

Institute for Educational Achievement

Educational Program

Protocol for Returning to In-Person Instruction
Following a Health-Related School Closure

Revised August 25, 2020

Returning to In-Person Instruction

This document outlines the plan for returning to in person instruction following a health-related school closure developed by the Institute for Educational Achievement (IEA). The protocols and procedures outlined in this plan were developed in order to resume instruction in the building while taking every precaution to ensure the health and safety of IEA's students and staff. This plans was developed in accordance with the guidelines put forth by the New Jersey Department of Education, the New Jersey Department of Health, and the Centers for Disease Control and Prevention.

In order to plan and execute IEA's reopening plan, a Pandemic Response Team/Restart Committee was established. Team/committee members, in collaboration with the New Milford Public Health Nurse, worked to develop a plan that addresses the key subject areas as well as the ten critical areas of operation outlined in the New Jersey Department of Education's *The Road Back: Restart and Recovery Plan for Education*. The Reopening Plan is an ongoing process and subject to change as directed by the New Jersey Department of Education or as dictated by changing circumstances of the COVID-19 pandemic.

Pandemic Response Team

IEA's Pandemic Response Team includes:

Dr. Eric Rozenblat	IEA Executive Director
Donna De Feo	IEA Principal
Marlene Haftek	Business Manager
Alyssa Nelson	IEA school nurse
Amy Chiappa	Teacher
Lisa Picinic	Parent
Diane Lento	Board member

Phase 1 – Remote Instruction

Remote instruction provided to all students in accordance with IEA's health-related school closure plan. No in-person instruction provided.

Phase 2 - Hybrid Model of Instruction with Schedule Modifications

Beginning on September 8, 2020 IEA will implement a hybrid model of instruction. The hybrid model of instruction involves a combination of remote instruction (provided in accordance with IEA's health-related school closure plan) and in-person instruction provided within the school building with schedule modifications (see below). A hybrid model of instruction will be implemented using an A/B two week rotation schedule by Module (classroom).

	Modules A, B and C	Modules D and E
Week A	In person instruction Monday – Thursday Remote instruction on Friday 14 students	Remote instruction Monday through Friday
Week B	Remote instruction Monday through Friday	In-person instruction Monday through Thursday Remote instruction on Friday 12 students

In addition, in accordance with Governor Murphy’s July 20 mandate, parents will have the option for their child to continue to receive remote instruction in September. All parents will be informed that they have the option to choose, for their child, instruction through the hybrid model or full-time remote instruction. Information about these options will be sent to parents via email with a request to respond to the Executive Director or the Principal, via email, with their choice by a specified date. Parents will also be informed that, once a method of instruction has been selected, they can always choose to switch to the alternative option at a future date. Information about the process for doing so will also be provided. Once that request is made the change may take up to two weeks to go into effect so that IEA can adequately plan and prepare for that change.

Any student participating in full-time remote instruction will be provided the same quality and scope of instruction as students participating in the hybrid model. That instruction will be provided in accordance with IEA’s health related school closure plan. For the periods during which that student is scheduled to receive in-person instruction, remote instruction will be provided to the student in his/her home, by staff who work from within the school building.

Both instructional options will be provided in accordance with IEA’s school calendar which includes 180 days of instruction. The school calendar can be found on IEA’s website at www.ieaschool.org.

In preparation for the potential shift back to full-time remote instruction, various measures will be taken to strengthen remote learning capabilities. A period of instructional time will be devoted to enhancing each student’s ability to participate in remote instruction. The focus of that instruction will be individualized based on the goals and skill set of the student (e.g., teaching appropriate responding during remote instruction). In addition, curriculum will be developed for use in the event that a return to remote learning is deemed necessary. And technology needs of students and staff will be assessed on a regular basis to ensure appropriate access to the necessary technology, in the event of a return to full-time remote instruction.

Hybrid Instruction Option

A combination of remote instruction and in-person instruction (within the school building) is provided using an A/B two-week rotation schedule by Module as indicated above.

On the days that in-person instruction is provided, students will receive instruction at IEA from 9:00 – 2:45. To ensure the health and safety of IEA’s students and staff, in person instruction will be provided in accordance with the procedures and schedule modifications detailed in IEA’s Protocol for Returning to In-Person Instruction.

Remote instruction will consist of no less than four hours of instructional time per day. Instructional time is not defined as time spent in front of a teacher or in front of a screen, but time engaged in standards-based learning under the guidance of a teacher, that addresses the goals included in the student’s IEP.

Remote Instruction Option

Remote instruction will be provided 5 days a week (Monday – Friday), each week.

Remote instruction will consist of no less than four hours of instructional time per day. Instructional time is not defined as time spent in front of a teacher or in front of a screen, but time engaged in standards-based learning under the guidance of a teacher, that addresses the goals included in the student’s IEP.

Phase 3 - In-person Instruction with Schedule Modifications

In-person instruction provided to all students with schedule modifications (see below).

Schedule Modifications

During phases 2 and 3, in-person instruction will be provided with schedule modifications in order to ensure the health and safety of students and staff. Schedule modifications pertain to the areas of the building in which instruction will take place. Specifically, shared instructional spaces (e.g., gym, computer room, kitchen) will not be used. Skills previously taught in those locations will be taught in the classroom. Schedule modifications also pertain to specific instructional activities for which instruction will not be provided. These activities include any skill that requires the use of sustained, invasive manual prompts to teach target responses such as showering, tolerating dental visits, tolerating doctor visits, and tolerating a haircut. During phases 2 and 3 the teaching of these skills will be temporarily discontinued. To the greatest extent possible, alternate/related skills will be taught (in the classroom) to address the goals related to the teaching of the particular skills.

Phase 4 – In person Instruction with Social Distancing

In-person instruction provided to all students. Schedule modifications will no longer be in place. However, social distancing practices will be implemented in all areas of the building.

Phase 5 – In person Instruction

In-person instruction provided to all students without schedule modifications and in the absence of social distancing practices.

Transitioning Between Phases

The decision to transition from one phase to another will be made by the Executive Director and the Principal based on guidance from the Department of Education, the New Jersey Department of Health and/or the Centers for Disease Control and Prevention.

IEA is planning to transition from Phase 1 to Phase 2 beginning on September 8, 2020.

