

November 9, 2020

Hello Families,

FRA hopes you are doing well. Enclosed please find our winter 2021 adult class registration. Winter classes will run for 12 weeks from January 4-March 26, 2021.

**Winter class registration will close on November 30, 2020.** Please complete and return your registration packet as soon as possible. Be sure to complete and return all contact information and policies with your registration form. All further communication about the winter session will be sent to your email on file.

When registering for in-person classes, remember that space is limited. All classes are first come, first serve. Please review the enclosed adult program reopening procedures before registering for in-person classes. FRA will make final decisions on November 30 regarding in-person classes at each location based on registration numbers that ensure there is a minimum of 6 students attending the class.

This winter we will be transition to Google Classroom as our online class platform. On the Friday after you submit your registration, you will receive an email with your Google Classroom login information. This Google login will only be used for classes at FRA. Please review this in advance so we can provide any support to you as needed.

Within a week of returning your winter registration, you will receive an email confirming receipt. After receiving the email confirmation, be sure to share your FRA class registration with your support coordinator. No student will be able to begin winter classes with FRA until their budget paperwork is approved.

Completed registration packets should be sent to Alexa DellaMonica at [frontdesk@frainc.org](mailto:frontdesk@frainc.org).

Thank you

# FRA Adult Class Calendar

2020 – 2021 Class Calendar

September '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '20						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	SCHOOL CLOSED
	FALL SESSION ( 14 Weeks )
	WINTER SESSION ( 12 Weeks )
	SPRING SESSION ( 12 Weeks )
	SUMMER SESSION ( 8 Weeks )

## Winter Session: January 4 - March 26, 2021

### Red Bank In-Person Classes

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10AM-12PM	10AM-12:30PM	10AM-12PM	10AM-12:30PM	10AM-12PM
The Art of Digital Photography Picture this	Exploring Employment in Visual Arts Self Expression	Enjoy the Power of PowerPoint Animal Bytes	Exploring Employment in Graphic Design Self Expression	The Art of Digital Photography Picture this
12:30PM-3PM	1PM-3PM	12:30PM-3PM	1PM-3PM	12:30PM-3PM
Creating Products for Gifts or to Sell Creaing Product for Gifts or to Sell	Surfing the Net Let's go surfing	Financial Literacy Everyday Money Skills	Exploring Social Media Circle of Friends	Exploring Employment in Event and Party Planning Coping with work

### Brick In-Person Classes

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9AM-11AM	9AM-11:30AM	9AM-11AM	9AM-11:30AM	9AM-11AM
The Art of Digital Photography Picture this	Exploring Employment in Visual Arts Self Expression	Enjoy the Power of PowerPoint Animal Bytes	Exploring Employment in Graphic Design Self Expression	The Art of Digital Photography Picture this
11:30AM-2PM	12PM-2PM	11:30AM-2PM	12PM-2PM	11:30AM-2PM
Creating Products for Gifts or to Sell Creaing Product for Gifts or to Sell	Surfing the Net Let's go surfing	Financial Literacy Everyday Money Skills	Exploring Social Media Circle of Friends	Exploring Employment in Event and Party Planning Coping with work

## Winter Session: January 4 - March 26, 2021

### Online Classes

MONDAY	
10AM	12:30PM
The Art of Digital Photography Picture this	Brain Fitness Games and more
11AM	1:30PM
Creating Products for Gifts or to Sell Creaing Product for Gifts or to Sell	Exploring Employment in Event and Party Planning Coping with work

TUESDAY	
10AM	12:30PM
Exploring Employment in Visual Arts Self Expression	Workplace Safety Coping with work
11AM	1:30PM
Surfing the Net Let's go surfing	Technology in the Home Enjoying my space

WEDNESDAY	
10AM	12:30PM
Enjoy the Power of PowerPoint Animal Bytes	Exploring Social Media Circle of Friends
11AM	1:30PM
Financial Literacy Everyday Money Skills	Hopsitality Service Basics Enjoying my space

THURSDAY	
10AM	12:30PM
Exploring Employment in Graphic Design Self Expression	Creating Products for Gifts or to Sell Creaing Product for Gifts or to Sell
11AM	1:30PM
Exploring Social Media Circle of Friends	Writing Essentials Amazing Stories

FRIDAY	
10AM	12:30PM
The Art of Digital Photography Picture this	Technology in the Home Enjoying my space
11AM	1:30PM
Exploring Employment in Event and Party Planning Coping with work	Exploring Employment in Visual Arts Self Expression

# DDD Adult Goods and Services Classes

**GOODS AND SERVICES can be utilized for a maximum of 3 HOURS A DAY to a MAXIMUM OF 10 HOURS PER WEEK**

**This includes all the Goods and Services used with all providers under DDD budgets**

**(Class names in red are DDD approved through the E/I-record)**

## **Brain Fitness Games & more**

Students will explore a variety of web based exercises and apps to engage in activities that strengthen memory, learning style, thinking and reasoning skills, and more.

