrief time for school staff.

### **MULTI-TIERED SYSTEMS OF SUPPORTS**

In the Bancroft School communities, we are committed to using basic ABA principles to support In-person and remote instruction. Bancroft uses an instructional process of Behavioral Skills Training. BST involves selecting an instructional strategy appropriate for the student and data collection.

The strategies include:

- Discrete Trial Instruction
- High Levels of Reinforcement
- Errorless Learning
- Prompting
- Prompt Fading
- Incidental Teaching
- Chaining and Task Analysis
- Programming for Generalization
- Maintenance of skills over time

### **WRAPAROUND SUPPORTS**

The Bancroft Schools employ a team of School Social Workers who are responsible for ensuring a team approach to addressing academic, behavioral and social-emotional needs of students to identify or develop interventions to support students both in and outside of the classroom.

School Social Workers are also the primary liaison to sending School Districts and families in dealing with issues around supports need around issues of:

- Mental Health
- Health Care
- Family Engagement
- Identifying additional community supports

Additionally they work collaboratively with:

CMOs, DCF, DDD and other system partners to ensure families are connected to appropriate resources.

## **SECTION B: LEADERSHIP AND PLANNING**

### **SCHEDULING**

The Bancroft School will provide two options to families to begin the 2020-2021 School Year. This plan accounts for limiting the number of students and staff in the building at any one time, provides guidance for re-opening that adheres to DOE, CDC and DOH guidance.

The phases for resuming classroom instruction is as follows:

#### **ESY -**

July 1st through August 18th :

Remote instruction and related therapeutic services for all students with teachers and therapists continuing to work remotely from home.

August 10th through August 18th:

School Leadership, Teachers and Therapists/Clinicians will begin reporting to work in the school building. Teachers and Therapists will continue to provide ESY remote instruction and therapies to students from classrooms and offices. Additionally, they will complete required training in preparation for a September building reopening.

#### **School Year:**

September 3rd-4th all Teachers, Therapists/Clinicians, Paraprofessionals and 1:1s will return to school for onsite training and school opening preparations.

September 8th - First day of school. Students will begin resume hybrid and/or remote instruction and classroom instruction with modifications as detailed in this reopening plan.

#### **OPTION 1 - HYBRID PLAN:**

- The Bancroft School has elected to provide a school schedule that allows every student to receive 2.5 hours of their daily instructional and therapeutic related services in person.
- Students will be assigned two cohorts: Group A will attend in-person 8:30-11:00 am. Group B will attend in-person 12:30-3:00 pm.
- The remaining 1.5 hours of instructional and/or therapeutic related services will be provided remotely by a teacher, therapist, para or 1:1.
- Remote instruction will include pre-recorded interactive video lessons, remote activities, at-home activities to reinforce skill building.
- The building will be cleaned between sessions by cleaning contractors.
- Therapy sessions will take place both in-person and through tele-therapy.
- Classroom assignments remain consistent with DOE age range requirements.
- In person academic time will focus on individual IEP goals and objectives.
- Total instruction time will be 4 hours per day with the combination of in person, remote and clinical services.

The Bancroft School  
Road Back Restart and Recovery Plan

**REMOTE INSTRUCTION:**

- Remote instruction will be provided by the assigned teacher to any student not receiving instruction in the classroom as well as to supplement in person instruction.
- Students will receive 4 hours of instruction per day including clinical services.
- Materials utilized will be mailed home and updated as needed.
- Any devices, equipment utilized during home instruction will be sanitized by the teacher using Sani Wipes upon return to school.
- If a student is on the sick list, the student will be counted as absent for the day.
- Weekly communication forms will be filled out daily by teachers and therapists and will be sent to families and districts weekly upon request or more often if needed.
- Per the Governor announcement on 7/20/20 parents may choose an entirely remote option for school. This will be discussed with the sending school district and documented in the IEP.
- Digital Divide survey was conducted with families to identify those that may be in need of technology. Bancroft will work with the district and family to ensure each family has the technology needed to participate in remote instruction.

**STAFFING**

To provide the instructional program required by the DOE guidance, it is imperative to have all staff return to work in the school building. Being sensitive to potential health issues, safety concerns and potential child care issues, we will be directing all staff who have concerns about returning to work address those concerns with our HRBP, School Principal and immediate supervisor.

School Leadership continues to adjust and refine classroom assignments as we receive parent instructional selections (hybrid or all remote) and will make allowable adjustments to staffing accordingly.

As per the DOE guidance, allowance has been made to utilize Paraprofessionals and 1:1s to a greater extent in the provision of instruction. The Bancroft School will be utilizing Paraprofessionals and 1:1s in the provision of remote learning for those students who are part of the hybrid option.

For students whose families elect the all remote instructional option, teachers and therapists will provide instruction and therapies with the support of 1:1 staff.

**ATHLETICS**

There are no formal school athletic programs. Special Olympics programming is suspended until further notice.

## **SECTION C: POLICY AND FUNDING**

### **POLICY**

#### **Human Resources**

- Human Resource Policies are in the process of being reviewed and updated to support working remotely when needed.
- Human Resources will work with individuals with specific health concerns related to COVID and provide resources or options if qualified leaves of absence.

#### **Purchasing:**

- Purchases specific to COVID are tracked by the organization to meet the demands of programs.
- PPE is ordered through PPE/Non PPE Google request forms and purchased and delivered to programs via Bancroft Facilities Management Team.
- Equipment and School Specific Furniture are conducted through the Great Plains PO system.
- The Bancroft Facilities Management team has designed and created acrylic barriers to be utilized in common areas and school classrooms or therapy rooms in which social distancing guidelines are challenging.
- Bancroft's development team has been conducting fundraising efforts to raise money for extraordinary expenses related to COVID pandemic for the organization.

### **FUNDING**

- As a receiving school, funding is provided via approved tuition rates by school districts for educational services.

## **SECTION D: CONTINUITY OF LEARNING**

### **ENSURING DELIVERY OF SPECIAL EDUCATION AND RELATED SERVICES**

- 100% of The Bancroft School population receives special education services. The Bancroft School is contracted by school districts to provide education services as per students' IEPs.
- Bancroft collaborates with districts and families to provide educational services as per IEP utilizing COVID guidelines provided by DOE, DOH and Bancroft.
- Principal and Education Supervisors oversee the delivery of services to ensure all students are receiving services outlined in their IEPs under the guidelines provided by the DOE and DOH.
- Training has been provided to staff on DOE, DOH and Bancroft guidelines and PPE to ensure the safety and health of the staff and students.

The Bancroft School  
Road Back Restart and Recovery Plan

**TECHNOLOGY AND CONNECTIVITY**

- Technology needs assessment was conducted and Chromebooks and laptops were purchased for remote learning use on an individual as needed basis after collaboration with the sending school districts.
- Teachers were provided with a laptop from Bancroft with a camera to be utilized for remote learning and were informed of the Bancroft user agreement policy.
- Students who needed technology to participate in remote learning sessions were provided with one from Bancroft and signed a user/borrower agreement.
- Bancroft will assist staff and students with resources to ensure connectivity and equality of remote access.
- Staff have received training on Google Classroom, Google Meets and various resources to promote remote learning as well as integration of tech resources into the classroom To ensure student access and participation in educational activities.

**CURRICULUM, INSTRUCTION AND ASSESSMENT**

**In-person Instruction**

- Assessments to be completed to document baseline of skills (since March), should use assessments that were completed to create their new IEP objectives.
- All instruction will be driven by IEP Goals & Objectives.
- Content areas- Language Arts, Math, Comprehensive Health, 21st Century, FSL & Sensory Integration.
- Mandated services will be provided in both instructional settings.
- Creating a classroom environment that is safe and inviting for students to readjust being back to school & expectations.
- Vocational training- Job coach assistance, on-campus opportunities, classroom opportunities, kitchen areas to be utilized, and FSL kits.

**Remote Learning:**

- Provide a training session for parents to support Google classroom & screen sharing.
- Art, Music, Music Therapy, Physical Education, Social Skills, Science, Technology, World Cultures, Comprehensive Health, Social Studies
- These areas should contain about 15 minutes of instructional/structured tasks and/or lessons.

The Bancroft School  
Road Back Restart and Recovery Plan

- Mandated Services in both settings.
- Include more movement activities.
- Virtual instruction
- Google Classroom: pre-recorded videos of instruction, learning interactive, collaborative, differentiate learning activities, data collection via multiple modes, Jam digital Whiteboard, evidence of completed student work, one stop communication with parents, easy sharing from teacher's drive, learning digital citizenship, acquiring 21st century digital skills applicable to potential job opportunities.
- Vocational training- learning skills in a natural environment, in home opportunities such as laundry, dishwasher, cooking, cleaning, vacuuming, making their bed, putting away groceries, taking out the trash, and more.

The Bancroft School  
Road Back Restart and Recovery Plan

**Sample Student Schedule:**

- Suggestion: to be successful in both areas of learning, each student has their own individualized schedules that can be created each day at school and in the virtual instruction.

Sample AM Cohort schedule

<b>8:00 am</b>	Morning Arrival/Comprehensive Health
<b>8:30 am</b>	Morning Meeting / Visual Schedule
<b>9:00 am</b>	Language Arts
<b>9:30 am</b>	Mandated Service
<b>10:00 am</b>	Mathematics
<b>10:30 am</b>	21st Century/ FSL
<b>11:00 am</b>	Dismissal
<b>12:30 pm</b>	Visual Schedule of today's tasks/ FSL
<b>1:00 pm</b>	Special
<b>1:30 pm</b>	Science/ Social Studies
<b>2:00 pm</b>	World Cultures
<b>2:30 pm</b>	Mandated Service/ Social Skills
<b>3:00 pm</b>	End of Instruction

Sample PM Cohort Schedule

<b>8:00 am</b>	Comprehensive Health/ Breakfast
<b>8:30 am</b>	Morning Meeting/ Visual Schedule
<b>9:00 am</b>	Social Studies/ Science
<b>9:30 am</b>	Mandated Service
<b>10:00 am</b>	Special
<b>10:30 am</b>	World Cultures
<b>11:00 am</b>	FSL/ Social Skills
<b>11:30 am</b>	Comprehensive Health
<b>11:45 am</b>	Lunch
<b>12:30 pm</b>	Arrival/Comprehensive Health
<b>12:45 pm</b>	Language Arts
<b>1:15 pm</b>	Mandated Service
<b>1:45 pm</b>	Mathematics
<b>2:15 pm</b>	21s Century/ FSL

The Bancroft School  
Road Back Restart and Recovery Plan

<b>2:45 pm</b> <b>3:00 pm</b>	Comprehensive Health Dismissal
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**Related Service Provision:**

- Group therapies may be conducted in the classroom, students will not mix between cohorts.
- All students (AM and PM cohorts) will be able to participate in mandated therapies held in the designated therapy rooms or outside. Paraprofessionals and 1:1 staff will transport students to and from the therapy rooms.
- Any equipment utilized during a session will be properly cleaned and sanitized. Therapists will follow all safety and PPE guidelines.
- Documentation of services will continue and Semis will be completed.
- Therapies will also be provided via tele-therapy to ensure students received all mandated sessions.

**ASSESSMENT**

- All students returning to in person instruction will be assessed in September using a formal assessment tool (VBMAPP) curriculum assessment tools and informal assessments.
- Assessments will be conducted in the classroom during in person instruction.
- Assessments will also be conducted to determine abilities to use assistive technology and which equipment is needed.
- Instruction will be modified appropriately.
- IEP meetings will be held if significant changes in abilities have occurred as a result of remote instruction or medical condition.
- Paraprofessionals/1:1 will be provided training on new equipment, assistive technology devices or new curriculum materials to ensure consistency across the learning environment.

**PROFESSIONAL LEARNING**

- All staff will receive training on PPE and DOH and Bancroft policies and procedures.
- All staff received training on Google Classroom, Google Meets and resources to assist with remote learning and in person services.
- Continued training on remote resources, assistive technology and curriculum materials will be provided during inservice days to enhance both remote and classroom instruction strategies.
- Recertifications resumed for required professional development courses at Bancroft and

The Bancroft School  
Road Back Restart and Recovery Plan

General trainings including medical, preventative care, infection control, social and emotional support, patient/student rights, behavior modification and safety have been on-going

- Social workers collaborate with staff and have been providing emotional support to students, families and staff.
- Bancroft also provides emotional support services through Carebridge Program.
- Google Classroom Training will be provided to families as needed to ensure access to their child's online platform

The Bancroft School  
Road Back Restart and Recovery Plan

**APPENDIX A**



Dear Parent or Guardian,

Welcome back to school! We are so excited to have students back in our classrooms and hallways. We have missed their smiling faces and their energy each and every day. In an effort to keep our Bancroft School community safe, we will be following the mitigation recommendations of our state and local health authorities and the CDC in all phases of our school reopening.

We are requesting that all parents or guardians assist our school community in maintaining a safe, COVID-free learning environment by keeping your child home from school if they are experiencing any signs or symptoms of illness. Symptoms to monitor for in school-aged children are fever, over 99.9 F, cough, shortness of breath, difficulty breathing, vomiting or diarrhea, skin rash, sore throat, nasal congestion/runny nose, muscle aches, headache or change or loss of taste or smell. We ask that if your child displays these symptoms or a fever greater than 99.9 F, that you keep your child home and contact the school nurse. Also, please do not send your child to school if they have had close contact with anyone who has tested positive for COVID-19. **It is the parent's responsibility to complete a Daily COVID-19 Screening Questionnaire prior to school every morning.** We need 100% cooperation with this to keep our Bancroft family safe! Thank you in advance for your cooperation! Please consider having your child receive a flu vaccine this year as it is more important than ever!

**Please notify the school nurse at (856) 524-7327 for the Welsh Campus or 856-616-6428 for the EEP Campus If you are keeping your student home for COVID-like symptoms or if your student has been in close contact with someone who has tested positive for COVID-19.**

All staff and students will be screened for any symptoms of illness and have their temperature taken upon arrival to school each morning. If your child arrives ill or becomes ill while in school, you must have a plan in place to pick them up at school ***within one hour of nursing request*** for the safety and well-being of the student and their fellow classmates. Please notify your child's emergency contacts of this request.

Parents or guardians of children who are at ***increased risk of severe illness*** (for example, obesity, diabetes, immunocompromised, have severe chronic medical conditions of the heart, lung, such as asthma, liver or kidney or have a history of blood clotting) and medically fragile children with IEP's

The Bancroft School  
Road Back Restart and Recovery Plan

should discuss with their health care provider to determine when school re-entry is recommended. Also, some student with certain medical conditions, intellectual and developmental disabilities or sensory sensitivities, may have challenges wearing a mask or face covering. Please consult with your child's health care provider for advice about your child wearing a mask or face covering. These are extremely important discussions that should be addressed prior to in-person school instruction.

Please be assured that all staff have also been instructed to stay home when ill. All staff are also required to practice frequent, thorough handwashing, proper respiratory etiquette, wear face coverings and practice social distancing throughout the school day. Students will be encouraged to wear face coverings during the school day, though in some situations this may not be practical. Please send in a clean, properly fitting face covering with your child to school every day. All students will be encouraged to wash their hands at regular intervals throughout the day. All school surfaces will be cleaned and disinfected frequently, employing intensive cleaning practices.

We want to reassure you that we will use the utmost caution as we reopen the Bancroft School. We look forward to working together with you to keep all of the children and our staff safe. I invite you to contact me at any time with any questions or concerns you may have at (856) 524-7327 or by email: [carole.dascenzo@bancroft.org](mailto:carole.dascenzo@bancroft.org).

These are unusual times, but by adhering to strict preventative measures, a normal learning experience will be possible for your children. We will work together to achieve this!

Sincerely,

Carole D'Ascenzo, Certified School Nurse

cc: Pat Senft, Principal, Elizabeth Fuzy, Principal

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Please sign below and return to acknowledge that you have read this information:

Student's name: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

The Bancroft School  
Road Back Restart and Recovery Plan

The Bancroft School | The Bancroft Early Education Program for Children on the Autism Spectrum | The Bancroft School at Voorhees  
Pediatric Facility Bancroft , a New Jersey Non-Profit Corporation • Mailing Address: 1255 Caldwell Road, • Cherry Hill, NJ 08034 • [bancroft.org](http://bancroft.org)  
P: 856 429 0010 • F: 856 429 4723 • TTY: 856 428 2967 • The Bancroft School, 311 Walton Road, Mt. Laurel, NJ 08054 856 524 7322



Date \_\_\_\_\_

Student name \_\_\_\_\_

I, \_\_\_\_\_, parent/legal guardian of \_\_\_\_\_,  
(Parent/guardian name) (student name)

am choosing to have my child participate in a **100% remote learning model of instruction** for the 2020-2021 school year. I understand that by completing and returning this form, I am committing to the full remote learning model through approximately December 23, 2020

My child is enrolled in the following school:

\_\_\_\_\_ The Bancroft School in Mt. Laurel

\_\_\_\_\_ Early Education Program in Cherry Hill

To participate in the 100% remote learning model, this form must be completed and returned by **August 10, 2020**. Please email the completed form to [misty.simmons@bancroft.org](mailto:misty.simmons@bancroft.org) or fax the form to 856-216-2909 to the attention of Misty Simmons. If you have questions or concerns please reach out to your child's Principal.

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

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Internal use only

Date received \_\_\_\_\_

The Bancroft School  
Road Back Restart and Recovery Plan

Date copy sent to sending school district \_\_\_\_\_

**Copy to:** *Bancroft School Principal, Social Work Director, Social Worker, Supervisor, Teacher*