IEA's program is designed to provide highly individualized one-to-one instruction to each of its students. A high rate of staff absences would make it exceptionally difficult to effectively provide instruction. Therefore, if at any time a module experiences significant staff absence related to COVID-19 (e.g., multiple instructors in quarantine), the decision may be made to implement Phase 1 (remote instruction) for that module. That decision will be made by the Executive Director and the Principal and will be made only when it is deemed necessary in order to ensure the provision of effective intervention.

Staff Training

In preparation for the return to in-person instruction, staff meetings will be held, via zoom, to keep staff informed and to communicate regarding expectations and support for student learning.

Prior to the students' return to in-person instruction, staff training will be conducted, in the school building, for all staff. Staff training will include instruction in the following areas :

- Hand washing practices
- Use of personal protective equipment (PPE)
- COVID-19 signs and symptoms
- The protocols and procedures outlined in this document

Critical Area of Operation 1: General Health and Safety Guidelines

General Guidelines

The Principal and/or the school nurse will maintain contact with the New Milford Health Department to remain apprised of current mitigation levels in the community.

The Executive Director and the Principal will review all available information provided by the Department of Education, the New Jersey Department of Health and the Centers for Disease Control and Prevention. Such information will be reviewed on an ongoing basis, as new information is released, in order to remain apprised of current mitigation levels and to remain informed regarding current guidelines.

IEA will follow the CDC's Guidance for Schools and Childcare Programs.

Protecting and Supporting Students and Staff Who are at a Higher Risk for Severe Illness

In order to protect and support students and staff who are at a higher risk for severe illness, reasonable accommodations will be made including:

- Allowing students to participate in remote instruction rather than in-person instruction
- Providing additional PPE or safety equipment

Additional modifications will be considered on an individual basis.

Promoting Behaviors that Reduce Spread

Staff members will be encouraged to remain home when they are ill.

Parents will be encouraged to be on the alert for signs of illness and keep their child at home if the child is ill.

Social distancing will be practiced (to the greatest extent possible) in all instructional and non-instructional spaces.

Use of shared objects and supplies will be limited. If sharing is necessary, the items will be sanitized after each use.

Handwashing

Staff members will assist students in washing their hands for at least 20 sec, using soap and water, at regular intervals including:

- Upon arrival in the morning
- Before eating lunch or a snack
- After using the bathroom
- After blowing their nose, coughing, or sneezing

Cues will be added to students' activity schedules to ensure that hand washing occurs throughout the day with no more than 90 minutes between instances of handwashing.

Staff members will wash their hands for at least 20 sec, using soap and water, at regular intervals including:

- Upon arrival in the morning
- Before eating lunch or a snack
- After using the bathroom
- After blowing their nose, coughing, or sneezing
- Between transitions from one student to another

Hand Sanitizing

Hand sanitizing stations will be available in each classroom; at the front entrance; in the kitchen/lunchroom; in other frequently used rooms; and near all bathrooms and building entrances/exits. Hand sanitizing stations will offer an alcohol-based hand sanitizer that contains at least 60% alcohol. Note – hand sanitizer should be used if hand washing with soap and water is not possible.

Staff members will proactively provide instruction to teach students to:

- Avoid touching their eyes nose and mouth
- Cover their coughs and sneezes with a tissue, then throw the tissue in the trash and wash their hands

Social Distancing During Instruction

When it is possible, instructors should maintain at least a 6 foot social distance from students while providing instruction.

However, in order to effectively teach certain skills, social distancing may not be feasible. When social distancing is not possible:

- Face coverings will be worn by both instructors and students, unless it will inhibit the student's health and/or the student will not tolerate wearing the face covering.
- A protective divider may be placed between the student and the instructor.

Phone Use

Any individuals who has an office or a dedicated workspace that contains a phone shall only use the phone in his or her office or workspace.

Individuals who do not have a workspace with a phone will use phones in shared work areas (e.g., classroom, staff room) and may not use a phone that is in an individual's office or dedicated workspace.

When using a phone in a shared work area staff members must disinfect the phone after each use according to the defined sanitizing protocol.

Use of Computers and Typewriters and Other Equipment

When using computers, typewriters, or other equipment (e.g., laminator, label maker, shredder) in a shared workspace, staff must maintain social distancing.

Staff must disinfect the equipment immediately after use, according to the defined sanitizing protocol.

Face Coverings and Other PPE for Staff

PPE including face masks, face shields, and gloves will be provided by IEA for staff and students.

If a staff member prefers to provide his or her own face covering, he or she may do so.

All staff must wear face coverings at all times while in the building unless:

- Doing so will inhibit the person's health.
- Doing so would be an impediment to instruction (e.g., modeling mouth positions necessary for appropriate articulation). If wearing a face mask is an impediment to instruction the staff member must put on a face shield and may then remove his or face covering. The staff member must then put the face covering back on once instruction of that activity has concluded.
- The staff member is the only person present in a room (e.g., the staff member is working alone in a classroom after the students have been dismissed). However, the staff member must don a face covering if another person enters the room.

Staff members have the option of wearing a face shield in addition to a face covering. Face shields will be available to staff who choose to wear them.

Staff members will be responsible for sanitizing their face shields daily.

Staff members will be responsible for washing their face coverings daily.

Staff will have the option of wearing gloves throughout the day. Gloves will be available to staff who choose to wear them.

Face Coverings for Students

Students will be required to wear face coverings unless:

- Doing so will inhibit the student's health.
- The student is in extreme heat outdoors.
- The student is in water.
- A student's documented medical condition, or disability as reflected in an IEP, precludes the use of a face covering.
- The student is eating or drinking.
- The student is engaged in high intensity aerobic or anerobic activities.
- Wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Face covering may be removed during physical education when a student is in a well-ventilated location and able to maintain a distance of six-feet from others.

Face coverings will not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance.

As indicated in the guidance provided by the Department of Education in *The Road Back: Restart and Recovery Plan for Education*, enforcing the use of face coverings may be impractical for individuals with disabilities. Considering the nature of the disability of the students IEA serves, enforcing the use of face coverings may lead to high levels of problem behavior including aggression. In that case, alternative PPE will be used (e.g., face shields, dividers). However, instruction will be actively provided to teach students to tolerate wearing a face covering.

