

Bancroft Education The Road Forward Emergency Virtual or Remote Instruction Plan 2022-2023

**Bancroft Early Education - Moorestown
Bancroft at Voorhees Pediatric Facility
The Bancroft School - Mt. Laurel
Kohler Academy - Mountainside**

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation
1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

INTRODUCTION

The Bancroft Schools

The Bancroft School, Bancroft Early Education, Bancroft School at Voorhees Pediatric Facility and Kohler Academy, a Bancroft School are committed to adhering to guidance from the Department of Health, Center for Disease Control, and The Department of Education in relation to procedures to combat and mitigate the risk of any potential outbreak in our schools located in Camden County, New Jersey, Burlington County, New Jersey and Union County, New Jersey. Therefore, we present this document as our plan of action to maintain safe facilities, practice precautionary measures with staff and students and continue to fulfill our instructional and therapeutic obligation to students and their IEPs via remote/virtual learning.

Purpose of Plan

1. To establish and implement preventative and emergency measures to address the potential risk of a COVID-19 outbreak to ensure the health and safety of the students, staff and families who attend and work at The Bancroft Schools.
2. To outline established education practices that ensure students are provided equitable access to IEP instruction and related therapies via remote/virtual instruction and tele-therapy sessions. To demonstrate efforts in our provision of resources to students and families and through ensuring families have the necessary tools and support to engage in remote/virtual instruction.

Student Demographic Profile

The Bancroft School - Mt. Laurel

The Bancroft School Mt. Laurel provides educational services for children ages 11 - 21 with developmental challenges. Approximately 50% of the students reside in Bancroft residence and the other approximate 50% are day students who reside at home or with other residential agencies. Transportation for day students is provided by the sending school districts or parents.

44 MD classrooms serving up to 264 students.

No ELL students at this time

Early Education Program - Moorestown

The Bancroft Early Education Program provides educational services for children ages 3-11. Currently all students served at the school are day students who reside at home, however at anytime the school may service students who reside in a residential facility. Transportation to and from school is provided by either the sending school district or the family.

7 classrooms: 1 preschool classroom, 7 MD classrooms serving up to 64 students.

No ELL students at this time

Bancroft at Voorhees Pediatric Facility

Bancroft at Voorhees Pediatric Facility provides educational services for children who reside at Voorhees Pediatric Facility who require 24 hour nursing and respiratory care.

12 classrooms: 11 MD, 1 PD

Students: 60 MD, 6 PD No ELL students

Kohler Academy, a Bancroft School

Kohler Academy, a Bancroft School provides educational services for children ages 3-21 with developmental challenges. Currently all students reside at home and transportation is provided by the school district or family.

7 Classrooms: 6 MD, 1 PD

Students: 42 MD, 6 PD, No ELL students:

TABLE OF CONTENTS

Section 1 - Preparation for Health-Related School Closure **page 6**

- Bancroft Task Force
- Voorhees Pediatric Task Force
- Health Related School Closure process
- Initial Plan of Instruction during closure

Section 2 - Remote/Virtual Instruction and Teletherapy Plans **page 9**

- **The Bancroft School - Mt. Laurel**
 - Remote/Virtual Learning - Teachers
 - Behavior Analyst behavior support
 - OT, PT, SLP, Psych Services tele-therapy
 - Social Workers
- **Early Education Program - Moorestown**
 - Remote/Virtual Learning - Teachers
 - Behavior Analyst behavior support
 - OT, PT, SLP, Psych Services tele-therapy
 - Social Workers
- **Bancroft at Voorhees Pediatric Program**
 - Remote /Virtual Learning - Teachers
 - Clinical Services
 - Nursing
- **Kohler Academy, a Bancroft School**
 - Remote /Virtual Learning - Teachers
 - Behavior Analyst Behavior Support
 - OT, PT, SLP, Psych Services tele-therapy
 - Social Workers

Section 3 - Facilities - Cleaning and Maintenance **page 21**

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation
1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

Section 4 - School Nursing Protocols

page 23

- **Monitoring for signs & symptoms of COVID-19**
- **Illness Protocols**

Section 5 - Staff Training

page 25

- **Bancroft School, EEP and Kohler Academy**
 - Hygiene Practices
 - Intensified Cleaning and Disinfecting protocols
 - Mitigation Strategies
- **Voorhees Pediatric Facility**
- **New Staff Orientation**
- **Annual Recertifications**

Section 7 - Technology

page 27

Section 8 - Provision of School Meals

page 28

Section 9 - Communication with Families and Districts

page 28

- **Parent Contact Information**
- **Communication of a Health-Related Facility Closure**
- **Communication during a Health-Related Facility Closure**
 - The Bancroft School, Early Education Programs and Kohler Academy
 - Bancroft at Voorhees Pediatric Facility

APPENDICES

SECTION 1

PREPARATION FOR HEALTH-RELATED FACILITY CLOSURE

Bancroft Task Force

In an effort to prepare and respond to this health-related crisis beginning in March 2020, Bancroft created a Pandemic Task Force composed of leaders from each service line; executive, program operations and clinical teams. The role of this task force has been to identify and address potential risks, develop and execute safety and wellness plans, respond to licensing and funding partners and to monitor data around this unprecedented event. The formulation of our response efforts has been informed by guidelines and recommendations of federal, state and local governments, funding agencies and data analysis within our programs, all with the purpose of maintaining our commitment to quality care of the children and adults served in our programs.

Bancroft's task force activated and monitored the developments of the COVID-19 situation, in NJ, local communities and in all Bancroft programs, on a regular basis beginning March 13, 2020. At the onset of this health crisis, the task force established points of contact with the DOH and CDC as well as with other organizations (see Appendix A), addressed the required inventory of supplies needed, provided training for staff, maintained weekly communication to families and provided updated directives to all service line leaders and personnel as guidelines and directives changed. All of these efforts and practices have endured throughout the past eight months and will continue until no longer necessary.

Voorhees Pediatric Facility Task Force

In an effort to always be prepared to prevent and/or address a potential virus outbreak, Voorhees Pediatric Facility created a Clinical Task Force composed of a representative from each service department at Voorhees Pediatric Facility as well as designed a plan of action to implement when a risk presents itself. The Task Force meets monthly to review, conduct drills and address any concerns. When activated, the task force meets daily and / or multiple times a day to address a potential risk or outbreak.

Bancroft School at Voorhees Pediatric Facility participates on this task force and collaborates with the Bancroft Task Force.

Health-Related School Facilities Closure Process

- In the event that The Bancroft School, Bancroft Early Education Program, Bancroft at Voorhees Pediatric Facility Program or Kohler Academy, a Bancroft School are directed by DOH or DOE to close facilities OR Bancroft determines it is in the best interest of student and staff safety to do so, the schools will implement the remote instruction plan.
- The Bancroft CCO, SVP of Children's Services and Director of Communication will be notified.
- The school(s) which is affected by the closure will notify the Department of Education and the County Office of Education.
- Communication will be provided to staff via Realtime alert system and email.