**Goal:** Promote independence and life skills toward employment by working on following directions, staying on task, understand sequencing, producing ideas and communicating effectively

**Focus:** Students will explore skills related to decision making, critical thinking skills, logical fallacies, and adapting to change.

## **Enjoy the Power of PowerPoint Animal Bytes**

Through a variety of computer activities, students will practice using Google Slides. This course will build upon students' abilities to follow directions, stay on task, and increase creative thinking skills while learning on the computer. Students will create slide presentations on a variety of interest based topics.

**Goal:** Promote independence and life skills toward employment

**Focus:** Students will explore the basics of creating new presentations in Google slides, creating and opening presentations, slide basics, text basics, applying themes, applying transitions, managing slides, finding and replacing text, presenting slideshows online or in-person.

## **Exploring Social Media Circle of friends**

Students will explore the opportunities of various social media applications, such as Facebook, YouTube, Pinterest, and more. Students will use computers, iPads, and their personal devices to practice connecting with others, delivering information, and communicating online. Social media encompasses many different technologies and encourages communication from all involved.

**Goals:** Acquire, retain and improve self-help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment. Promote community inclusion.

**Wednesday Focus:** Students will use preexisting or newly created personal social media platforms to explore the basics of navigating, sharing, editing, posting, reacting, and responding to content on Zoom and YouTube.

**Thursday Focus:** Students will use preexisting or newly created personal social media platforms to explore the basics of navigating, sharing, editing, posting, reacting, and responding to content on Facebook and LinkedIn.

## **Surfing the Net Let's go surfing**

Students will explore ways to search and navigate the internet while being mindful of virus protection. Students will gain experience in a variety of internet sites to build upon their specific interests. Students will also explore ways to research current events in the community and world using various internet resources.

**Goals:** Acquire, retain and improve self-help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment

**Focus:** Students will review internet safety, explore how to use the internet to buy and sell online, find product reviews, research information, and explore avenues of media and entertainment.

## **Technology in the Home** **Enjoying my space**

In this course, students will gain experience using a variety of electronic equipment including vacuums, washing machines, blenders, toasters, smoke detectors, etc. to promote and foster independence with these technologies.

**Goals:** Acquire, retain and improve self- help, socialization and adaptive skills to live in home or community. Increase safety in the home and environment. Decrease the need for other Medicaid services

**Tuesday Focus:** Students will explore a variety of household technologies to assist with and maintain a clean and organized living or work environment. Technologies will include but are not limited to telephones, remote controls, vacuums, washers and driers, smoke detectors, carbon monoxide detectors.

**Friday Focus:** Students will explore a variety of household technologies related to food preparation and clean up. Technologies will include but are not limited to toasters, toaster ovens, microwaves, coffee makers or Keurig, electric tea pots, blenders or smoothie machines, and dish washers.

## **The Art of Digital Photography** **Picture this!**

Students will practice taking pictures on a variety of devices including iPhones, tablets, and digital cameras. Students will explore the skills necessary for composition, cropping, and lighting. Using photos taken in class, students will then practice sharing photos on social media, storing photos on the computer, and creating digital photo books.

**Goals:** Acquire, retain and improve self- help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment

**Monday Focus:** Students will expand upon previously taught photography skills by exploring how to capture motion, photograph landscapes, and capture close-up shots. Using photos taken in class, students will explore ways to share photos online.

**Friday Focus:** Students will expand upon previously taught photography skills by exploring ways to edit photos. Students will utilize a variety of image editing software including but not limited to Google Photos, Pixlr, GIMP, and built-in device image editing software to crop, resize, rotate, change colors, and add text.

## **Writing Essentials** **Amazing stories**

Have fun with writing! Students will utilize computers, iPads, and pen and paper to gain stronger vocabulary, develop effective writing skills, and increase their desire to read.

**Goal:** Promote independence and life skills toward employment

**Focus:** Using Gmail and Google Docs, students will compose and reply to emails, edit and spell check, attach documents, insert links, insert files from Google drive, insert photos, and create email signatures.