Isolation Area

An isolation area will be established and used for any student or staff member exhibiting signs of COVID-19.

Other than the individual displaying the symptoms, only the school nurse will be permitted to enter the isolation area. The school nurse will provide continued supervision and care for an individual in the isolation area, as well as continued monitoring of symptoms.

After an individual has left the isolation area, the school nurse will thoroughly clean and disinfect the area. To reduce the risk of exposure, the nurse will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, the nurse will wait as long as possible before cleaning and disinfecting the area.

Critical Area of Operation 2: Classrooms, Testing, and Therapy Rooms

Social Distancing

Social distancing will be practiced (to the greatest extent possible) in all instructional and non-instructional spaces.

When it is possible, instructors should maintain a social distance of at least 6 feet from students while providing instruction. However, in order to effectively provide instruction, social distancing may not be feasible. When social distancing will be an impediment to instruction:

- Face coverings will be worn by students unless it will inhibit the student's health and/or the student will not tolerate wearing the face covering.
- A protective divider may be placed between the student and the instructor.

Classrooms

In order to allow for social distancing each Module (class) will be assigned two rooms to serve as their classrooms. Within those rooms:

- Student desks will be separated by at least 6 feet
- Student desks will face the same direction
- Physical barriers may be placed between students and/or instructors

Students will not be permitted to enter any classroom other than their own.

Other Instructional Spaces

During Phases 2 and 3, shared instructional spaces (e.g., gym, computer room, kitchen) will not be used. To the greatest extent possible, skills previously taught in those locations will be taught in the classroom. During Phase 4, shared instructional spaces will be available for use. Social distancing practices will be implemented in those spaces which include:

- Ensuring that students are spaced at least 6 feet apart
- Having the option to place physical barriers between students

Front Office

Staff working in the front office will adhere to social distancing practices and maintain a distance of at least 6 feet from one another while working. If at any point a staff member is unable to maintain a 6 foot social distance, face coverings will be worn.

The door to the front office will remain closed and staff or students will not be permitted to enter.

Interactions with the administrative assistant, the communications coordinator, or the business manager will occur at the reception window which will be equipped with a protective separation screen.

Front office staff will leave the front office area only when necessary and will wear a mask and maintain social distancing to the greatest extent possible when doing so.

Copy Room

Use of the copy room will be limited to staff only. Students will not be permitted to enter the copy room.

Staff will enter the copy room using the atrium door.

Only one person at a time will be permitted to enter the copy room.

If a person approaches the copy room and it is occupied, the person will wait in the marked location that is 6 feet from the copy room entrance.

When an individual enters the copy room, before exiting the room he or she will use a disposable wipe to disinfect any surfaces that he or she touched.

Additional sanitizing will be completed by the administrative assistant at specified times during the day (e.g., 9:00, 12:00, 3:00, 5:00). At those times, the administrative assistant will sanitize the copy machine, all counter tops, cabinet handles, and any other frequently touched surfaces in the room.

Nurse's Office

If a student needs to see the school nurse for an issue unrelated to COVID-19, a staff member will accompany the student to the nurse's office.

Only 1 student will enter the nurse's office at a time along with the staff member accompanying him or her.

Once a student enters the nurse's office, the nurse will close the door.

If a staff member approaches the nurse's office with a student and the door is closed, the staff member accompanying the student will ensure that he or she waits in the marked location that is 6 feet from the entrance to the nurse's office.

The student must wear a face covering while walking to and from the nurse's office and while he or she is in the nurse's office unless a) it will inhibit the student's health, or b) removal of the face covering is necessary in order for the nurse to examine the student or administer medical treatment.

If a student is not able to wear a face covering, a staff member will call the nurse and ask that she come to the classroom.

After the student leaves the nurse's office, the nurse will disinfect any surfaces that have been touched by the student or the staff member accompanying the student.

Staff Bathrooms

In order to adhere to social distancing guidelines, bathrooms will be occupied by only 1 person at a time.

When a staff member enters the bathroom he or she will display the sign indicating that the bathroom is occupied.

Each staff member must wash his or her hands for at least 20 seconds before leaving the bathroom.

Before leaving the bathroom the staff member will use disposable wipes to disinfect any surfaces that he or she touched while in the bathroom including toilet handles, faucets, and doorknobs.

Upon leaving the bathroom the staff member will display the sign indicating that the bathroom is vacant.

If a staff member approaches the bathroom and it is occupied, he or she will wait in the marked location that is 6 feet from the bathroom door.

Student Bathrooms

In order to adhere to social distancing guidelines, bathrooms will be occupied by only 1 student at a time.

Students will be accompanied to the bathroom by a staff member to ensure adherence to social distancing guidelines.

The staff member will enter the bathroom with the student to ensure adherence to guidelines pertaining to hand washing and disinfecting.

When a student enters the bathroom the staff member accompanying that student will display the sign indicating that the bathroom is occupied.

Before exiting the bathroom the staff member will ensure that the student washes his or her hands for at least 20 seconds.

Before leaving the bathroom the staff member will use disposable wipes to disinfect any surfaces that the student touched, or that her or she touched, while in the bathroom including toilet handles, faucets, and doorknobs.

Upon leaving the bathroom the staff member will display the sign indicating that the bathroom is vacant.

If a student approaches the bathroom and it is occupied, the staff member accompanying the student will ensure that he or she waits in the marked location that is 6 feet from the bathroom door.

Staff Room

Staff working in the staff room will maintain social distancing to the greatest extent possible.

While working in the staff room, instructors are encouraged to avoid working at a desk that is directly next to or directly behind a desk occupied by another person.

If a staff member enters the staff room and another staff member is already working directly next to or behind that staff member's desk, that staff member may find another location to work (e.g., the classroom).

Staff must wear a face covering while working in the staff room. Staff can remove face masks while eating lunch. Social distancing, however, must be maintained in the staff room when a staff member is eating lunch.

Staff are not permitted to sit at another staff member's desk.

Supplies

Use of shared objects will be limited.

Each student will have a pencil box (provided by IEA) that contains any supplies that he or she will need during the school day (e.g., pencil, crayons, scissors). Students shall use only the items in their pencil box.

