



INSTITUTIONAL RESTART PLAN

Effective July 23, 2020

Purpose:

- The purpose of the Institutional Restart Plan is to define the strategies Cutting Edge Academy has developed and implemented to safeguard the health and safety all students, staff and visitors during the COVID-19 pandemic.
- The plan is considered a living document and it will be updated and edited as needed to respond to the evolving COVID-19 pandemic and the receipt of additional guidance from relevant governmental entities.
- This plan has been created following orders from the Governor of New Jersey (Executive Order No. 155) and utilizing guidance from the Occupational Safety and Health Administration (OSHA) and the Center for Disease Control (CDC).
- The Institutional Restart Plan is available for review on the Cutting Edge Academy website www.CuttingEdgeAcademyNJ.com and will be provided to all students and staff in advance of the anticipated date for implementation.

Strategies:

1. EDUCATION AND TRAINING

- Cutting Edge Academy will provide a mandated COVID-19 virtual training for all students and staff members (educators, office and administrative) as a condition for resuming in-person instruction.
- This training will cover at a minimum: COVID-19 facts, sources of exposure, symptoms monitoring, everyday preventative actions, social distancing practices, the proper use of personal protective equipment, appropriate sanitation protocols, as well as institutional policies and procedures developed to limit the spread of COVID-19.
- In addition, each student and staff member is required to complete an online Barbicide® COVID-19 Certification Course and present their certificate prior resuming their in-school activities.
- CDC educational posters and other informational materials will be displayed in strategic places around the facility.

2. HEALTH SCREENING

- All students and staff will be directed to self-monitor for common COVID-19 signs and symptoms daily.
- Students or staff members who develop symptoms outside of school or have had exposure to individuals suspected to have or confirmed to have COVID-19 must notify the school and stay home.
- Anyone entering the Cutting Edge Academy facility will be required to complete health screening procedures immediately upon entry into premises. These daily procedures will include:
 - a) Completing a touchless temperature screening.
 - b) Answering COVID-19 health screening questions regarding the presence of any signs of illness in the last 72 hours (fever, cough, breathing difficulties, headache, body aches)
 - c) Reporting exposure to a person with suspected or confirmed COVID-19 infection within the previous 14 days.
- The results of daily health screening will be documented on a school entry log.
- Any individual with a temperature exceeding 100.4 degrees or responds affirmatively to any of the screening questions or reports exposure to a person suspected or confirmed to be COVID-19 positive will be denied entry and sent home.
- Any student and staff member who becomes sick during the day with COVID-19 symptoms will be immediately separated from others and sent home.
- All individuals who were denied entry and were sent home should self-isolate, follow CDC recommended steps to help prevent the spread of COVID-19 and contact their health care provider to determine if testing for COVID-19 is necessary.
- No person will be allowed to return to school until they have met the CDC criteria to discontinue home isolation and have consulted with a healthcare provider.
- Everyone who fails to follow the personal hygiene and school regulations or are not forthright with symptoms will be subject to discharge from the school.

3. FACE COVERING

- Everyone entering the school premises is required to wear face covering that covers both the nose and mouth at all times with limited exceptions when doing so would either inhibit the individual's health or the individual is under 2 years of age.
- Students, staff and visitors will provide their own face masks for safety and comfort.
- The school will provide additional cloth face masks to students and staff should they forget to bring or damage their own.
- A face covering is now considered a required article of the dress code and must be cleaned daily before returning to school.
- The Center for Disease Control recognizes that wearing cloth face covering may not be possible in every situation such as when a hearing impaired person relies on lipreading and suggests using a clear face covering. Following this CDC guideline our educators will be allowed to wear clear face shields to ensure proper communication with students requiring special accommodation. The clear face shields will cover the entire face and will be disinfected daily.

4. SOCIAL DISTANCING

- Steps have been taken to reconfigure the space within the facility to ensure at least six feet of distance between individuals wherever possible and adaptations to the space were implemented with physical barriers, divider shields and sneeze guards to facilitate social distancing in classrooms and offices.
- There will be no person-to-person contact allowed such as hugs, handshakes, high fives, or fist bumps.
- Students and staff movement throughout the facility will be limited to areas that are absolutely necessary for them to occupy in order to complete their work.
- Practical requirements will be completed on manikins. Students may not perform services on another person, regardless of whether the person is a member of the public or another student, until further guidance is provided by our external regulators.
- Breaks will be staggered and scheduled to reduce the density of students in hallways and entryways. Students will be encouraged to take breaks outside or in their car.
- Eating area will be closed. The use of a microwave, a refrigerator and a drinking fountain will be prohibited.

5. FACILITY CLEANING AND SANITATION

- Cutting Edge Academy will undergo deep cleaning prior to reopening for in-person education and will continue to maintain strict cleaning and disinfection standards.
- The school will maintain an inventory of cleaning and sanitizing supplies that exceeds the needs of the institution.
- All restrooms and sinks have handwashing stations with water and soap, paper towel dispensers and touchless trash cans.
- Hands-free hand sanitizing stations (with 60% or more alcohol content) are installed at all building entry points and hand sanitizer bottles are available throughout the school.
- Cutting Edge Academy uses products certified by the U.S. Environmental Protection Agency (EPA) for use against SARS-CoV-2, the virus that causes COVID-19.
- All spaces utilized by students and staff will have EPA approved disinfectants available for individuals to clean their respective areas before, during and after the work day.
- Surfaces that are touched frequently during the day, such as doorknobs, push bars, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. will be cleaned and disinfected several times during hours of operation.
- Hard, non-porous surfaces, such as floors, restrooms, desks, and counters will be cleaned and disinfected daily with a focus on high touch surfaces and shared surfaces.
- When an individual will be confirmed to have COVID-19, Cutting Edge Academy will temporary close off areas used for prolonged periods of time by the sick person. Outside doors and windows will be opened and ventilating fans used to increase circulation in the area. Wait 24 hours or as long as possible before cleaning and disinfecting will be completed to minimize potential for others being exposed to respiratory droplets. Once the area is appropriately disinfected, it will be opened for use.

6. VENTILATION

- The facility is equipped with centralized air conditioning system that is properly maintained.
- Natural ventilation will be used as much as possible to increase outdoor air dilution of indoor air by opening windows and doors in the classrooms and offices.

7. COLLABORATION WITH HEALTH OFFICIALS

- Cutting Edge Academy is committed to working with local and State officials, including the local health department and local office of emergency management.
- All instances of confirmed COVID-19 diagnoses will be reported to local health officials.

8. REMOTE INSTRUCTION

- Pursuant to Executive Order No. 155 signed by Governor Phil Murphy, Cutting Edge Academy plans to cease temporary distance education and resume in-person instruction as of Thursday, July 23, 2020 while adhering to necessary health and safety standards.
- Students who will be unable to transition to on-site activities and participate in in-person instruction can apply for a Leave of Absence. According to the U.S. Department of Education guidelines this LOA, in combination with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.

9. CONTACT TRACING

- Students, staff members and visitors (e.g. prospective students) may enter Cutting Edge Academy only if they have scheduled activities in the facility.
- The school has screening measures in place that do not allow the entry of persons with COVID-19 related signs and symptoms. The screening consists of taking the person's temperature with a touchless thermometer and asking for the recent onset of COVID-19 related symptoms.
- The results of daily health screenings of all individuals who entered the facility will be documented on a school entry log. Additional daily attendance sign-in sheets are maintained for each classroom which will allow the school to trace close contacts more precisely.
- All students, staff members and visitors who are diagnosed with COVID-19 after visiting Cutting Edge Academy, are asked to notify the school immediately.
- Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 15 minutes).
- All instances of confirmed COVID-19 diagnoses will be reported to local health officials.