# DDD Adult Prevocational Classes

Up to 30 hours per week for one year – DDD Approved  
(Class names in red are DDD approved through the E/I-record)

## **Creating Products for Gifts or to Sell** **Creating Products for Gifts or to Sell**

Students will explore a variety of ideas and materials to create products that may be used as a gifts or items to sell. This process provides students with a sense of accomplishment when creating a product that is worthy of sale. Students will engage in activities that practice following directions, decision making, and understanding the worth and value of a product. Products may include labels, business cards, letterhead, note cards, greeting cards, photo calendars, or photo frames. All products will be created using computer software. After creating these products, students will practice packaging items for local fairs, flea markets, or to be given as gifts. Throughout this course, students will explore the skills and knowledge necessary for at-home businesses.

## **Exploring Employment in Event and Party Planning** **Coping with Work**

Students will explore the party planning process. Students will practice creating invitations, decorations, preparing and serving food, and planning appropriate party activities. At the end of the semester, the class will plan and host an event for the community.

## **Exploring Employment in Graphic Design** **Self Expression**

Students will be introduced to the graphic design process while designing their own products. Students will have opportunities to explore graphic design shops and interact with workers in the field to gain a better understanding of the skills needed for employment in the field of graphic design.

## **Exploring Employment in Visual Arts** **Self Expression**

Students will cultivate their talents and skills in the world of visual arts. Students will explore and practice making goods in the areas of ceramics, textiles, printmaking, and painting.

## **Financial Literacy** **Everyday Money Skills**

The goal of this class is to provide students with the knowledge that will enable them to address money skills with independence. Students will complete activities where they practice and manipulate hourly wages, paychecks, time sheets, register skills, counting money, making change, budgeting, comparison shopping, reading receipts, and more.

## **Hospitality Service Basics** **Enjoying my Space**

Students will learn and practice transferable skills, including but not limited to, greeting customers, standards of workplace cleanliness, preparing table settings, and planning events.

## **Workplace Safety** **Coping with Work**

Throughout this course, students will gain knowledge and skills related to safety in the workplace. Students will demonstrate functional literacy skills for the workplace, identify safe working practices related to the workplace, learn of occupational safety practices in the workplace, and propose solutions related to unsafe work practices.

NAME \_\_\_\_\_



## Winter Adult Program Registration January 4 - March 26, 2021

Goods and Service Class

Prevocational Class

Please keep in mind that when registering for in-person classes, space is limited. All classes are first come, first serve.

Red Bank In-Person Classes			
MONDAY	The Art of Digital Photography <a href="#">Picture this</a>	10-12PM	
	Creating Products for Gifts or to Sell <a href="#">Creating Products for Gifts or to Sell</a>	12:30-3PM	
TUESDAY	Exploring Employment in Visual Arts <a href="#">Self Expression</a>	10-12:30PM	
	Surfing the Net <a href="#">Let's go surfing</a>	1-3PM	
WEDNESDAY	Enjoy the Power of PowerPoint <a href="#">Animal Bytes</a>	10-12PM	
	Financial Literacy <a href="#">Everyday Money Skills</a>	12:30-3PM	
THURSDAY	Exploring Employment in Graphic Design <a href="#">Self Expression</a>	10-12:30PM	
	Exploring Social Media <a href="#">Circle of Friends</a>	1-3PM	
FRIDAY	The Art of Digital Photography <a href="#">Picture this</a>	10-12PM	
	Exploring Employment in Event and Party Planning <a href="#">Coping with work</a>	12:30-3PM	

Brick In-Person Classes			
MONDAY	The Art of Digital Photography <a href="#">Picture this</a>	9-11AM	
	Creating Products for Gifts or to Sell <a href="#">Creating Products for Gifts or to Sell</a>	11:30-2PM	
TUESDAY	Exploring Employment in Visual Arts <a href="#">Self Expression</a>	9-11:30AM	
	Surfing the Net <a href="#">Let's go surfing</a>	12-2PM	
WEDNESDAY	Enjoy the Power of PowerPoint <a href="#">Animal Bytes</a>	9-11AM	
	Financial Literacy <a href="#">Everyday Money Skills</a>	11:30-2PM	
THURSDAY	Exploring Employment in Graphic Design <a href="#">Self Expression</a>	9-11:30AM	
	Exploring Social Media <a href="#">Circle of Friends</a>	12-2PM	
FRIDAY	The Art of Digital Photography <a href="#">Picture this</a>	9-11AM	
	Exploring Employment in Event and Party Planning <a href="#">Coping with work</a>	11:30-2PM	