Each instructional staff member will have a pencil case (provided by IEA) that contains any supplies that he or she will need during the school day (e.g., pencils, highlighters). Staff members shall only use the items in their pencil case.

Students' belongings (e.g., backpack) will be separated and kept in individually labeled cubbies or bins.

Reward Items and Activities

Certain reward items/activities will be unavailable for use during Phases 2 and 3. Those items include (but are not limited to) the playground, the trampoline, the bounce house.

During Phases 2 and 3, to the greatest extent possible, reward items will be relocated to students' classrooms and reward activities will occur only in the classroom. If a reward item or activity cannot be relocated to the classroom, it will not be available as a reward activity. Every effort will be made to avoid sharing of reward items. However, if sharing of reward items cannot be avoided, the item(s) must be disinfected after each use.

During Phases 4 and 5 those items may be available to students provided that any established/applicable guidelines pertaining to social distancing and disinfecting can be adhered to.

Ventilation

Regular maintenance of IEA's heating and cooling systems will be conducted to ensure proper operation of the systems. Filters for AC units will be maintained according to manufacturer recommendations. In addition, IEA's heating/cooling system has a fresh air intake system (i.e., economizer) on all roof top units.

Hand Sanitizing Stations

Hand sanitizing stations will be available in each classroom; at the front entrance; in the kitchen/lunchroom; in other frequently used rooms; and near all bathrooms and building entrances/exits. Hand sanitizing stations will offer an alcohol-based hand sanitizer that contains at least 60% alcohol. Note – hand sanitizer should be used if hand washing with soap and water is not possible.

Handwashing

Staff members will assist students in washing their hands for at least 20 sec, using soap and water, at regular intervals including:

- Upon arrival in the morning
- Before eating lunch or a snack
- After using the bathroom
- After blowing their nose, coughing, or sneezing

Cues will be added to students' activity schedules to ensure that hand washing occurs throughout the day with no more than 90 minutes between instances of handwashing.

Critical Area of Operation 3: Transportation

As a receiving school, IEA does not provide transportation. Transportation for students is provided via students' sending school districts.

Critical Area #4: Student Flow, Entry, Exit, and Common Areas

Student Arrival

During arrival:

- One staff member will be outside to escort students from the bus
- Instructors will be in the atrium, or in the classroom, to greet students as they enter the building. While in the atrium, instructors will wear a face mask and maintain social distancing.

In order to allow for social distancing, only one student will be permitted to enter the building at a time. In order to accomplish this:

- Buses/cars will line up under the portico
- Students will disembark from one vehicle at a time
- The staff member who is outside will assist the student in the first vehicle from disembarking from the vehicle.
- If there is more than one student on a bus, the instructor will assist the second student in disembarking from the bus only after the first student has entered the building.
- This process will continue until all students have disembarked from the bus.
- If there are multiple students on a bus, once all students have disembarked from that bus the vehicle will depart, the next vehicle will move up and the process will be repeated.
- A screening will be conducted before each student enters the building (see critical area of operation #5)
- Students will be permitted to enter the building only if they do not have any signs of COVID-19.
- Once inside the atrium, an instructor will greet the student and escort the student to his or her classroom.

Student Dismissal

During dismissal:

- All students should be prepared for dismissal by 2:45.
- One staff member will be at the front entrance and will use a walkie talkie to announce the arrival of buses.
- Instructors will remain in the classrooms with the students.
- Buses will form one line under the portico.
- When dismissal begins the designated staff member will announce the first bus.
- Once a bus is announced, the instructors in the classroom will assist the student who is transported by that bus in exiting the classroom, exiting the building, and boarding the bus.
- If more than one student is on a bus, the instructor making the announcement will call students by name. Once a student has boarded the bus, the next student will be called.
- Once all students have boarded a bus, that bus will depart, and the next bus will move forward.
- This process will continue until all students have been dismissed.

Accommodations for Students with Disabilities

Consistent with the individualized nature of the instruction provided at IEA, individual accommodations will be made, as the need arises, and implemented by the instructor working with a student. Such accommodations might include:

- The use of a motivational system to shape appropriate behavior
- The use of prompts to teach appropriate responding

Group Instruction

During Phases 2 and 3 group instruction may take place with students who are in the same classroom provided that social distancing can be maintained during the implementation of the group instruction.

During Phase 4 group instruction may take place with students who are in different classrooms provided that social distancing can be maintained during the implementation of the group instruction.

Student Transitions

Transitions within the classroom should be kept to a minimum. When such transitions are necessary, social distancing will be implemented.

Students will remain in their classrooms, and transitions around the building will be avoided, unless absolutely necessary (e.g., to go to the bathroom).

When it is absolutely necessary for a student to leave the classroom, the student will be accompanied by a staff member and social distancing guidelines will be implemented.

Face coverings must be worn by students during transitions unless it will inhibit the student's health.

Staff Transitions Between Students

Module schedules will be arranged to reduce the number of transitions between students throughout the day and may be arranged such that transition times are staggered (i.e., not all instructors are transitioning at the same time).

Instructors will transition from one student to another according to the classroom schedule.

As instructors transition from one student to another, the following protocol will be implemented:

- Social distancing will be maintained
- The instructor will use a disinfectant spray or a disposable wipe to disinfectant the motivational system of the student he or she was working with.
- If the instructor is wearing gloves, he or she will remove and appropriately discard the gloves and put on a new pair.
- If the staff member is not wearing gloves he or she will wash his or her hands with soap and water for at least 20 seconds.

Each classroom will devise a plan/schedule that enables instructors to wash their hands between transitions.

Trainers

Trainers may enter and transition between the classrooms of the modules for which they are responsible.

Trainers must wash their hands before entering a classroom and after leaving a classroom.

While in a classroom, trainers should practice social distancing to the greatest extent possible.

Critical Area of Operation #5: Screenings, PPE, and Responses to Students and Staff Presenting Symptoms

General Guidelines

Staff members will be encouraged to remain home when they are ill.

Parents will be encouraged to be on the alert for signs of illness and keep their child at home if the child is ill.

Screenings for Staff

Upon arrival at IEA each day, each staff member will be screened for fever or signs of COVID-19.

A screening station will be set up at the entrance to the building.

If more than one staff member is waiting to be screened, those waiting will do so on the social distancing markers spaced 6 feet apart, at the entrance to the building.