Plan of Instruction during facility closure

The Bancroft School, Early Education Program and Kohler Academy

- Google Classrooms will be the primary vehicle for organizing and storing student lesson activities.
- All teachers and clinicians create at least two weeks of lessons, activities and individualized therapy exercises / activities to equal 4 hours instruction per day excluding lunch and recess.
- Lesson packets, activities and supplemental materials will be sent home with students on the last day of school before a facility closure, picked up by parents or mailed home.
- Lesson packets, activities and supplemental materials will continue to be updated and sent home via postal mail or email until school facility reopens.
- Where applicable, links to apps, Smartboard, Promethean Board and online activities will be sent home with students, emailed and/or incorporated into Google Classroom.
- Individualized exercises and activities developed by clinicians/therapists will be sent home with students.
- Teachers will establish full remote learning session schedules with each family. 1:1 support will be used to support instruction. Sessions will be conducted via Google Hangout.
- Attendance will be taken daily. Parents will have the opportunity to notify the teacher each day that their child is well and will be participating for the day as well as sign off on the date activities that were completed.
- Parents are annually surveyed about technology access. Bancroft has/will provide technology to all families who requested assistance.

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

- Families were provided the contact information for their child's school team (phone numbers, email, video-conferencing options) to ensure their ability to initiate any necessary communication during the closure for questions, assistance with lessons and guidance.

Voorhees Pediatric Facility

Due to the medical fragility of our students and their placement in a long term care facility, virtual and remote instruction will be provided as follows:.

- When students are placed in quarantine by the medical team at Voorhees Pediatric Facility or the school is closed by the DOH due to an outbreak, Teachers will provide synchronous / remote instruction to their students for the full four hour session on a daily basis through The Google Platform.
- A Chromebook for remote instruction and an individual bag of materials will be placed in the student's room in the facility.
- Instruction will be based on the student's IEP goals and objectives
- Data on goals and objectives will be collected by teachers and documented in ACE
- Lesson plans will be prepared at least for two weeks in advance by the teacher.
- Attendance will be recorded daily in Realtime
- Therapy sessions will be provided according to the child's IEP and the guidelines outlined by the DOH for long term care facilities for delivery protocol.
- Education team will collaborate with the Nursing, Respiratory and Rehab team at Voorhees Pediatric Facility to provide the support needed for instruction.
- Families and the VPF team will be notified of school closure and updated accordingly.

SECTION 2

REMOTE INSTRUCTION AND TELE-THERAPY PLANS DURING QUARANTINE

The Bancroft School

Remote/Virtual Learning Instruction - Teachers

- In accordance with each student's IEP, teachers, with the support of 1:1 aides, have created Google Classrooms as the primary vehicle for all lessons and activities. However, additional lessons, activities and compiled material resources needed for learning activities have been sent home via student backpacks, picked up by parents, emailed and/or mailed via USPS. This will be an ongoing process any time the school facility is closed.
- Teachers have scheduled time with each student's family for instructional contact, guidance, support and assessment. Teacher to student contact will be primarily through the use of Google hangouts, but will also be by phone and email with parents.
- Teachers will be available to students and families during school hours, Monday through Friday for additional support outside the scheduled instructional times.
- The Bancroft School electronically surveyed families for technology needs. Bancroft has worked with sending school districts or has provided the necessary technology resources so students are able to access their education.
- For students residing in Bancroft residential programs, 1:1 staff have been deployed to provide direct, daily support of instructional activities, will collect data and be in regular contact with classroom teachers.
- For students residing in Bancroft residential programs, teachers will provide a period of daily instruction via Google Hangouts.
- Teachers will maintain a Weekly Student Contact form which includes communication contacts and will make available to sending districts upon request.
- Attendance is submitted through our Realtime system based on parent reporting [parents of day students will report absences to the school nurse].
- If a family is unavailable for a scheduled session, every effort will be made to reschedule.
- In situations where language is a barrier, translation services will be provided.

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

- If a family refuses academic sessions or misses more than 1 week of scheduled appointments, it will be documented and communicated to the sending school district and an IDT will be convened.
- Classroom Clinics among team members (teacher, 1:1, related service clinicians) will continue to be held to help problem solve and support families. It will also serve as one way to maintain communication among the school team.
- Teachers will continue to prepare IEPs for upcoming IEP meetings and participate in meetings as scheduled.
- Program Supervisors will maintain weekly contact with teachers through team meetings or individual 1:1 meetings, using Google Hangout.
- All 1:1 staff will continue to support student remote instruction and clinical/related services either in person (residential students) or remotely (day students).
- 1:1 staff are supporting the students by participating in remote instructional lessons and teletherapy, collecting data, and assisting with developing remote learning materials.
- 1:1's will record and provide education data to teachers on a regular basis.
- Teacher generated IEP checklists have been sent home to parents and will be used to gauge student's progress based on parent reporting.
- Progress will be reported as regression, maintained, progress or not sure.
- We are continuing to assess our data collection processes and looking for additional methodologies for remote data collection and reporting.
- This process will continue to evolve as we improve our remote practices.
- The Bancroft Education Leadership will monitor virtual lessons and teletherapy sessions through observation as an attendee.
- Families and districts will be notified via phone or Realtime alert system when school is reopened.
- Remote instruction will only be provided in situations where students who live in congregate care settings must quarantine, per DOH/DDD guidance, due to COVID-19 exposure. Students who are out of school due to illness will not be provided remote instruction.

Graduation

- Graduation plans for the Class of 2023 are underway. Currently this is a fluid process that includes plans for both a traditional in-person as well as a virtual option.
-

Behavior Analyst behavior support

- BCBA's will schedule a weekly time with each student's family to provide guidance and/or training with behavioral interventions and protocols and video observations. They will record a schedule in Google calendar.
- All 1:1 staff have been deployed to support instruction, behavior and related service delivery of residential students.
- As a follow up to each contact, BCBA's will email a summary of the session to the family and cc their supervisor and classroom social worker.
- If a family is unavailable for a scheduled session, every effort will be made to reschedule.
- If a family refuses a session or misses more than a week of scheduled appointments, it will be documented.
- In situations where language is a barrier, translation services will be provided.
- Any Functional Assessments deemed critical will be scheduled at the Welsh Campus. A wellness check for staff, families and students will be conducted upon arrival.
- All current individual behavior plans will be reviewed and updated based upon data analysis.
- Classroom Clinics among team members will continue to be held to help problem solve and support families. It will also serve as one way to maintain communication among the school team.
- BA's will continue to prepare for upcoming IEP meetings and participate in meetings.
- Supervisor will maintain weekly contact with BA's through team meetings or individual 1:1 meetings, using Google Hangouts.

OT, PT, SLP, Psych Services - Teletherapy

- OT, PT, SLP have prepared relevant and developmentally appropriate activities and strategies related to students' IEP goals and objectives; extent of activities will correlate with the service delivery indicated in each student's IEP. Those materials were sent home in student backpacks or mailed to families the week of 3/16/2020.
- OT, PT, SLP have created instructional therapy videos to support service delivery.
- OT, PT, SLP, psychologist have created a service delivery schedule with each family to provide direct services support and guidance via Google Hangouts.
- Mandated psych services will be provided via phone or Google Hangouts.
- OT, PT, SLP, psychologist will email a summary of the session(s) to the family weekly and cc their supervisor and classroom social worker.
- OT, PT, SLP, psychologist will be available by phone and email during school hours, Monday through Friday to provide additional support to families.