Online Classes			
MONDAY	The Art of Digital Photography <a href="#">Picture this</a>	10AM	
	Brain Fitness <a href="#">Games and more</a>	12:30PM	
	Creating Products for Gifts or to Sell <a href="#">Creating Products for Gifts or to Sell</a>	11AM	
	Exploring Employment in Event and Party Planning <a href="#">Coping with work</a>	1:30PM	
TUESDAY	Exploring Employment in Visual Arts <a href="#">Self Expression</a>	10AM	
	Workplace Safety <a href="#">Coping with work</a>	12:30PM	
	Surfing the Net <a href="#">Let's go surfing</a>	11AM	
	Technology in the Home <a href="#">Enjoying my space</a>	1:30PM	
WEDNESDAY	Enjoy the Power of PowerPoint <a href="#">Animal Bytes</a>	10AM	
	Exploring Social Media <a href="#">Circle of Friends</a>	12:30PM	
	Financial Literacy <a href="#">Everyday Money Skills</a>	11AM	
	Hospitality Service Basics <a href="#">Enjoying my space</a>	1:30PM	
THURSDAY	Exploring Employment in Graphic Design <a href="#">Self Expression</a>	10AM	
	Creating Products for Gifts or to Sell <a href="#">Creating Products for Gifts or to Sell</a>	12:30PM	
	Exploring Social Media <a href="#">Circle of Friends</a>	11AM	
	Writing Essentials <a href="#">Amazing Stories</a>	1:30PM	
FRIDAY	The Art of Digital Photography <a href="#">Picture this</a>	10AM	
	Technology in the Home <a href="#">Enjoying my space</a>	12:30PM	
	Exploring Employment in Event and Party Planning <a href="#">Coping with work</a>	11AM	
	Exploring Employment in Visual Arts <a href="#">Self Expression</a>	1:30PM	



## Personal Information

Student Full Name

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Date of Birth:

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Gender:

MALE ☐ FEMALE ☐

Parent/Guardian Name:

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Address:

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Home & Cell Phone:

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Email:

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Support Coordinator:

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S.C. Phone:

---

S.C. Email:

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Budg. Start & End Date:

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Emergency Contact #1:

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Phone Number:

---

Emergency Contact #2:

---

Phone Number:

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Participants must demonstrate the ability to accept and follow reasonable rules and to behave respectfully toward others. They must also have sufficient emotional/behavioral stability and independent ability to participate in all aspects of the program.

Name of Participant:

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Date:

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A person over the age of 18 is considered their own legal guardian unless someone else has been appointed guardian by the courts. My son/daughter:

Self Guardian

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Legal Guardian

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Name of Guardian & Relationship:

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## Medical History

Cardiac   Y ☐ N ☐   Seizures   Y ☐ N ☐   Diabetic Y ☐ N ☐

Diagnosis \_\_\_\_\_

Accommodations:

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Allergies

---

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---

Medications and Doses:

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Medical or Physical Concerns

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Fears/Concerns/Behaviors (provide triggers for outbursts/behaviors and suggestions of best strategies to assist your child):

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## Payment

Payment Type (Please check):

☐ School Contact/School District

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Case Manager: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

☐ DDD Service

Budget paperwork submitted: Yes ☐ No ☐

☐ Online payment

☐ Credit Card

Visa ☐      Master Card ☐      Discover ☐      American Express ☐

Credit card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Zipcode: \_\_\_\_\_

I authorize a one-time payment of \$\_\_\_\_\_ to be made to my card by FRA.

☐ Check Payment

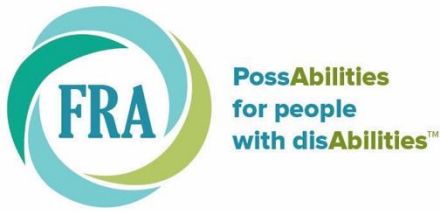
Check #: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

\*\* Please make all checks payable to 'FRA' and mail to 210 Newman Springs Rd E., Red Bank, NJ 07701

<p><u>Note:</u> For security purposes we DO NOT/WILL NOT keep a record of your credit card information.</p>
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Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## FRA

### ADULT PROGRAM POLICY

Participants enrolling in prevocational or goods and service classes, students must be able to participate in a meaningful way. Therefore, the following criteria are set to help determine in part if the applicant is appropriate for our classes.

Applicants must have the ability to accept and follow reasonable rules, follow directions and to behave respectfully toward others. They must have sufficient emotional and behavioral stability. Students must be independent at eating and toileting unless accompanied by their aid. Students must also have the interest, stamina and independent ability to participate in all aspects of the class which is either a 2 or 2.5 hour time period. If a student has the interest and stamina but requires additional support, they can attend class with their direct service person.