Before entering the building each staff member will have his or her temperature taken and recorded, using a non-contact thermometer, by the school nurse.

If a staff member has a temperature of 100.4° F or greater, he or she will not be admitted into the building and will be permitted to return to work based on the criteria indicated below.

Before entering the building each staff member will also respond to a questionnaire related to COVID-19 symptoms and history of exposure.

If a staff member answers yes to any of the questions he or she will not be admitted into the building and will be permitted to return to work based on the criteria indicated below in the Criteria for Returning to Work or School section.

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Screenings for Students

Upon arrival each morning all students will be screened for symptoms of COVID-19.

For students transported by parents:

- The school nurse will greet each student before he or she exits the parent's vehicle, visually check the student for signs of COVID-19, take and record the student's temperature using a non-contact thermometer, and ask the parent the specified screening questions.

- If a student is exhibiting symptoms of COVID-19 that cannot be attributed to another condition, if he or she has a temperature of 100.4° F or higher, or the parent responds yes to any of the screening questions, the student will not be permitted to exit the vehicle.
- The nurse will conduct follow up phone calls to the parent to remain apprised of the situation for any student who has not been permitted to enter the building.

The student will be permitted to return to school based on the criteria indicated below in the Criteria for Returning to Work or School section.

For students transported by bus:

- In the morning (e.g., 8:30 AM) prior to the student's arrival the nurse will contact the parent via phone to conduct a screening survey. If the parent response yes to any of the screening questions, the parent will be informed that the student may not come to school.
- The school nurse will greet each student as he or she disembarks from the bus, visually check the student for signs of COVID-19, and take and record the student's temperature using a non-contact thermometer.
- If a student is exhibiting symptoms of COVID-19 that cannot be attributed to another condition, or if he or she has a temperature of 100.4° F or greater, he or she will be escorted by the nurse to the designated isolation area.
- The nurse will contact the student's parent and advise the parent that the student must be picked up.
- The parent will be advised to park under the portico and wait in his or her vehicle.
- The student will remain in the isolation area until the parent arrives.
- When the parent arrives a member of the front office staff will inform the nurse.
- The nurse will escort the student, using the exit closest to the isolation area, out of the building to the parent's vehicle.
- The nurse will conduct follow up phone calls to the parent to remain apprised of the situation.

The student will be permitted to return to school based on the criteria indicated below in the Criteria for Returning to Work or School section.

Face Coverings for Students

Students will be required to wear face coverings unless:

- Doing so will inhibit the student's health.
- The student is in extreme heat outdoors.
- The student is in water.
- A student's documented medical condition, or disability as reflected in an IEP, precludes the use of a face covering.
- The student is eating or drinking.
- The student is engaged in high intensity aerobic or anerobic activities.
- Wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Face covering may be removed during physical education when a student is in a well-ventilated location and able to maintain a distance of six-feet from others.

Face coverings will not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance.

As indicated in the guidance provided by the Department of Education in *The Road Back: Restart and Recovery Plan for Education*, enforcing the use of face coverings may be impractical for individuals with disabilities. Considering the nature of the disability of the students IEA serves, enforcing the use of face coverings may lead to high levels of problem behavior including aggression. In that case, alternative PPE will be used (e.g., face shields, dividers). However, instruction will be actively provided to teach students to tolerate wearing a face covering.

Accommodations for Students with Disabilities

Consistent with the individualized nature of the instruction provided at IEA, individual accommodations will be made, as the need arises, and implemented by the instructor working with a student. Such accommodations might include:

- The use of a motivational system to shape appropriate behavior
- The use of prompts to teach appropriate responding

Symptomatic Staff

If a staff member is exhibiting signs of COVID-19, he or she will go directly to the isolation area and call the nurse from the phone in that area.

The nurse will enter the isolation area and assess the staff member for signs of COVID-19.

When entering the isolation area the nurse will wear PPE including a face mask, face shield, gloves, and a protective gown.

The school nurse will provide continued supervision and care for the individual while he or she is in the isolation area, as well as continued monitoring of symptoms.

If it is determined that the staff member is displaying symptoms of COVID-19 that cannot be attributed to another condition, he or she will be asked to leave the building.

The nurse will obtain any needed personal items for that staff member or will recruit another staff member to assist in doing so.

The staff member recruited to obtain the staff member's personal items will wear gloves when obtaining the items, and will leave the items outside of the isolation area.

The ill staff member will exit the building using the exit closest to the isolation area.

The nurse will advise the staff member to contact his or her primary care physician.

The nurse will conduct follow up phone calls to the staff member to remain apprised of the situation.

The staff member will be permitted to return to work based on the criteria indicated below in the *Criteria for Returning to Work or School* section.

Symptomatic Students

If a student is exhibiting signs of COVID-19, an instructor in that student's classroom will call the nurse and request that she come to the classroom to assess the situation.

When entering the classroom the nurse will don PPE including a face mask, face shield, gloves, and a protective gown.

The nurse will enter the classroom and assess the student for signs of COVID-19. If the student is displaying symptoms of COVID-19 that cannot be attributed to another condition, the nurse will escort the student to the isolation area. The school nurse will provide continued supervision and care for the student while he or she is in the isolation area, as well as continued monitoring of symptoms.

The nurse will contact the student's parent and advise the parent that the student must be picked up.

The parent will be advised to park under the portico and wait in his or her car.

The nurse will recruit a staff member to obtain the student's belongings. The staff member will put on gloves, obtain the student's belongings, bring the belongings to the isolation area, and leave the belongings outside of the room.

The student will remain in the isolation area until the parent arrives.

When the parent arrives a member of the front office staff will inform the nurse.

The nurse will escort the student, using the exit closest to the isolation area, out of the building to the parent's vehicle.

The nurse will advise the parent to contact the child's primary care physician.

The nurse will conduct follow up phone calls to the parent to remain apprised of the situation.

The student will be permitted to return to school based on the criteria indicated below in the Criteria for Returning to Work or School section.

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Staff or Student Absences

If a student or staff member is absent, the school nurse will call the student's parent or the staff member to inquire about the reason for the absence.

The nurse will inquire as to whether the student or staff member is experiencing/exhibiting signs of COVID-19.