- For those students residing in Bancroft residential facilities, 1:1s will support service provision.
- If a family is unavailable for a scheduled session, every effort will be made to reschedule.
- If a family refuses a session or misses more than 1 week of scheduled appointments, the district will be notified. Team may determine the need for a meeting.
- SEMI forms will be completed by the therapist/clinician and submitted in person or electronically to the administrative assistant who will send them to the district SEMI Coordinator.
- If a family is in need of additional support, arrangements can be made for an in person session at the Welsh campus. Wellness checks will be conducted for staff, students and family members upon arrival.
- In situations where language is a barrier, translation services will be provided.
- OT, PT, SLP and school psychologist will continue to prepare for and participate in IEP meetings as regularly scheduled.
- Supervisor will maintain weekly contact with clinicians/therapists through team meetings or individual 1:1 meetings, using Google Hangout.

Social Workers

- School Social Workers will continue to schedule all required and requested meetings for IEP teams.
- School Social Workers will continue to vet questions and concerns from parents and school districts.
- School Social Workers will assist in accessing all necessary supports for families during school closure, to include: translation services, access to technology, assurance of school breakfast and lunch for families in need, etc.
- Social Workers will be available to families by phone, email or Google Hangouts during school hours, Monday through Friday.
- Social Workers will document all communication with families and districts on the weekly communication form.
- Social Worker will send out weekly communication forms to districts on an as needed basis.

The Bancroft Early Education Program

Remote/Virtual Learning Instruction - Teachers

- In accordance with each student's IEP, teachers, with the support of 1:1 aides, have created Google Classrooms as the primary vehicle for all lessons and activities.

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

However, additional lessons, activities and compiled material resources needed for learning activities have been sent home via student backpacks, picked up by parents, emailed and/or mailed via USPS. This will be an ongoing process any time the school facility is closed.

- Teachers will schedule time with each student's family for instructional contact, guidance, support and assessment and progress monitoring. These contacts will be done via the following methods: phone call, email, Google Hangout.
- Teachers will be available to students and families during school hours, Monday through Friday for additional support outside the scheduled instructional times.
- Teachers will maintain a schedule of contacts and provide and complete the weekly communication form to include all communication attempts, emails, data collection etc.
- Attendance is submitted through our Realtime system, teachers and clinicians will be in contact with the social worker to document absences and communicate with the sending school district.
- If a family is unavailable for a scheduled session, every effort will be made to reschedule.
- In situations where language is a barrier, translation services will be provided, this will be arranged through the social worker.
- If a family refuses academic sessions or misses more than 1 week of scheduled appointments, it will be documented and communicated to the sending school district, a meeting will be called if deemed necessary by the school district.
- Classroom Clinics among team members (teacher, 1:1, related service clinicians) will continue to be held to help problem solve and support families. It will also serve as one way to maintain communication among the school team.
- Teachers and clinicians will continue to prepare IEPs for upcoming IEP meetings and participate in meetings virtually.
- Program Leadership will maintain weekly contact with teachers through virtual team meetings or individual 1:1 meetings, using Google Hangout.
- Families and districts will be notified via phone or Realtime alert system when school is reopened.
- Teachers and Clinicians will collect data through parent report (email, phone, google hangout, photos/videos of student work) as well as, direct observation through Google Hangout
- Teacher generated IEP checklists, detailed instructions and explanations of activities and data sheets have been sent home to parents and will be used to gauge student's progress based on parent reporting and teacher observation
- Progress will be reported as prompted or independent. Mastery of objectives will be indicated as well.

- This process will continue to evolve and improve as staff and parents learn what it means to work in a virtual environment
- The Bancroft Education Leadership will monitor virtual lessons and teletherapy sessions through observation as an attendee.
- Teachers may create instructional therapy videos on our YouTube channel or Google Classroom Platform to support service delivery.
- Google Classroom may be used to provide a virtual classroom for students
- As of 9/1/2022 students will no longer be quarantined due to exposure.
- As of 9/1/2022 Students out of school for illness will not be provided remote instruction.

Behavior Analyst behavior support

- BCBAs will be available to schedule a weekly time with each student's family to provide guidance and/or training with behavioral interventions and protocols and video observations. They will record a schedule in Google calendar.
- All communication with families and districts will be documented on the weekly communication form for each student.
- All 1:1 staff have been deployed to support instruction, behavior and related service delivery of residential students.
- If a family is unavailable for a scheduled session, every effort will be made to reschedule.
- If a family refuses a session or misses more than a week of scheduled appointments, it will be documented, social worker will be notified if an IDT is deemed necessary.
- In situations where language is a barrier, translation services will be provided, this will be arranged through the social worker.
- Functional Assessments may be scheduled at the Moorestown Campus. A wellness check for staff, families and students will be conducted upon arrival.
- All current individual behavior plans will be reviewed and updated if needed based upon data analysis.
- Classroom Clinics among team members will continue to be held to help problem solve and support families. It will also serve as one way to maintain communication among the school team.
- BAs will continue to prepare for upcoming IEP meetings and participate in meetings.
- Supervisor/Principal will maintain weekly contact with BAs through team meetings or individual 1:1 meetings, using Google Hangouts.
- Behavior Analysts may create instructional therapy videos on our YouTube channel or Google Classroom to support service delivery.

OT, PT, SLP, Psych Services - Tele-therapy

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

- OT, PT, SLP have prepared relevant and developmentally appropriate activities and strategies related to students' IEP goals and objectives; extent of activities will correlate with the service delivery indicated in each student's IEP. Materials will be sent home, picked up by family or mailed as needed.
- OT, PT, SLP may create instructional therapy videos on our YouTube channel to support service delivery.
- OT, PT, SLP, have created a service delivery schedule for each family to provide direct services support and guidance via Google Hangouts that matches the mandates in the student IEP and the student in school schedule.
- Mandated psych services will be provided via Google Hangouts to the greatest extent possible. Phone and email may be considered as well.
- OT, PT, SLP, will complete the weekly communication form for each student documenting all communication between therapist family and district as well as data and progress notes.
- OT, PT, SLP, psychologist will be available by phone and email during school hours, Monday through Friday to provide additional support to families.
- For those students residing in Bancroft residential facilities, 1:1s will support service provision.
- If a family refuses a session or misses more than 1 week of scheduled appointments, the district will be notified. Team may determine the need for a meeting.
- SEMI forms will be completed by the therapist/clinician and submitted in person or electronically to the administrative assistant who will send them to the district SEMI Coordinator.
- In situations where language is a barrier, translation services will be provided, this will be set up through the social worker..
- OT, PT, SLP will continue to prepare for and participate in IEP meetings as regularly scheduled.
- Attendance will be maintained on an individual basis and a record will be kept of sessions that need to be made up.
- Program Leadership will maintain weekly contact with clinicians/therapists through team meetings or individual 1:1 meetings, using Google Hangout.
- Clinicians will continue to complete daily attendance logs, clinical notes, semi forms and data collection on a daily basis.

Social Workers

- School Social Workers will continue to schedule all required and requested meetings for IEP teams.