Prior to accepting registration into the class, students must come for a tour of the classes and the building, and must meet with the Adult Program Director. The Program Director will assess the person's skills, while the student/family will have an opportunity to see if the class is something that would be of interest to them and meets their needs and abilities. Entrance into class will be based upon the individual's appropriateness for the program and appropriate/available class openings, as determined by the Program Director. Students will be accepted into the program on a trial basis. Students' ability to follow rules, engage, and participate in all aspects of the class will be evaluated for permanent placement in the program.

Once enrolled, students must review and adhere to the class policy on interpersonal relations/bullying, as well as cell phone use. These forms must be signed before starting the class.

I, \_\_\_\_\_ have read and understand the Adult Program Policy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Representative \_\_\_\_\_ Date \_\_\_\_\_

# FRA

## BULLYING POLICY

**POLICY: No bullying will be tolerated in any FRA classes.**

**Someone is bullying when they:**

- make negative, unkind or hurtful comments about another person in the class
- push or purposefully crowd out another student to make them feel unwelcome in our space
- refuse to sit, dance with or be near another student in order to be hurtful and to exclude them
- try to get others to join in and gang up against the targeted person
- are trying to make others feel unwelcomed, disliked or unacceptable in any way

**If a student bullies another student in the class, the following consequences will happen:**

1. At all times, after each incident, the bullying student must take responsibility for their behavior and apologize to the other person for being hurtful as well as to the classmates for making them feel uncomfortable.
2. On the first occurrence, the bullying student will be given information about why and how the behavior is hurtful and unacceptable. They will be told to leave the class for 15 minutes or until that student can participate cooperatively and be accepting of all classmates.
3. Classmates will be provided with support and education about the hurtfulness bullying causes. Classmates will be given language to support the person who is the target of the bully and instruction about how caring for others is important to all.
4. If the student uses bullying behavior again in the same class, that student will be asked to leave the class for the remainder of the session. This will result in a **FIRST WARNING**.
5. If the student again creates an episode of bullying in another class, the student will again be asked to leave for 15 minutes. This will result in a **SECOND WARNING**. Additional counseling about the offensive behaviors and the hurtful consequences will be provided to the offender. Group support will be offered to the person targeted.
6. If an episode of bullying occurs in a third class, the student will be asked to leave the class. This will be the **THIRD AND FINAL WARNING**. **THE STUDENT WILL THEN BE DISMISSED FROM THE CLASS FOR THE REST OF THE SEMESTER.**
7. If it is observed, known, or can be proven that another student is instigating or participating in any of these behaviors that student will have the same consequences.
8. Parents will be informed of the incident and about the concerns of the staff on an ongoing basis.

**I, \_\_\_\_\_ HAVE READ AND UNDERSTAND THE  
POLICY ON BULLYING. I KNOW I HAVE TO FOLLOW THE RULES IN ORDER TO BE ALLOWED TO  
STAY IN THE CLASS.**

**STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**AGENCY REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_**

# FRA

## CELL PHONE POLICY

### **Policy: Cell phone use is prohibited during class**

In FRA'S pursuit to instill good workplace habits in our adult students, and as part of our prevocational class experience, we are implementing job expectations within each classroom. Cell phones and other electronic devices are part of all our lives but we do not typically use them in our workplace environment unless we are on a break. If we must use them in our workplace environment it is typically only in the event of an emergency or urgent business. We are asking all students who bring electronic devices to our classes to keep them in their backpack, purse or jacket pocket during class time and only use them during lunch break.

### **Consequences for ignoring this policy:**

If a student is repeatedly using a cell phone during class there will be a series of interventions to guide expected behavior:

- 1) *Level 1:* student will be reminded to put the cell phone in their backpack or jacket pocket.
- 2) *Level 2:* student will have to give their cell phone to the teacher upon arriving to class. The teacher will hold the phone at her desk.
- 3) *Level 3:* the student's phone will be held at the front desk to be returned to the student upon departing FRA for the day.
- 4) *Level 4:* the student will not be allowed to attend FRA classes unless they comply to our policy, or will not be allowed to bring the phone into the building.

I, \_\_\_\_\_ have read and understand the policy on cell phone use. I know I have to follow the rules in order to be allowed to stay in class.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**FRA**  
**CLASS CONSENT FORM**

I give consent for my son / daughter: \_\_\_\_\_  
to the following:

- Attend any class trips provided during the current session.  
As trips are scheduled, information and details will be provided. Students will bring home notice of a trip.
- Have son/daughter photo and or video taken. Names will not be released.
- Utilize their cell phones during class, if needed, for a specific activity or lesson.