If it is indicated that the person is experiencing/exhibiting signs of COVID-19, the nurse may ask if the person will be tested for COVID-19.

If it is indicated that the person is experiencing/exhibiting signs of COVID-19, the student or staff member will be permitted to return to school/work based on the criteria indicated below in the Criteria for Returning to Work or School section.

Positive COVID-19 Cases

If IEA obtains information that a staff member or student has tested positive for COVID-19 the school nurse will immediately call the New Milford Health Department.

The school nurse and or the Principal will assist the New Milford Health department in conducting contact tracing.

The Principal will inform the NJ DOE county office using the *NJDOE County Office Incident/Issue Report* form.

The individual who tested positive will be permitted to return to IEA based on the criteria indicated below.

Direction about whether closing the program is warranted will be provided by the New Milford Health Department.

The Executive Director and/or the Principal will inform staff members that an individual who has spent time in the program has tested positive for COVID-19. The Executive Director and/or the Principal will also inform the parents of IEA's students that an individual who has spent time in the program has tested positive for COVID-19. When informing staff and parents about a positive case of COVID-19 the confidentiality of the person who tested positive will be maintained.

Staff and students who were in close contact with the individual who tested positive will be excluded from work or school and will be permitted to return based on the criteria indicated below in the *Criteria for Returning to Work or School* section. Close contact is defined as being within six feet of the person for a period of at least 10 minutes.

After it is been determined that an individual has tested positive, any area(s) used by that person will be closed off and not used until the area(s) have been cleaned and disinfected.

To reduce the risk of exposure, cleaning and disinfecting will be delayed for 24 hours. If it is not possible to wait 24 hours, the cleaning and disinfecting will be delayed as long as possible.

Criteria for Returning to Work or School

In accordance with guidelines established by the New Jersey Department of Health and the Centers for Disease Control and Prevention, the following criteria will be used to allow staff members to return to work, or students to return to school following exposure to COVID-19, after exhibiting COVID-19 related symptoms, or after testing positive for COVID-19.

	Criteria for Returning to Work or School
Person tests positive for COVID-19	Person has self-isolated for 10 days from the time symptoms began and until at least 3 days (72 hours) have passed since the resolution of fever without the use of fever-reducing medications. OR Two negative COVID-19 tests that were conducted at least 24 hours apart, at least 3 days (72 hours) have passed since the resolution of fever without the use of fever-reducing medications, and improvement in illness signs and symptoms have occurred .
Person has/had symptoms but tested negative for COVID-19	Person has remained home until at least 3 days (72 hours) have passed since the resolution of fever without the use of fever-reducing medications, and improvements in signs and symptoms have occurred.
Person has/had no symptoms, tested negative for COVID-19 but lives with someone who has tested positive for COVID-19	Person has self-quarantined for 14 days after the other person's (i.e., the person who tested positive) self-isolation ends.
Person has/had no symptoms, tested negative for COVID-19 but has been in <u>close</u> contact with someone who has tested positive for COVID-19	Person has self-quarantined for 14 days after the last date of exposure to that person.
Person tested negative for COVID-9 but feels sick	Person has self-isolated until at least 3 days (72 hours) have passed since the resolution of fever without the use of fever-reducing medications and other symptoms have improved.
Person receives a doctor's note indicating that the symptoms are caused by a condition unrelated to COVID-19 (e.g., strep throat)	Doctor indicates that the person is clear to return

Critical Area of Operation #6: Contact Tracing

The school nurse will attend relevant workshops (e.g., School Nurses: Best, Up-to-Date Critical Strategies to Address COVID-19 and Related Issues) to increase her knowledge of various issues related to COVID-19 including contact tracing.

If IEA obtains information that a staff member or student has tested positive for COVID-19 the school nurse will immediately call the New Milford Health Department.

The school nurse and/or the Principal will assist the New Milford Health Department in conducting contact tracing.

Classroom schedules, staff assignments, and attendance records for staff and students will be maintained by the Principal and utilized to assist with contract tracing, if needed.

Critical Area of Operation #7: Facilities Cleaning Practices

General Guidelines

EPA approved disinfectants (e.g., ready-to-use sprays, wipes) will be available in all classrooms, bathrooms, and other instructional and non-instructional spaces throughout the building.

Disinfectants should be used in accordance with the directions on the product's label.

Staff should wear gloves while cleaning/disinfecting and wash their hands for at least 20 seconds after cleaning/disinfecting.

Items/objects/surfaces should be cleaned thoroughly.

Cleaning Completed by Contracted Cleaning Company

Prior to returning to in-person instruction, IEA will be closed to allow for a thorough deep cleaning/sanitizing of the building.

The company currently contracted to complete daily cleaning of the building will continue their daily routine cleaning. That daily cleaning will include cleaning and sanitizing all areas of the building including bathrooms, offices, kitchen, and common areas.

In addition to the regular cleaning, the contracted cleaning company will clean and disinfect, on a daily basis, frequently touched surfaces including light switches and door handles.

Cleaning Completed by Instructors

Throughout the day instructors will use disposable wipes to clean and disinfect shared objects, used in the classroom, after each use. Shared objects include but are not limited to:

- Rewards items/toys
- iPads/iTouches

Before transitioning from one student to another, each instructor will use a disinfectant spray or a disposable wipe to disinfectant the motivational system of the student he or she was working with.

At specified times during the day, and at the end of each school day, the instructors in each classroom will use disposable wipes to clean and disinfect surfaces and objects in the classroom including but not limited to:

- Desks
- Chairs
- Tables
- Door handles
- Light switches
- Reward items/toys
- Pencil cases
- Computer keyboards
- Motivational systems
- iPads/iTouches

Cleaning Completed by All staff

All staff will use disposable wipes to disinfect any objects or items that they use throughout the day. Such objects or items include but are not limited to:

- Computer keyboard and mouse
- Typewriters
- Laminator
- Label maker
- Microwave
- Phones
- Refrigerator handles
- Water coolers
- The copy machine

Objects/items must be disinfected immediately after use.

Cleaning Completed by School Nurse

Throughout the day, on an hourly basis, the nurse will use disposable wipes to disinfect the occupied/vacant bathroom signs.

At the end of each school day, the nurse will use disposable wipes to disinfect surfaces and objects in the nurse's office.