- School Social Workers will continue to vet questions and concerns from parents and school districts.
- School Social Workers will assist in accessing all necessary supports for families during school closure, to include: translation services, access to technology, assurance of school breakfast and lunch for families in need, etc.
- Social Workers will be available to families by phone, email or Google Hangouts during school hours, Monday through Friday.
- Social Workers will document all communication with families and districts on the weekly communication form.
- Social Worker will send out weekly communication forms to districts on an as needed basis.
-

Voorhees Pediatric Facility:

Remote Learning (when school is closed and students are in quarantine)

- Remote instruction will be provided by teachers via Chromebooks/video conferencing (Google Meets) daily to students when in person instruction is not permitted. Students will remote live/synchronized learning into the classroom program for the full four hours.
- Paras will provide support remote instruction, attendance and activity and material preparation.
- Therapies (OT, PT, ST) will be provided remotely when in person sessions are not permitted. Therapists will collaborate with VPF medical team to ensure sessions/recommendations are followed.
- Documentation will consist of data collection, logs, and SEMIs (therapies).
- Each child will have their own bag of school supplies and tactile items to use with the prepared lessons.
- Staff will implement synchronized learning via remote when required by the medical team and as dictated by DOH restrictions per long term care facilities

Communication with Families, Districts and Voorhees Pediatric Facility

- Districts will be contacted to initiate Plan.

- Families will be notified of alternate plan of providing educational and therapy services. Therapies will be tracked on SEMI.
- Attendance will be tracked in Realtime and districts will be notified if a student is absent 5 consecutive days due to illness.
- Families and districts will be notified via phone, Realtime or email when the classroom program resumes.

IEP/Re-evaluation /IDT Meetings

- Principal and/or Education Supervisor will coordinate with scheduling meetings with districts and staff
- Teachers and Therapists will attend IEP meetings via videoconferencing/phone either through Google Meets or Zoom (depending on district request)
- Teachers and Therapists will continue to provide written documentation and be available for IDT meetings (via Google Meets)
- Principal and/or Education Supervisor will collaborate with Voorhees Pediatric Facility Medical Team on medical status of children, remote learning/ therapy implementation /schedules and IDT team meetings.

VPF Facilities:

- Voorhees Pediatric Facility is responsible for their own facility maintenance

VPF Nutrition Plan:

- VPF nursing provides the students with their nutrition (G or J tube feedings)

Graduation: Will be held in June 2023 and in accordance with the DOH guidelines for long term care facilities.

Kohler Academy, a Bancroft School

Remote/Virtual Learning Instruction - Teachers

- In accordance with each student's IEP, teachers, with the support of 1:1 aides, have created Google Classrooms as the primary vehicle for all lessons and activities.

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation
1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

However, additional lessons, activities and compiled material resources needed for learning activities have been sent home via student backpacks, picked up by parents, emailed and/or mailed via USPS. This will be an ongoing process any time the school facility is closed.

- Teachers will schedule time with each student's family for instructional contact, guidance, support and assessment and progress monitoring. These contacts will be done via the following methods: phone call, email, Google Hangout.
- Teachers will be available to students and families during school hours, Monday through Friday for additional support outside the scheduled instructional times.
- Teachers will maintain a schedule of contacts and provide and complete the weekly communication form to include all communication attempts, emails, data collection etc.
- Paras will assist in the assembly of student packets and participate in scheduled virtual instruction sessions.
- Attendance is submitted through our Realtime system, teachers and clinicians will be in contact with the social worker to document absences and communicate with the sending school district.
- If a family is unavailable for a scheduled session, every effort will be made to reschedule.
- In situations where language is a barrier, translation services will be provided, this will be arranged through the social worker.
- If a family refuses academic sessions or misses more than 1 week of scheduled appointments, it will be documented and communicated to the sending school district, a meeting will be called if deemed necessary by the school district.
- Classroom Clinics among team members (teacher, 1:1, related service clinicians) will continue to be held to help problem solve and support families. It will also serve as one way to maintain communication among the school team.
- Teachers and clinicians will continue to prepare IEPs for upcoming IEP meetings and participate in meetings virtually.
- Program Leadership will maintain weekly contact with teachers through virtual team meetings or individual 1:1 meetings, using Google Hangout.
- Families and districts will be notified via phone or Realtime alert system when school is reopened.
- Teachers and Clinicians will collect data through parent report (email, phone, google hangout, photos/videos of student work) as well as, direct observation through Google Hangout
- Teacher generated IEP checklists, detailed instructions and explanations of activities and data sheets have been sent home to parents and will be used to gauge student's progress based on parent reporting and teacher observation

- Progress will be reported as prompted or independent. Mastery of objectives will be indicated as well.
- This process will continue to evolve and improve as staff and parents learn what it means to work in a virtual environment
- The Bancroft Education Leadership will monitor virtual lessons and teletherapy sessions through observation as an attendee.
- Teachers may create instructional therapy videos on our YouTube channel or Google Classroom Platform to support service delivery.
- Google Classroom may be used to provide a virtual classroom for students

Behavior Analyst behavior support

- BCBAs will be available to schedule a weekly time with each student's family to provide guidance and/or training with behavioral interventions and protocols and video observations. They will record a schedule in Google calendar.
- All communication with families and districts will be documented on the weekly communication form for each student.
- If a family is unavailable for a scheduled session, every effort will be made to reschedule.
- If a family refuses a session or misses more than a week of scheduled appointments, it will be documented, social worker will be notified if an IDT is deemed necessary.
- In situations where language is a barrier, translation services will be provided, this will be arranged through the social worker.
- Functional Assessments may be scheduled at the Mountainside. A wellness check for staff, families and students will be conducted upon arrival.
- All current individual behavior plans will be reviewed and updated if needed based upon data analysis.
- Classroom Clinics among team members will continue to be held to help problem solve and support families. It will also serve as one way to maintain communication among the school team.
- BAs will continue to prepare for upcoming IEP meetings and participate in meetings.
- Supervisor/Principal will maintain weekly contact with BAs through team meetings or individual 1:1 meetings, using Google Hangouts.
- Behavior Analysts may create instructional therapy videos on our YouTube channel or Google Classroom to support service delivery.

OT, PT, SLP, Psych Services - Tele-therapy

- OT, PT, SLP have prepared relevant and developmentally appropriate activities and strategies related to students' IEP goals and objectives; extent of activities will correlate

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

with the service delivery indicated in each student's IEP. Materials will be sent home, picked up by family or mailed as needed.

- OT, PT, SLP may create instructional therapy videos on our YouTube channel to support service delivery.
- OT, PT, SLP, have created a service delivery schedule for each family to provide direct services support and guidance via Google Hangouts that matches the mandates in the student IEP and the student in school schedule.
- Mandated psych services will be provided via Google Hangouts to the greatest extent possible. Phone and email may be considered as well.
- OT, PT, SLP, will complete the weekly communication form for each student documenting all communication between therapist family and district as well as data and progress notes.
- OT, PT, SLP, psychologist will be available by phone and email during school hours, Monday through Friday to provide additional support to families.
- If a family refuses a session or misses more than 1 week of scheduled appointments, the district will be notified. Team may determine the need for a meeting.
- SEMI forms will be completed by the therapist/clinician and submitted in person or electronically to the administrative assistant who will send them to the district SEMI Coordinator.
- In situations where language is a barrier, translation services will be provided, this will be set up through the social worker..
- OT, PT, SLP will continue to prepare for and participate in IEP meetings as regularly scheduled.
- Attendance will be maintained on an individual basis and a record will be kept of sessions that need to be made up.
- Program Leadership will maintain weekly contact with clinicians/therapists through team meetings or individual 1:1 meetings, using Google Hangout.
- Clinicians will continue to complete daily attendance logs, clinical notes, semi forms and data collection on a daily basis.

Social Workers

- School Social Workers will continue to schedule all required and requested meetings for IEP teams.
- School Social Workers will continue to vet questions and concerns from parents and school districts.
- School Social Workers will assist in accessing all necessary supports for families during school closure, to include: translation services, access to technology, assurance of school breakfast and lunch for families in need, etc.

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

- Social Workers will be available to families by phone, email or Google Hangouts during school hours, Monday through Friday.
- Social Workers will document all communication with families and districts on the weekly communication form.
- Social Worker will send out weekly communication forms to districts on an as needed basis.

SECTION 3

FACILITIES

CLEANING AND MAINTENANCE

Facilities

The Bancroft School

- Staff have been instructed on the use of appropriate cleaning supplies for high touch surface cleaning.
- Staff have been trained on the approved cleaning options to be used in the schools: (See Appendix B - 3-3-20 memo).
- Communication and direction has been given to our contracted cleaning agency (Dex & Co.) to provide deep cleanings on a scheduled basis for each classroom.
- Directives from the Bancroft task force have been provided on ordering supplies and required inventory of supplies (Cavicide and Sani-Wipes are readily available within classrooms)
- Contracted cleaning company (Dex & Co.) has directed day porters to provide increased cleaning attention to high touch public areas such as handrails, doorknobs, phones etc. on a routine basis.

Early Education Program

- Staff training has been provided to those working on site during any school or classroom
- Staff have been/will be instructed on the use of appropriate cleaning supplies for high touch surface cleaning.
- Staff have been/will be trained on the approved cleaning options to be used in the schools: (See Appendix B - 3-3-20 memo).
- Outside cleaning agencies have been contracted (GLK) to provide deep cleanings on a scheduled basis
- Directives from the task force has been provided on ordering supplies and required inventory of supplies (Cavicide and Sani-Wipes are readily available within classrooms)

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

- Contracted cleaning company GLK has a day porter present during each day and has increased cleaning high touch areas such as handrails, doorknobs, phones etc. on a routine basis.

Voorhees Pediatric Facility

- All staff are trained and formally assessed annually on proper cleaning procedures
- All staff are provided the approved cleaning solutions/ wipes (Oxivir)
- The VPF Housekeeping department provides daily deep cleanings, Carbolizing rooms on a rotating schedule, as well as with daily disinfection protocols which includes mobile sanitizing equipment
- VPF Emergency Plan is activated and an inventory of supplies housed off site is conducted as well as the ordering of required back up supplies is completed
- Bancroft Early Education Program contracted cleaning company will clean and disinfect the building each night with focus on high touch areas and any rooms in use that day (Principal office, front office etc.)
- Administrative Assistant or School Leadership will utilize the Bancroft Electronic ticket system to notify facilities of any area that need attention, maintenance, replacement and or updating
- The building will be deep cleaned prior to students reentering the building
- The grounds will be maintained by the contracted landscaping company
- Trash and Recycling will continue on it's normal schedule per school building

Kohler Academy, a Bancroft School

- Disinfecting all high touch surfaces such as door handles, railings, bathrooms, classrooms, hallways, etc will undergo deep cleanings and disinfecting.
- All staff will implement enhanced cleaning and disinfection procedures using EPA approved disinfectants and following CDC guidelines
- Infection control procedures will be implemented
- All equipment, work surfaces and materials will be cleaned and sanitized between student use as per CDC guidelines
- Items will not be shared between students
- All classrooms and therapy rooms will be equipped with extra cleaning supplies, wipes, gloves etc.
- UV light Air purifiers will be placed in classrooms, offices etc.

SECTION 4

SCHOOL NURSING PROTOCOLS

Monitoring for signs and symptoms of COVID-19:

- Wellness screenings for all staff are conducted at the beginning of each school day.
- Parents should conduct wellness screenings at home to monitor for COVID symptoms, including fever, cough, shortness of breath, difficulty breathing, sore throat, muscle aches, change or loss of taste or smell, vomiting, diarrhea, headache or skin rashes AND take temperature. A temperature above 99.9 will be requested to be picked up by parent or guardian and sent home
- Prior to reopening following a facility closure, communication will be sent home to all parents and guardians reminding them to keep students home from school if ill. Review the COVID-19 signs and symptoms. Request parents have a plan in place to pick up a student if a student arrives at school sick or becomes ill during the school day.
- In the event a child arrives at school ill or becomes ill while at school, an Isolation Room has been identified in the school. Students exhibiting signs of illness will be housed in the isolation room until picked up by a parent or guardian.
- We will notify local health officials, staff and families immediately of possible or confirmed COVID exposure. Maintain confidentiality.
- Monitor absenteeism for students and employees.
- Clean and disinfect exam rooms between student visits in the Nurse's office.
- Monitor health clinic traffic.
- Create a communication system for staff and families for self-reporting of COVID-like symptoms.
- Remain a resource for parents and guardians and provide information as needed.
- Encourage staff to reach out to Occupational Health, as needed.
- Wellness checks will be completed daily for students residing in Bancroft facilities by the Residential Campus Nurses prior to school. Students displaying signs or symptoms of illness will be kept home from school.

- Wellness checks will be completed daily by the Community Group Home staff prior to school. Students displaying signs or symptoms of illness will be kept home from school.
- Ensure adequate supplies of hand sanitizer (>60% alcohol based), hand soap, gloves, tissues and no touch trash cans.

Illness Protocols

The Bancroft School, Early Education Program and Kohler Academy, a Bancroft School

- If a child presents symptoms of being ill, the school nurse will perform an assessment.
- Once determined by the nurse that a child is ill, the nurse will keep the child separated from the rest of the children until the parent is able to pick them up.
- Staff members working during the school facility closure must comply with wellness screenings, including temperature checks prior to their shift.
- Staff members who present with symptoms associated with COVID-19 will be sent home and instructed to call Occupational Health for further instruction.
- Staff members who are sent for testing by their PCP will be required to provide that information to Bancroft.
- Bancroft will work with the local Departments of Health when a positive test result occurs.
- Staff members will be cleared by PCP and Occupational Health prior to returning to work.

Voorhees Pediatric Facility

- Staff are being screened at the door before their shift with a checklist and temp check
- If a child or staff member presents symptoms of being ill, the nurse will perform an assessment.
- If determined that the child is ill, the child will be returned to their bedroom for further evaluation by the VPF medical team and determine if formal blood testing is required.
- If the child demonstrates difficulty breathing or signs of cardiac arrest, the code bell in the classroom will be activated and the VPF code team will respond to the child.
- If a staff member is sent home ill and shows signs of Flu or COVID-19, it will be advised for the staff to visit their doctor/urgent care for testing immediately.

- If the staff member has a positive result for Flu or COVID-19, then the VPF infection control nurse will notify the DOH, CDC and isolate the children who were exposed to that staff member.
- If a child tests positive for COVID-19 - the child would be transferred to CHOP or local hospital for further treatment.

SECTION 5

STAFF TRAINING

Bancroft's Chief Clinical Officer, COVID-19 task force, Bancroft's Infection Control Nurse and Bancroft School Nursing department will provide direction and training to school leadership, teachers and staff via email, in person meetings/trainings and via video on proper handwashing, Standard Precautions and use of Personal Protective Equipment to prevent the spread of any virus including flu and COVID-19. This information is also available for employees through our org-wide communication site known as the BUZZ.

Upon the announcement of school facility reopening, staff will be scheduled for training with regard to precautionary, preventive measures that will be in place for a safe school opening.

The Bancroft School, Early Education Program, and Kohler Academy, a Bancroft School

Training - Health hygiene practices:

- Instruct and reinforce to students and staff proper, frequent hand hygiene and respiratory etiquette. Review below mitigation strategies (below) with staff
- Instruct and reinforce proper use, removal and cleaning procedures of face coverings
- Post signs in all classrooms on proper handwashing and how to properly wear a face mask
- Train all employees on health and safety protocols
- Post sign with mitigation strategies to prevent infectious disease
- Consult Infection Control Nurse, as needed

Training - Intensified cleaning and disinfecting protocols.

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

- Ensure adequate ventilation
- Frequently clean and disinfect touched surfaces within the classroom/school
- Open windows to increase flow of fresh air, if not contraindicated
- Close water fountains
- Deep clean classrooms at the end of each school day

Training - Mitigation strategies:

- All Bancroft staff, contracted service providers, student/field placement, and vendors are required to be fully vaccinated by 9/7/2021 or submit to routine testing as per DOH recommendation as well as wear eye protection in addition to masks.
- Standard Precaution Posters have been developed and placed in high visibility areas for all students, staff and visitors to see
- Social distancing of 3 feet when possible
- Maintain 3 foot distance between student's desks
- Request sick staff and students stay home
- Cancel community based outings
- Cancel field trips, large group assemblies or school parades
- Have students eat in classrooms to avoid cafeteria overcrowding
- Monitor absenteeism
- Limit nonessential visitors
- Close communal use areas such as dining rooms, common cooking areas and playground (inside and outside play areas)
- Avoid mixing groups of students and staff. Keep classes together with the same staff, if possible. Keep groups small.
- Avoid sharing toys, books, school supplies, utensils and games
- Encourage frequent hand washing breaks for staff and students
- Keep students' belongings separate
- Ensure proper use of face coverings or masks for staff and students, as tolerated. Educate as needed
- Monitor state and local departments notices. Adjust plan to reflect current CDC recommendations.

Voorhees Pediatric Facility

- In addition to the above stated trainings for Bancroft School, Early Education and Kohler, VPF staff also receive:

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

- Staff have been trained and formally tested annually with random checks daily by VPF infection control nurses on Standard Precautions, Handwashing, PPE use and the use of hand sanitizer to prevent the spread of any virus including flu and COVID-19. This information will also be provided for employees through our org-wide communication site known as the BUZZ.
- Standard Precaution Posters are posted throughout the facility
- Emails have gone out to families and staff regarding Standard Precautions and Restricted Visits
- Hand sanitizers are placed at the entrance/exits of the building - all staff must sanitize coming in and upon leaving the building

New Staff Orientation

The Bancroft Schools will continue to fill employment vacancies during the school facility closure to ensure appropriate personnel are available for continuing instruction and therapy. However, Bancroft has taken measures to protect employees' health and well-being in the recruitment and on-boarding process in the following ways:

- Employment interviews are conducted in person and/or remotely.
- Bancroft's Department of Organizational Development and Learning has restructured New Staff Orientation taking into account social distancing measures. This has allowed for a combination of remote learning and small in-person classes.

Annual Recertifications

- Staff will continue to receive annual recertification training that have been modified to ensure health and wellness to the greatest extent possible.

SECTION 6 REOPENING OF SCHOOL FACILITIES

Please refer to the Bancroft School Facility Reopening Plan.

SECTION 7

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation
1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

TECHNOLOGY

Bancroft continues to survey families and students regarding technology accessibility and partners with sending school districts to provide the necessary equipment and internet service to conduct remote learning. In situations where the school district is unable to secure the necessary technology equipment, Bancroft is providing the student a computer (on loan) and assists with internet access to ensure equity for access to remote/virtual learning.

Bancroft also provides access to technology equipment or internet to staff whose job requires such to participate in provision of educational services to students.

Information regarding technology is being maintained by the School Principal or designee on a spreadsheet to account for students who have required technology, serial numbers of loaned Chromebooks, signed use agreements for loaner equipment.

SECTION 8 SCHOOL NUTRITION PLAN

- Accommodations have been made to have breakfast and lunch available to students who qualify for free and reduced school meals.
- Qualifying families have been surveyed to understand their need for food service accommodations.
- Designated times have been established for pick up of breakfast and lunch at The Bancroft School-Mount Laurel campus, Bancroft Early Education Program-Moorestown and Kohler Academy, a Bancroft School - Mountainside
- Accommodations have been provided for daily or weekly pick up.
- The Bancroft School, Early Education Program and Kohler Academy, a Bancroft School work in collaboration with students' local school districts to determine accommodations needed when families lack transportation to pick up meals.
- Qualifying students that reside in Bancroft residential facilities are provided breakfast and lunch daily, Monday-Friday.
- Students at the Bancroft School at Voorhees Pediatric Facility receive their feedings via their feeding tubes as per physician's orders.

SECTION 9

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

COMMUNICATION WITH FAMILIES AND DISTRICTS

Parent Contact Information

Parent Contact Information is maintained in Salesforce and Realtime systems for The Bancroft School, Early Education Program, Bancroft at Voorhees Pediatric Facility and Kohler Academy, a Bancroft School. Information is updated as new information is received and checked monthly for accuracy in preparation for any communication to go out via the Realtime Alert System, email or via mail.

Communication of a Health-Related School Facility Closure

Communication regarding any school facility closure will be sent out to all Bancroft families and staff via email, Realtime Alert System, Bancroft website, as well as Bancroft School Social Media pages. In Individual or classroom quarantine situations families will be noticed by phone/email by program leadership with follow up written communication from Bancroft Chief Clinical Officer.

Communication during a Health-Related School Facility Closure

The Bancroft School, Early Education Program and Kohler Academy, a Bancroft School

- The Bancroft Chief Clinical Officer, in collaboration with the Director of Communication, has, and continues to, provide communication updates regarding COVID-19 virus, prevention strategies, links to the DOH and CDC as well as how Bancroft is assessing the situation, with all families and staff on at least a weekly basis.
- School Principals will maintain (at least) bi-weekly communication with families regarding general updates about any changes or enhancements to instructional practices, continued advisement on school facility closure.
- Communication will present itself in letters, emails, website, social media, Realtime alerts, and personal phone calls.
- Social Workers are responsible for sending all reports and updates to sending school districts.
- Social Workers continue to maintain a schedule of IEP and other related team meetings. All meetings are held virtually through Google Meets.
- Social Workers are responsible for sharing this plan with sending school district case managers.
- Bancroft Communications Department is responsible for posting this plan on our school page located on the Bancroft website.

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

- Teachers and Therapists are communicating with families as outlined in the instructional section of this plan.
- Email and phone numbers are posted for families and staff.

Voorhees Pediatric Facility

- In collaboration with Voorhees Pediatric Facility and the Bancroft Chief Clinical Officer, communication on the COVID-19 virus, prevention strategies, links to the DOH and CDC as well as how Bancroft at VPF is assessing the situation has been shared with all families and staff on at least a weekly basis.
- As the status of the outbreak changes and the task force provides directives, communication will be provided on a regular basis indicating the steps Bancroft is providing to ensure the health and safety of the people we serve to staff, families and the community
- Communication will present itself in letters, emails, social media, website, Realtime alerts, and personal phone calls (on an individualized basis as needed)
- This plan will be shared with sending districts as well as posted on our school page located on the Bancroft website

APPENDIX A

Contact Information:

- Centers for Disease Control and Prevention, 1600 Clifton Road, Atlanta, GA 30329 USA
800-CDC-INFO | (800-232-4636) | TTY: (888) 232-6348
- NJ Department of Health
NJ Coronavirus & Poison Center Hotline at
1-800-222-1222 or 1-800-962-1253 if using out-of-state phone line
Commissioner's Office
609-292-7838 or 7839
After Hours Contact
609-392-2020

APPENDIX B

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.



Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation
1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

APPENDIX C

BANCROFT

2020 INFECTION PREVENTION PLAN

Contents

INFECTION PREVENTION PLAN 2020	3
I. GOALS	3
Priorities:	3
Strategies:	4
Evaluation:	4
II. SCOPE OF THE INFECTION PREVENTION PROGRAM	4
Factors Influencing the Infection Prevention Plan:	5
The issues specific to this population are:	5
III. THE MAJOR ACTIVITIES OF THE PROGRAM ARE:	5
A. SURVEILLANCE	6
Method of Documenting/Interpreting Data:	6
Method of Reporting:	6
Findings Requiring Follow-Up:	6
Surveillance Definitions:	7
B. OUTBREAK INVESTIGATION	7
C. PLAN REVIEW AND REVISION, RISK ASSESSMENT	7
D. PERSONNEL, PERSON and VISITOR EDUCATION	7
E. QUALITY ASSURANCE/PERFORMANCE IMPROVEMENT	8
IV. PREVENTIVE ACTIVITIES	9
A. Education	9
B. Personal Protective Equipment (PPE)	9
C. Antimicrobial Stewardship	9
D. Environmental Monitoring	100
V. PRECAUTION CATEGORIES	12
A. Standard Precautions	122
B. Airborne Precautions	122
C. Droplet Precautions	122
D. Contact Precautions	133
E. Respiratory Hygiene and Cough Etiquette	14
VI. EXPOSURE PREVENTION PLAN: BLOODBORNE PATHOGENS	14
Exposure Determination	155
Compliance Methods	19
Engineering Preventions	19
Work Practice Preventions	200
Occupational Health	233
Hepatitis B Vaccination Program	233
Blood and Body Fluid Exposure of Employees—Post Exposure Evaluation and Follow-Up	233
VII. EXPOSURES, COMMUNICABLE DISEASE, MULTI-DRUG RESISTANT ORGANISMS (MDRO)	255
VIII. MDRO—MANAGEMENT FOR MRSA, VRE, C DIFF AND OTHER MULTIDRUG-RESISTANT ORGANISMS (MDRO)	26
A. General precautions and notification:	266
B. Isolation Precautions for persons served with known or suspected MDRO infection/colonization:	277
C. Room placement:	277
D. Discontinuing Special Precautions	28
IX. DISINFECTION OF EQUIPMENT	28
X. TUBERCULOSIS PREVENTION	29
A. Tuberculosis Skin Testing (TST)	31

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

XI.	INFLUENZA PREVENTION	31
A.	Influenza Vaccine Information, Consent, and Declination Form.....	32
XII.	EMPLOYEE AND PERSON INFECTION SURVEILLANCE	32
XIII.	OUTBREAK INVESTIGATION	33
XIV.	PERSON VISITATION AND INFECTION PREVENTION	33
XV.	BEDBUG MANAGEMENT	34
XVI.	BIOTERRORISM, PANDEMICS, INFECTION EMERGENCIES	355
	References Infection Prevention and Control Plan	38
	APPENDICES:	420
A.	Hepatitis B Vaccine Consent and Declination Form	41
B.	Influenza Vaccine Consent and Declination Form	42
C.	Tb Screening	43
D.	Outbreak Investigation Form	44

APPENDIX D
BANCROFT SCHOOL
Weekly Student Contact Form

Student Name:

Teacher Name:

School District:

Week of:

Teacher/Parent Contacts: *Record contacts and attempts*

Date & Time	Who you spoke to	Discussion pieces

Teacher/Student Contacts: Record student observations, student contact, & interactive activities

Date & Time	Type of Interaction	Notes & Progress

Clinician Contacts: Clinicians contacts & attempts; summarize conversation

Date & Time	Clinician & Title	Who you spoke to	Discussion pieces

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

Additional Contact by LEA/School: *Administrators, Packet Mailings etc; includes attempts*

Date & Time	Name & Title	Type of Contact/Discussion Pieces

Student Progress Notes: *Please note relevant progress on instructional or related service goals*

IEP Goal or Objective	Reported By	Weekly Progress	How Was this Assessed

Additional Notes: *Any anecdotal notes of information*

APPENDIX E
 Early Education Data Collection Forms

<h2 style="margin: 0;">Bancroft Early Education Program</h2> <h3 style="margin: 0;">Incidental Teaching Data Sheet</h3>					
Name: Student Name			Program: Directions		
<p>* Fill in the date and your initials each time you work on the skill with the student. Indicate if the goal was prompted (P) or independent (I)</p>					
Date					
Initials					
Prompt					
Comment					
Date					
Initials					
Prompt					
Comment					
Date					
Initials					
Prompt					
Comment					

Bancroft Early Education															
Task Analysis Data Sheet															
Student: Student Name		Program: Objective						Direction: Directions							
P = prompted															
I = independent															
Step 1															
Step 2															
Step 3															
Step 4															
Step 5															

APPENDIX F

Family Nursing Letter

Date: _____

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 local health authorities, State authorities and the Federal Centers for Disease Control (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 in school-aged children are fever, over 99.9F, cough, shortness of breath, difficulty breathing, vomiting or diarrhea, skin rash, sore throat, 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 99.9F, that you keep your child home until fever and symptom-free for greater than 72 hours. Thank you in advance for your cooperation!

Please notify the school nurse at (856) 524-7327 if you are keeping your student home for COVID-like symptoms or if your student has been in close proximity to someone who has tested positive for COVID.

We will be instituting staff and student wellness screenings upon arrival to school each morning. If your child arrives at school 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 alert your child's emergency contacts of this request. This is extremely important in order to prevent prolonged exposure within our school community. Parents or guardians of children who are at increased risk of severe illness should discuss with their health care provider whether that child should stay home to prevent school and/or community spread of disease.

Please be assured that all staff have also been instructed to stay home when ill. All staff are also required to practice frequent, thorough hand washing and proper respiratory etiquette throughout the school day.

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

All staff (and students?) will be encouraged to wear face coverings during the school day, though in some situations this may not be practical.

All students will be encouraged to wash their hands frequently. All school surfaces will be cleaned and disinfected frequently, employing intensive cleaning practices. Social distancing will be maintained whenever possible.

We want to reassure you that we will use the utmost caution as we re-open 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.

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

5/15/2020

Staff Wellness Screening

COVID-19 Screening Questions

4. Have you been tested for COVID-19 in the last two weeks? *

If you have been tested, please contact OCCUPATIONAL HEALTH to report the test date

Mark only one oval.

- ☐ Yes *Skip to question 5*
☐ No *Skip to question 7*

Tested for COVID-19

5. If tested, when was the Test Date *

Example: January 7, 2019

6. Did you contact Occupational Health at that time? *

Mark only one oval.

- ☐ Yes
☐ No *Skip to question 12*

COVID-19 Screening Questions

7. Have you had a temperature over 99.9 degrees within the past 24 hours? *

Mark only one oval.

- ☐ Yes *Skip to question 12*
☐ No

COVID-19 Screening Questions

https://docs.google.com/forms/d/1cLPBWojm7NPgm5u1l_ZUhwG5Svp3PpccOljuz4GHt8/edit

7/10

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

5/15/2020

Staff Wellness Screening

11. Record current temperature *

Mark only one oval.

- ☐ 98.6 or below
- ☐ 98.7
- ☐ 98.9
- ☐ 99.0
- ☐ 99.1
- ☐ 99.2
- ☐ 99.3
- ☐ 99.4
- ☐ 99.5
- ☐ 99.6
- ☐ 99.7
- ☐ 99.8
- ☐ 99.9 *Skip to question 12*
- ☐ 100.0 *Skip to question 12*
- ☐ 100.1 *Skip to question 12*
- ☐ 100.2 *Skip to question 12*
- ☐ 100.3 *Skip to question 12*
- ☐ 100.4 or above *Skip to question 12*

Occupational Health

12. Acknowledgment *

Check all that apply.

- ☐ I acknowledge that I need to contact Occupational Health (please click on the Submit button below)

https://docs.google.com/forms/d/1ciLPBWojm7NPgm5u1l_ZUrwG5Svp3PpccOljuz4GHi8/edit

9/10

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation
1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

5/15/2020

Staff Wellness Screening

Immediate Attention Required: Additional information is necessary before you can enter the residence and/or have contact with those we serve. Please immediately contact Occupational Health at 856-348-1143 or after 6PM at 888-817-3709.



This content is neither created nor endorsed by Google.

Google Forms

https://docs.google.com/forms/d/1cILPBWojm7NPgm5u1l_ZUrwG5Svp3PpccOljuz4GHt8/edit

10/10

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation
1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

5/15/2020

Visitor Wellness Screening

Visitor Wellness Screening

We want to provide you every necessary precaution and protocol for care in a safe environment for both you and those we serve. For this reason, we are asking you to answer the following questions:

*** Required**

1. Visitor Name: *

2. Visitor Type: *

Mark only one oval.

☐ Family

☐ Healthcare Provider

☐ Social Services

☐ Other: _____

3. Purpose of visit: *

<https://docs.google.com/forms/d/1Gk9SS-wDAL4VERTRwAOgYVc-BNcbnigEjNoWqPPjTB/edit>

1/10

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

5/15/2020

Visitor Wellness Screening

COVID-19 Screening Questions

5. Have you had a temperature over 99.9 degrees within the past 24 hours? *

Mark only one oval.

- ☐ Yes *Skip to question 11*
☐ No

COVID-19 Screening Questions

6. Have you had a cough, shortness of breath, or difficulty breathing? *

Mark only one oval.

- ☐ Yes *Skip to question 11*
☐ No

COVID-19 Screening Questions

7. Have you or someone you live with had close contact with someone who has tested POSITIVE for COVID-19? (Examples - Being within 6 feet of a person with COVID-19 for a prolonged period of time, being coughed on by the person, touching used tissues with your bare hand, etc.) *

Mark only one oval.

- ☐ Yes *Skip to question 11*
☐ No

COVID-19 Screening Questions

<https://docs.google.com/forms/d/1Gk9SS-wDAL4VERTRwAOgYVc-BNcbnigEjNoWqPPjTB/edit>

7/10

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation
1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

5/15/2020

Visitor Wellness Screening

8. Within the past 14 days, have you traveled outside of the United States? *

Mark only one oval.

- ☐ Yes *Skip to question 11*
- ☐ No

Temp Check

9. Verify current temperature *

Check all that apply.

- ☐ Completed

<https://docs.google.com/forms/d/1GkI9SS-wDAL4VERTRwAOgYVc-BNcbnigEjNoWqPPjTB/edit>

9/10

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

5/15/2020

Visitor Wellness Screening

10. Record current temperature *

Mark only one oval.

- ☐ 98.6 or below
- ☐ 98.7
- ☐ 98.9
- ☐ 99.0
- ☐ 99.1
- ☐ 99.2
- ☐ 99.3
- ☐ 99.4
- ☐ 99.5
- ☐ 99.6
- ☐ 99.7
- ☐ 99.8
- ☐ 99.9 *Skip to question 11*
- ☐ 100.0 *Skip to question 11*
- ☐ 100.1 *Skip to question 11*
- ☐ 100.2 *Skip to question 11*
- ☐ 100.3 *Skip to question 11*
- ☐ 100.4 or above *Skip to question 11*

Cannot Enter the Home

11. Acknowledgment *

Check all that apply.

- ☐ I acknowledge that, based on the results of this screening, I will not enter the home
(please click on the Submit button below)

<https://docs.google.com/forms/d/1GkJ9SS-wDAL4VERTRwAOgYVc-BNcbnigEjNoWqPPjTB/edit>

9/10

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation
1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

Early Education Program			
List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Administration	Principal	Operations	1
Administration	Admin Assistant	Operations	1
Maintenance			
Custodial			
Technology			
Food Service Personnel			
Food Service Personnel			
Teachers	Hours per day	Remote	onsite
	7	7	
Paraprofessionals			
Therapists	7	7	
Nurses			1
Ed Supervisor	7	1	

Bancroft at Voorhees Pediatric Facility			
List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Administration	Principal	Operations	1
Administration	Education Supervisor	Coordinate schedules	1
Maintenance			
Custodial			
Technology			
Food Service Personnel			
Food Service Personnel			
Teachers	Hours per day	Remote	Onsite at VPF
	7	14	
Paraprofessionals	8		6
Therapists	8		8
Nurses	8		7

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.

**BANCROFT SCHOOL and KOHLER ACADEMY
 ESSENTIAL EMPLOYEES BY POSITION DURING SCHOOL CLOSURE:**

TITLE	ESSENTIAL
Senior Director	X
Principal	X
Program Supervisors	X
Curriculum and Training Director	X
Teacher Leads	X
Teachers	X
Social Workers	X
Speech Therapists	X
Physical Therapists	X
Occupational Therapists	X
Behavior Analysts	X
Direct Support Professionals (1:1 aides)	X
Nurses	X
Business Manager	X
Administrative Assistants	X
Food Service Employees	X
Facilities Management	X

Corporate Headquarters • Bancroft, a New Jersey Non-Profit Corporation

1255 Caldwell Road, Cherry Hill, NJ 08034 • bancroft.org

Note: This is a fluid document and is continuing to be updated to reflect ongoing guidance and directives from the DOE.