Please list any exclusions below:


\_\_\_\_\_  
Name: Print

\_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **FRA POLICIES and PROTOCOL FOR COVID 19 HEALTH AND SAFETY PRACTICES FOR REOPENING ADULT PROGRAM SERVICES**

**This guidance is heavily derived from guidance documents produced by the federal Centers for Disease Control and Prevention (CDC), and in many instances it has been supplemented or modified to reflect the needs of New Jersey, including the NJ Department of Health, guidelines from NJ Governor's Office and NJ Division of Developmental Disabilities**

We welcome staff, all people using our services and their families. As FRA reopens for services, we are taking on a tremendous responsibility for ensuring the well-being of all those we serve, volunteers and staff in an environment in which the risks are significantly higher and more complex than they were in March 2020. These guidelines are intended to facilitate the safety and well-being of all who enter and use the FRA facility effective July 13, 2020, and until further notice.

- Persons that have a fever of 100.40 (38.00C) or above or who show other signs of illness shall not be admitted to the facility.
- Masks are mandatory for using the facility, except when an individual is unable to use a mask due to their health or developmental disability
- Social distancing is to be used and respected when interacting with all
- All students, volunteers, visitors and employees must remain at home when ill so as not to spread germs to others

## **HEATH AND SAFETY PROTOCOLS SCREENING and ADMITTANCE**

- All people entering FRA will be screened for fever and other COVID-19 symptoms prior to entry of the facility each day.
- Assigned staff will attend at this station to ensure proper screening is in place for anyone entering the space.
- All families and individuals shall remain on the alert for signs of illness and shall stay at home when they are sick.
- Social distancing and/or physical barriers shall be used to eliminate or minimize exposure risk during screening.
- A screening station, set in the foyer at the immediate entryway prior to entering the facility, will be used. Outdoor screening areas with sufficient sheltered to allow utilization during inclement weather and/or in-car screening is permissible.



- Complete questionnaire with all those entering to determine prior travel, prior exposure and any potential signs of illness BEFORE processing further for screening. The following list precludes people from entering the facility:
  - Persons that have been exposed to persons known to have COVID-19 during the preceding 14 days or
  - Who has traveled to any of the states or countries listed with travel warnings and quarantine Hot Spots during the preceding 14 days, or
  - Has had COVID 19 symptoms in the preceding 14 days, or
  - Who has someone at home with COVID symptoms
- The mobile station at the door will be stocked with all necessary supplies:
  - Infrared Thermometer Scanner
  - Gloves
  - Sanitizer
  - Face masks
  - Wipes
  - Tissues
  - Trash holder
  - Documentation log

### **PROCESS for SCREENING**

- A face mask must be used to protect the staff member from respiratory droplets that may be produced if anyone being screened sneezes, coughs, or talks. Disposable gloves are also to be used when screening multiple people.
- Make a visual inspection of the individual/child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

### **Conduct temperature screening** (follow steps below)

- Perform hand hygiene before putting on gloves and after removing gloves, using a hand sanitizer with at least 65% alcohol.
- Maintain as much distance as possible
- Check the individual's temperature, lightly scanning to get a true reading of their temperature, which must be below 100.4 degrees for entry into FRA.
- Use the infra-red thermal thermometer to perform a temperature check. If you did not have physical contact with the individual, you do not need to change gloves before checking the next person.
- In using the non-contact thermometers, clean it with an alcohol wipe between each person screened. You can reuse the same wipe as long as it remains wet.
- Keep track of the individual name and findings on the log page at the screening station.

ANYONE with a fever in excess of 100.4 degrees Fahrenheit, or exhibiting other symptoms of COVID-19, shall not be allowed to enter the facility and be recommended to go home and to see their healthcare provider.

### **USE of FACE MASKS**

- Everyone shall be required to wear disposable/ clear or cloth masks while in the FRA building and interacting with others.

- If using a face mask would inhibit the individual's health or if someone refuses to wear a face covering for non-medical reasons and if they chose not to use a covering provided to them at the point of entry, then the individual will not be allowed to enter.
- When feasible, children shall wear face coverings within the facility. Cloth face coverings should NOT be put on children under age two because of the danger of suffocation.
- Staff members interacting with students and others of any age and in any capacity must wear a face mask.
  - Staff working with adults must work with a face mask in all instruction and interaction activities. If the need arises to remove the mask it should be done away from others.
  - Staff working in separate office spaces have ample space for social distancing and are free to remove their mask. However, in interacting with others, and when moving through out the building it necessary to use a face mask.
  - Disposable masks should be changed during the week, and Clearmasks or cloth masks should be washed, as determined by the amount of use and in compliance with CDC recommendations.