After an individual has left the isolation area, the school nurse will thoroughly clean and disinfect the area. To reduce the risk of exposure, the nurse will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, the nurse will wait as long as possible.

Bathrooms

Before leaving the bathroom any staff member will use disposable wipes to disinfect any surfaces that he or she touched while in the bathroom including toilet handles, faucets, and doorknobs.

When accompanying a student to the bathroom, before leaving the bathroom the instructor will use disposable wipes to disinfect any surfaces that the student touched, or that he or she touched while in the bathroom including toilet handles, faucets, and doorknobs.

Cleaning Protocols

A manual that includes cleaning protocols will be available in each classroom, in the front office, in the staff room, and in other frequently used spaces.

Critical Area of Operation #8: Meals

Because of the high variability among the students served at IEA with respect to food preferences and dietary restrictions, IEA does not provide meals to students. All students bring their own lunch to school.

Student Lunches

During Phases 2 and 3 all students will eat lunch in their classrooms.

Parents will be asked to send in lunches that do not require refrigeration or heating.

While eating lunch in the classrooms students will maintain social distancing.

Tables or desks will be sanitized before students eat lunch.

Students will wash their hands before eating lunch.

Sharing of food between students will not be permitted.

During phase 4 students will resume eating lunch in the kitchen, while maintaining social distancing.

Student Snacks

Preferred snack items will be stored in each classroom.

During Phases 2 and 3 all snacks (including rewards) will be eaten in the classroom.

Tables or desks will be sanitized before snacks are provided or consumed.

Students will wash their hands before eating a snack.

Sharing of food between students will not be permitted.

During phase 4 students may resume eating snacks in the kitchen, while maintaining social distancing.

Supplies

Disposable food service items will be used for lunch and snacks including plates, cups, napkins, and utensils.

Supplies of disposable food service items will be present in each classroom.

Staff Lunches

Each Module (class) will be assigned a refrigerator.

If an instructor brings in items that need to be refrigerated, he or she must keep the items in the refrigerator designated for his or her module.

Instructors must sanitize the handle of the refrigerator after obtaining an item from, or putting an item into, the refrigerator.

If a staff member uses a microwave to heat his or her lunch, the staff member must sanitize the outside of the microwave (e.g., buttons, handle) after using it.

Staff must maintain social distancing while in the kitchen.

Staff must wash their hands for at least 20 seconds, using soap and water, prior to eating lunch.

Staff must maintain social distancing while eating lunch.

If a staff member leaves the building during his or her lunch period, the staff member must wash his or her hands immediately upon re-entering the building.

Water Coolers and Coffee Maker

The use of water coolers will be restricted to staff.

Disposable cups will be present to provide water to students. The cup will be filled by an instructor and given to the student.

After each occasion that a staff member uses a water cooler or the coffee maker, he or she must sanitize any area of the item that he or she touched.

Critical Area of Operation #9: Recess/Physical Education

Up to two classrooms of students (no more than 12 students) will be permitted outdoors at one time.

There will be at least 6 feet of open space between groups and areas will be marked off using cones to ensure that the space between groups is maintained.

Social distancing will be maintained between individuals within groups.

Students will wash their hands immediately upon entering the building after being outdoors.

Playground equipment will not be available for use.

When physical education activities are conducted outdoors, the use of equipment will be limited. If equipment is used, the equipment will not be shared during the activity and will be disinfected after use.

IEA does not have locker rooms.

Critical Area of Operation #10: Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours

General Information

IEA does not offer any extra-curricular activities

IEA's school building is not used by any external community organizations

Community Programming

During Phases 2 and 3 offsite activities will be prohibited including instruction and reward activities.

During Phases 4 and 5 off site activities may resume and will occur in accordance with the current guidelines set forth by the New Jersey Department of Health and/or the Centers for Disease Control and Prevention.

Home Visits/Parent Training

During Phases 2 and 3 in-home home visits will not be provided.

During Phases 2 and 3 parent training will be provided virtually.

In-home home visits will resume during Phase 4.

School Visits

In-person school visits will not be scheduled during Phases 2, 3, and 4.

During Phases 2, 3, and 4 virtual school visits may be scheduled in accordance with the following parameters:

- Virtual school visits will be scheduled for no more than one hour, once per month
- Virtual school visits must ensure the confidentiality of other students

In-person school visits will resume during Phase 5.

Non-Essential Visitors

A non-essential visitor is any person who comes upon the premises for purposes related to:

- Sociability
- Obtaining information
- Completing a task solely beneficial to that person
- An unspecified purpose, and/or
- Any purpose that is not necessary to the continued operation of the program or the educational advancement of the students.

During Phases 1, 2 and 3 non-essential visitors will not be permitted.

During Phases 4 and 5 non-essential visitors may be permitted at the discretion of the Executive Director and/or Principal.

Essential Visitors

An essential visitor is any person who comes upon the premises for a specific and necessary purpose related to:

- The completion of necessary tasks within the building related to the ongoing operation or maintenance of the facility (e.g., fire inspection, health inspection)
- The completion of necessary tasks within the building based on an identified critical need (e.g., plumbing repair)
- The educational advancement of the students and/or the ongoing provision of effective services

Essential visitors will be permitted during all phases of instruction.

The number of visitors in the building at one time will be limited.

The Executive Director and/or the Principal shall approve all essential visitors.

The existing protocol for scheduling visitors shall be followed when scheduling essential visitors.

All visitors will be informed prior to their arrival that they will be required to wear face covering and maintain social distance to the greatest extent possible while on the premises.

Arrival of Essential Visitors

Visitors must make an appointment prior to their arrival. Unannounced visitors will not be permitted to enter the building.

The existing visitor protocol will be followed when visitors arrive with the addition of:

- When a visitor arrives the school nurse will be alerted and asked to come to the entrance area.
- A visual check will be made, using the monitor, to determine if the visitor is wearing a face covering.
- If the visitor is wearing a face covering, he or she will be granted access to the building.
- If the visitor is not wearing a face covering, he or she will be asked to put one on. Once he or she does so, he or she will be granted access to the building.
- If the visitor indicates that he or she does not have a face covering, a member of the front office staff will approach the outer door, open the door a sufficient amount to be able to hand a face covering to the person, wait for the person to put on the face covering, then allow the individual to enter the building.
- If the visitor refuses to wear a face covering, he or she will not be permitted to enter the building.
- The school nurse will greet the visitor and will take the person's temperature before he or she enters the building. If the person has a temperature of 100.4° F or greater, he or she will not be admitted into the building.
- If it is observed that a visitor removes his or her face covering at any time while in the building, he or she will immediately be asked to put the face covering back on.

