

June 19th, 2020

Dear Parent/Caregiver,

We hope this letter finds you and your family in good health. Our communities have been through a lot these past few months, and all of us are looking forward to resuming services and reopening facilities.

Archway Programs wants you to know that the health and wellbeing of our students, employees, families, and community remains our top priority as we monitor the evolving situation regarding the COVID-19 pandemic.

In preparation for our re-opening on July 6<sup>th</sup>, 2020, Archway schools have implemented additional safety precautions to help protect everyone. Prior to reopening, all employees will be trained over the course of 2 days in these safeguards including but not limited to Infection Control Standards, use of Personal Protective Equipment, Signs/Symptoms of COVID-19, Handwashing and Hygiene Etiquette, and Cleaning/Disinfecting Practices.

Additionally, posters from the CDC and other signage will be displayed throughout the buildings as reminders of the importance of safe practices.

Depending on your student's sending school district and his/her IEP, remote learning, in-person instruction, or a combination of both may be available options to your student for ESY at Archway.

Please note that if your student, or an employee, has a preexisting health condition (as defined by the CDC) such as chronic lung disease, chronic kidney disease, anyone with liver or heart disease, diabetes, moderate/severe asthma, severe obesity, or has a compromised immune system, he/she will need medical clearance before returning to the school. You may want to share this letter with your medical provider which outlines the safeguards that are being put in place at Archway so that an informed decision is made whether it's safe for your student to return, or if he/she should continue remote learning.

For those students who do return to the building on July 6<sup>th</sup>, the following safety protocols have been put in place:

- If the child or employee, or anyone in their household, shows COVID-19 symptoms (fever, shortness of breath, fatigue and muscle/body aches, cough, vomiting, diarrhea, new loss of smell/taste), he/she should remain at home and follow medical advice for testing and isolation. Please contact the school to let them know of the situation. Any student or employee who resides in a household with someone who is showing signs of COVID-19 should expect to quarantine for 14 days before returning. Any student or employee in the Archway schools who is COVID symptomatic should follow advice of physician and CDC guidance on isolation, and will need medical clearance before returning to the school.
- Prior to entering the school building, staff will be screened daily for fever and a short survey of questions. Students will have their temperature taken prior to exiting the bus/transportation vehicle. In both cases, a contactless thermometer will be used. Anyone showing signs/symptoms of illness or with a temperature over 100.4 will not be permitted to enter the building and will be sent home.
- A daily log of screenings for all staff and students will be kept. In addition, all student and employee absences, and the reason for such, will be documented.



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- Upon entering the building, all students and employees will be directed to wash/sanitize hands immediately. Hand sanitizer dispensing stations are located at entrances.
- Face coverings, which cover the nose and mouth, will be required for anyone entering the school, and will be provided to anyone who does not have one. Students will also be expected to wear face coverings as tolerated. Please note that face covering are not meant to be re-worn. If disposable, they should be discarded after use; if cloth, they should be washed after use.
- Personal Protective Equipment (PPE), including but not limited to face coverings, face shields, gowns, and gloves, will be provided as needed by Archway.
- Frequent handwashing, which is the single most effective way to prevent the spread of infection, will be expected throughout the day and will include at time of entering building, before/after meals/snacks, after using restroom, before/after medications, after outside play, after touching nose/mouth or removing face coverings, and after contact with frequently touched surfaces/items. Soap is available at all sinks, and 60% alcohol based hand sanitizer dispensers are available at all entrances, in every classroom, and dispersed throughout the building. Students and employees will be reminded and encouraged to hand wash often.
- Students will be grouped together with no more than 10 bodies to a classroom. The same group will remain together all day in the same space as much as possible, including during meals and breaks. The Art and Music teachers will come to classrooms to minimize movement through the building.
- Breakfast and lunch will be prepared in the kitchen which will be sanitized before and after making meals. Only the kitchen staff using proper PPE and following CDC guidelines will be allowed in the kitchen. Meals will be prepared and placed in individual containers with lids and delivered to the students. Individually wrapped foods will be used as much as possible. Students will eat in the classroom or outside while social distancing.
- If there is an incident that necessitates a hold (PRT) and more staff needs to enter a classroom to assist, then the other staff and students will remove themselves from the area to ensure safety and social distancing.
- Desks and tables have been reconfigured to maximize physical distance between students. Signage has been posted and 6 feet markings have been placed on floors as reminders to practice safe social distancing in hallways, restrooms, cafeterias, at the pool, and the like.
- Tents with tables will be placed outside around the campus for small group instruction.
- All rooms in the building will receive a deep cleaning by a professional cleaning company before reopening the schools, and cleaning will be maintained by the vendor on a daily basis thereafter. High-touched items/areas and common surfaces including but not limited to front desk/main office, restrooms, doorknobs, light switches, counters, tables, and desks will be assigned to staff for cleaning several times per day. Extra assistants will be put in place to help with cleaning throughout the day. Offices and classrooms will be equipped with sanitizing wipes and EPA approved disinfectants including a spray-and-leave product to be used as needed.
- Instructional toys and learning items that cannot be sanitized will not be used unless disposable, single use, or individually packaged so that they cannot be shared. For example, students who use manipulatives will have their own bin/bag for these items that is only theirs to use and will not be shared. These items will be disinfected multiple times each day.
- At this time, there will be no field trips, no special performances by outside persons, no assemblies/large gatherings, and no contact sports.



- The Olympic sized pool will be open but limited to no more than 25 students at a time. As per the CDC and NJDOH guidance, there will be social distancing in common areas, face coverings while outside of the water, and no pool toys allowed.
- Visitors will be prohibited from entering the school unless approved by the CEO, COO, or their designee, and will be subject to the same screening and face covering requirements.
- Any staff or student who travels by plane will need to quarantine for 14 days before returning to the school. Documentation will be kept for anyone who has traveled to a location identified by the CDC as a level 3 travel alert area.
- Anyone who becomes sick while at school will immediately be isolated to a designated outdoor area weather permitting, or to the vacant From the Ground Up building, away from others while waiting to be picked up/transported. He/she will be advised to seek medical attention as needed. The classroom/area will be evacuated as needed, closed off to others, and disinfected thoroughly. Staff who accompanies the sick child must wear a face mask/face shield, gown, and gloves.
- If there is a confirmed positive COVID-19 case, the incident will immediately be reported to local health authorities, DOE, and other governing entities where required. Employees, students, and families who may have been in close contact with the person will be alerted to possible exposure. A deep cleaning of the facility will occur. Instructions provided by local authorities will determine if further testing or revisions in screening protocols are needed, or if school closure is warranted.

We know this is a long list of rules, but your safety and peace of mind is of the utmost importance to Archway. Please note that the above is subject to change based on federal and/or state directives and best practices for Archway Programs. Should anything change, Archway reserves the right to make a last minute decision of not opening or switching to remote learning all together without notice.

We will continue to follow guidance from local authorities regarding further developments and continue to keep students, employees, and families abreast of any changes. Please visit [www.archwayprograms.org/COVID19](http://www.archwayprograms.org/COVID19) for more information and program updates.

Should you have any questions, or need further information, you may also contact the school principal or the Executive Director of Education at Archway at 856.767.5757. We've missed you and look forward to seeing everyone on July 6<sup>th</sup>!

Respectfully,



Susan Lafferty  
Executive Director  
Archway Education