### **PROMOTING HEALTHY HYGIENE PRACTICES**

FRA shall ensure that COVID 19 posters from the CDC are posted as indicated on entry and exit doors, in eating areas, in restrooms and throughout the building.

- Instructors shall teach and reinforce hand-washing practices as all students enter the facility, prior and after lunch, and again at the end of the day.
- Instructors must reinforce covering for coughs and sneezes among all and then to wash hands afterwards.
- Instructor should reinforce social distancing and spacing for adult students, especially if they go to places without using a mask.
- Instructors shall teach and reinforce use of cloth face coverings among all adult students in all class settings. Face coverings are most essential at times when social distancing is not possible.
- Staff and students should be frequently reminded not to touch the face covering and to wash their hands frequently.
- FRA shall have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 65% alcohol, wipes and tissues. Sanitizer will be available in all class spaces.
- Students and staff shall practice frequent hand washing with soap and water for at least 20 seconds, and shall be required to wash their hands upon arriving at the center before entering the classroom, before and after meals or snacks, after using the bathroom, and prior to leaving for home. All should be monitored to ensure proper technique.
- FRA shall maintain hand hygiene stations at the entrance to the facility and throughout the building and classroom areas with ample sanitizer so everyone can clean their hands before entering and during the day.

**Practices When working with adults:**

- Staff will be provided with CLEAR face masks as well as disposable masks as needed which must be worn at all times when working in the facility
- Staff shall wash their hands or use hand sanitizer throughout the day, particularly when touching their face, using restrooms, eating, or assisting others who they have touched.
- Students will be maintained in the same group during the entire day and shall maintain keeping on their masks when speaking.
- Plexi-glass workstation dividers provide additional separation between all students to further limit personal contact between students and to provide personal space in the classroom, which also need to be sanitized at the end of the day
- Use of hallways will occur one group at a time to minimize cross contact of students during the day
- Outdoor space shall be used to give everyone a break from masks and provide fresh air, assuring everyone maintains social distancing.

**Enhanced Cleaning and Sanitation Procedures**

- FRA staff and students shall increase the frequency of cleaning all surfaces, especially doorknobs, light switches, countertops, and restrooms, as well as computers, plexiglass workstation dividers, equipment, tables and chairs after each day.
- This is a virus that is present in the moment and all staff are responsible to be an active part of the solution to maintain enhanced cleaning. As appropriate, students shall assist in this process to build skills and independence for follow through.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Cleaning shall be in accordance with the CDC's Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes. A summary poster shall be posted prominently throughout the building. The complete guidance is on the CDC website at:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>.
- Bathrooms (door knobs, toilet and faucet handles and sink) must be sanitized after lunch and at the end of the day. All staff and able students must participate in this effort as it is a virus that is in the moment
- If groups are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.
- Students can only bring in the following items from home: Jacket, lunch bag, one small personal bag if necessary, cellular device. Home items should not be brought into the facility that are not easily cleaned or disinfected (e.g., soft or plush toys, additional backpacks, or overfilled purses).
- On a daily basis, FRA staff, providers, students and others shall clean/disinfect surfaces and objects that are touched often. This includes restrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands- on learning items, faucet handles, phones and toys. Disinfecting methods shall utilize Environmental Protection Agency approved

disinfectants for use against COVID-19. (more information and product lists available here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)

- FRA shall ensure that the new HVAC fresh air flow systems are maintained and operational. To the extent practicable, windows should be opened frequently to allow fresh air flow, and HVAC systems should be adjusted to allow for more fresh air to enter the facility hourly.

## **COVID EXPOSURE REPORTING AND TRACING**

- FRA and all of its staff shall plan for and abide by procedures detailed herein for response to COVID-19 exposure in the center.
  - Any staff member who has been exposed to COVID-19 or who is showing signs of illness outside of FRA, shall report the situation to FRA administration immediately and follow all procedures.
  - Any student or family member with whom they reside or are in close contact with who has been exposed to COVID-19 or who is showing signs of illness outside of FRA, shall report the situation to FRA administration immediately and follow all procedures.
- FRA administration shall immediately notify the county department of health and the related DHS/DDD state offices that guide our service approval of any known or suspected COVID-19 exposure in the program facility.
- FRA administration shall immediately notify the FRA Board of Trustees.

## **CONTAINING THE SPREAD**

- Anyone who has been exposed to someone who has tested positive for COVID-19 must report this to FRA administration, quarantine for 14 days and be cleared with a negative COVID-19 test result.
- Anyone who has tested positive for COVID-19 in the past and has met the criteria to end quarantine and has a doctor's note establishing negative test results shall be able to return to work/FRA classes.
- Anyone who fails to pass the intake survey questions will be turned away from entering the building. If it is not possible to turn someone away immediately, the individual will be quarantined in the Family Room until they are picked up by family member. The individual shall remain quarantined and out of program until all survey questions can be passed.
- If a student presents signs of illness during the day or at intake with a fever of 100.4, they will be isolated in the Family Room until someone can come to pick them up and exit directly out the side door.
  - Students who are sick must be picked up within an hour of contact from the FRA administration, depending on distance to/from home.
- Any staff member who becomes ill during the work day exhibiting COVID-19 symptoms must leave the building immediately from the nearest exit to go home and return only once the status of their illness is determined
- Anyone who leaves FRA showing signs of a fever shall contact their healthcare professional to be evaluated for COVID-19.
  - Those who test positive cannot return to work until they present to the office a note from their doctor or health care provider with negative

- test results that they are cleared to resume normal activity and are clear of any COVID-19 infection/symptoms.
  - Those who test negative for COVID-19 shall present that finding and a doctor's note indicating they are cleared to resume normal activity and are clear of any COVID-19 infection/symptoms.
- Anyone who fails to pass the intake survey or is sent home due to COVID 19 related symptoms will be required to present a negative COVID 19 test and a letter from their doctor stating they are in good health prior to return.
- Once there is a confirmed or suspected case of COVID 19 in an FRA class contact tracing with local authorities will begin.
  - A report will also be filed with NJDDD for anyone being served in adult classes who has a budget under DDD
- Those who are exposed will be notified and can only return to the program based on the contact tracer's findings and following all of the protocols in this policy as relevant to the situation.
- Administrative Staff will notify staff and student/families who were in contact with the cohort of anyone with confirmed or suspected COVID 19 test.
  - Administrative Staff will report to and enlist the help of local and state health agencies for contact tracing.
  - Administration shall also report any confirmed case of COVID-19 to NJ DDD for those staff, students and others who interact with the adult classes.
- Administrative Staff will shut down any in-person class with a confirmed case of COVID 19 for a period of two weeks. During which time students can receive virtual instruction.
- FRA will deep clean and sanitize the facility after any confirmed or suspected cases of COVID 19 identified with someone attending the facility.

## **EDUCATION AND TRAINING**

### **All staff members will be trained on the following:**

- FRA's COVID 19 policies and protocols and a record of this training will be maintained by supervisors.
- COVID 19 (symptoms, signs, transmitting, and observation for symptoms)
- Adherence to the NJDHS/DDD Division's reporting requirements and procedures for suspected or positive cases of COVID 19
- Screening procedures prior to entering the facility for staff and students
- Sick leave policies and the importance of not reporting to work when ill
- Return of Staff/individuals to the facility post recovery from COVID 19
- Adherence to recommended guidance for prevention and control practices including: hand hygiene, donning and doffing PPE, storage of equipment and PPE materials, social distancing, etc.
- Adherence to recommended guidance for cleaning and disinfection of the following: hard (non-porous) surfaces, electronics, soft (porous) surfaces, linens and clothing.

### **Before returning to on-site services at FRA Families, Students and Caregivers will be educated on the following:**

- Understanding how COVID-19 is spread and precautions necessary to prevent the spread of the disease.

- Importance of informing FRA administration if you or a family member is ill with COVID-19
- The care FRA has taken to be prepared to open for on-site services, including; facility modifications, PPE, cleaning and planning
- FRA's policies and protocols will be provided to all families/individuals using service on-site in a FRA facility via email with an option for discussion meeting for Q&A
- Screening protocols in place at FRA and how to pre-screen at home prior to sending students out on transportation
- COVID 19 (symptoms, signs, transmitting, and observation for symptoms)
- Importance of staying home if presenting any signs of illness
- Importance of students informing staff as soon as they feel feverish or ill during any activity on-site
- Actions they can take to protect themselves (hand hygiene, face coverings, maintaining social distance, coughing into arm)
- The agency's process to assist individuals to acquire skills needed in order to maintain their personal safety and the safety of other community members from COVID 19 while in the facility and out in the community

All procedures for screening, isolating and returning to the facility/program will be modified to follow the latest CDC and NJ Department of Health recommendations and will supersede these FRA protocols if they are not revised to reflect these changes.