Deliveries

If an individual arrives with a delivery:

- A visual check will be made, using the monitor, to determine if the individual is wearing a face covering.
- If the individual is wearing a face covering, he or she will be granted access to the building and a member of the front office staff will accept the delivery at the front entrance.
- If the individual is not wearing a face covering, he or she will be asked to put one on. Once he or she does so, he or she will be granted access to the building and a member of the front office staff will accept the delivery.
- If the individual indicates that he or she does not have a face covering, a member of the front office staff will approach the outer door, open the door a sufficient amount to be able to hand a face covering to the person, wait for the person to put on the face covering, then allow the individual to enter the building.
- If the individual refuses to wear a face covering, he or she will not be permitted to enter the building.
- Individuals delivering items to IEA will not be permitted past the front entryway/reception area.

Access to Technology

Students

Information was obtained from parents, via a survey, about access to/available technology that could be used to access on-line learning in the home. Results of that survey provided the following information.

Number of students	26
Number of students with access to a device that can be used for remote instruction (e.g., desk-top computer, laptop, iPad)	26
Number of students with internet access	26
Number of families needing to borrow a laptop or iPad from IEA	5

The results of the survey indicated that all families had access to at least one device that could be used in order for their child to access on-line instruction. However, some families indicated that multiple family members would need access to the device(s) making availability limited. Laptops or iPads were loaned to those families so that their child could consistently participate in remote instruction.

During the provision of remote instruction, instructional staff will be in contact daily (Monday – Friday) with families. If there is any indication from a family that their child is unable to participate in remote instruction because they no longer have access to, or do not have consistent access to, the necessary technology the staff member will convey this information to the Executive Director. The Executive Director will contact the family to arrange for the loan of a laptop or iPad.

Staff

Information was obtained from staff, via a survey, about access to/available technology that could be used to provide on-line instruction to IEA's students. Results of that survey provided the following information

Number of instructional staff members who will provide remote instruction	26
Number of instructional staff members with access to a device that can be used to provide remote instruction (e.g., desk-top computer, laptop, iPad)	26
Number of instructional staff members with internet access	26
Number of instructional staff members needing to borrow a laptop or iPad from IEA	8

The results of the survey indicated that all instructional staff members had access to at least one device that could be used in order for them to provide remote instruction. However, some staff members indicated that there were other individuals in their home who would need access to the devices(s) making availability limited. Laptops or iPads were loaned to those staff members so that they could consistently provide remote instruction to IEA's students. If there is any indication from a staff member that he or she no longer has access to, or does not have consistent access to the necessary technology, the staff member will contact the Executive Director to arrange for the loan of a laptop or iPad.

CDC Recommended Guidelines for Handwashing

During the COVID-19 pandemic, hands should be washed:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone who is sick
- **After** using the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** having been in a public place and/or having touched an item or surface that may be frequently touched by other people
- **Before** touching eyes, nose, or mouth

Five Steps to Wash Your Hands the Right Way

Washing your hands is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Hand Sanitizer

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water is not available you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to use hand sanitizer

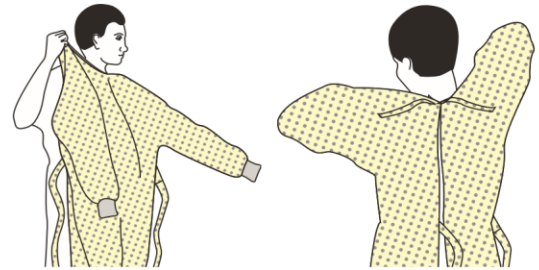
- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

SEQUENCE FOR **PUTTING ON** PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



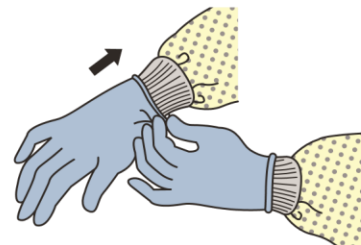
3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

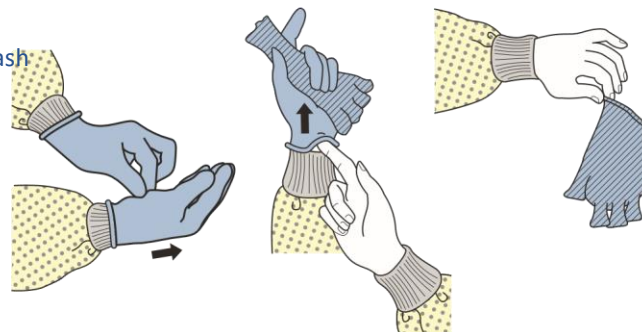


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room, except the mask.** **Remove the mask after leaving the room and closing the door.** Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



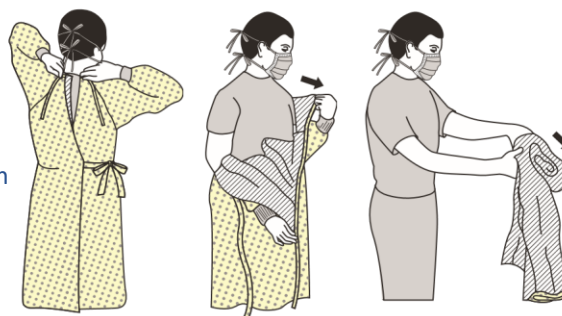
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands, or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or earpieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



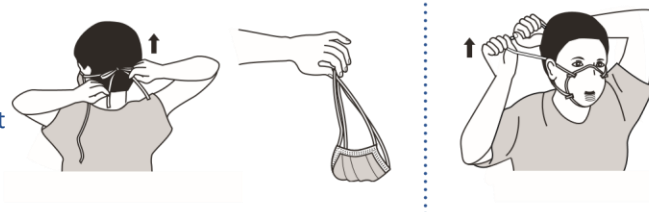
3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container



4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE OR PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED

